



## Determining Direct Care Staff Hours. Title 17 56004

The table below shows the minimum number of weekly direct care staff hours required by Title 17 regulation. To determine the actual number of required direct care staff hours in a specific home, locate the level on the left and follow across to the number of people who live in the house. For example, a level 4 home with 4 people would have to have 220 hours.

If everyone who lives there is gone during the day, the amount of time no staff is needed can be deducted. For example, if everyone attends a day program 6 hours a day 5 days a week, 30 hours can be deducted.

Using the same scenario as above a level 4 home with 4 people living there who all attend day program would need 190 hours ( $220 - 30 = 190$ ).

### Number of Weekly Hours Per Resident Census

Service Level	1 Resident	2 Residents	3 Residents	4 Residents	5 Residents	6 Residents	7+ Residents
2	168	168	168	168	168	168	28*
3	168	168	168	180	200	240	40*
4	168	168	186	220	255	305	50*
5	168	180	195	260	309	371	61*
6	168	204	258	312	366	420	70*

\*This number represents the hours added for *each* individual beyond the 6th resident in the home, starting with the 7th resident.

Some things to remember:

When the licensee/administrator is providing direct services and supports, they can count as part of the minimum. Their administrative hours do not count.

While staff may not be working during the day, the home is expected to be able to pick people up from day program etc. quickly.

# DIRECT CARE STAFF SCHEDULE

Week Beginning: \_\_\_\_\_

Service Level: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Number of Consumers residing in the home: \_\_\_\_\_

Signature: \_\_\_\_\_

Hours	b	Monday	b	Tuesday	b	Wednesday	b	Thursday	b	Friday	b	Saturday	b	Sunday
6:00 AM														
7:00														
8:00														
9:00														
10:00														
11:00														
12:00N														
1:00PM														
2:00														
3:00														
4:00														
5:00														
6:00														
7:00														
8:00														
9:00														
10:00														
11:00														
12:00MN														
1:00 AM														
2:00														
3:00														
4:00														
5:00														

List Direct Care Staff using letters A,B,C,D,E,F,G,Q (below). Complete the schedule (above) showing the corresponding letter of each staff on duty for each hour of each day. Use the first column of each day (shaded – b) for Basic (24/7) Staffing.

A \_\_\_\_\_

F \_\_\_\_\_

Required Direct Care Hours: \_\_\_\_\_

B \_\_\_\_\_

G \_\_\_\_\_

Less: Hours no staff are scheduled: \_\_\_\_\_

C \_\_\_\_\_

Administrator Q \_\_\_\_\_

(\*No people under the supervision of home staff – e.g. all at Day Program.)

D \_\_\_\_\_

(Only assign Q to the schedule when the Administrator's duties are direct supervision of consumers or program preparation functions and NOT Home Administrator responsibilities or duties).

Total Direct Care Hours: \_\_\_\_\_

E \_\_\_\_\_

DIRECT CARE ASP SCHEDULE

Week Beginning: \_\_\_\_\_

Service Level: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Name of person the the ASP is for: \_\_\_\_\_

Signature: \_\_\_\_\_

Hours	b Monday				b Tuesday				b Wednesday				b Thursday				b Friday				b Saturday				b Sunday							
6:00 AM																																
7:00																																
8:00																																
9:00																																
10:00																																
11:00																																
12:00N																																
1:00PM																																
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A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

D \_\_\_\_\_

E \_\_\_\_\_

F \_\_\_\_\_

G \_\_\_\_\_

Administrator Q \_\_\_\_\_

(Only assign Q to the schedule when the Administrator's duties are direct supervision of consumers or program preparation functions and NOT Home Administrator responsibilities or duties).

Total Hours of ASP \_\_\_\_\_