



## Determining Direct Care Staff Hours: Basic Staffing Level and Additional Hours

Basic Staffing Level Hours *Plus* (+) Total Additional Direct Care Staff Hours  
*Equal* (=) The Required Number Of Weekly Staff Hours In A Vendored Facility.

The number of basic staffing level hours required for a vendored facility is 168 hours per week. (24 hours x 7 days/week = 168 hours/week). The basic staffing level equals not less than one direct care staff person at all times when consumers are under the supervision of facility staff. Hours may vary from week to week and home-to-home depending upon consumer schedules. Weekly staff schedules may reflect less than 168 basic staff hours due to planned time periods when there are no consumers under the supervision of facility staff (i.e. when all are being supervised by day program staff or transportation vendor). It is typical for all of a home's consumers to be away from the facility and not under the supervision of facility staff between 20 and 30 hours per week. As a result, the basic staffing hours required of most facilities are between 148 and 138 hours per week. This number is subject to increase on any day/week when one or more consumers do not attend scheduled day services or school and remain at home.

Once basic direct care staff hours are determined, add the appropriate number of additional hours from the table below. The sum equals a projection of the weekly total of required direct care staff hours for the facility.

	<i>Total Number of Consumers</i>								
	1	2	3	4	5	6	7	8	9
Level 2	0	0	0	0	0	0	12	24	36
Level 3	0	0	0	4	23	42	61	80	99
Level 4a	0	0	0	12	33	54	75	96	117
Level 4b	0	0	0	24	48	72	96	120	144
Level 4c	0	0	9	36	63	90	117	144	171
Level 4d	0	0	18	48	78	108	138	168	198
Level 4e	0	0	30	64	98	132	166	200	234
Level 4f	0	4	42	80	118	156	194	232	270
Level 4g	0	12	54	96	138	180	222	264	306
Level 4h	0	22	69	116	163	210	257	304	351
Level 4i	0	36	90	144	198	252	306	360	414

**Table 1. Additional Hours: Cumulative Number of Additional Direct Care Staff Hours Required At Each Service Level and Billable Census**

	Basic Staffing Level	168
Less:	Estimated number of hours in a typical week when no consumers are under the supervision of facility staff.	_____
	Estimated Basic Staffing	_____
Plus:	Additional Direct Care	_____
Equals:	Total Direct Care Staffing	_____

Basic staffing level may vary daily depending on consumer attendance in school or day services. It is determined based upon the number of hours one or more consumers are under the supervision of facility staff.

## Determining Direct Care Staff Hours: Basic Staffing Level and Additional Hours.

The table below shows the number of weekly direct care staff hours (basic staff hours plus additional hours) required by Title 17 regulation. To determine the actual number of required direct care staff hours in a specific home, locate the staff hours on the table below. Subtract from that number the hours each week when no consumers are under the supervision of the facility staff.

<i>Total Number of Consumers</i>									
	1	2	3	4	5	6	7	8	9
Level 2	168	168	168	168	168	168	180	192	204
Level 3	168	168	168	172	191	210	229	249	357
Level 4a	168	168	168	180	201	222	243	264	285
Level 4b	168	168	168	192	216	240	264	288	312
Level 4c	168	168	177	204	231	258	285	312	339
Level 4d	168	168	186	216	246	276	306	336	366
Level 4e	168	168	198	232	266	300	334	368	402
Level 4f	168	172	210	248	286	324	362	400	438
Level 4g	168	180	222	264	306	348	390	432	474
Level 4h	168	190	237	284	331	378	425	472	519
Level 4i	168	204	258	312	366	420	474	528	582

Table 2. Direct Care Staff Hours: *The Sum of the Basic Staffing Level (168 hours per week) Plus Total Additional Hours Required at each Service Level and Billable Census.*

Within the total number of required additional direct care staff hours (Table1), the facility may include hours for program preparation functions. Program preparation functions may not supplant basic staffing hours. If the facility only has requirements for basic staffing then direct care hours may not be redirected to program preparation functions. The facility may redirect from additional direct care staff hours the number of program preparation function hours allocated in the table below. The staff schedule must reflect all required hours including hours for program preparation functions.

		Number of Consumers						
		1	2	3	4	5	6	7
Service Level 2	(up to 2 hrs/wk/cons.)	0	0	0	0	0	0	12
Service Level 3	(up to 2 hrs/wk/cons.)	0	0	0	4	10	12	14
Service Level 4A	(up to 3 hrs/wk/cons.)	0	0	0	12	15	18	21
Service Level 4B	(up to 3 hrs/wk/cons.)	0	0	0	12	15	18	21
Service Level 4C	(up to 3 hrs/wk/cons.)	0	0	9	12	15	18	21
Service Level 4D	(up to 4 hrs/wk/cons.)	0	0	12	16	20	24	28
Service Level 4E	(up to 4 hrs/wk/cons.)	0	0	12	16	20	24	28
Service Level 4F	(up to 4 hrs/wk/cons.)	0	4	12	16	20	24	28
Service Level 4G	(up to 4 hrs/wk/cons.)	0	8	12	16	20	24	28
Service Level 4H	(up to 5 hrs/wk/cons.)	0	10	15	20	25	30	35
Service Level 4I	(up to 7 hrs/wk/cons.)	0	14	21	28	35	42	49

Table 3. Maximum Weekly Program Preparation Function Hours.

## Determining Direct Care Staff Hours: Basic Staffing Level and Additional Hours.

“**Direct Care Staff**” means facility staff, in Service Level 2,3, and 4 facilities, who personally provide *direct supervision and special services* to consumers and is synonymous with “Direct Support Professionals”. The term includes the licensee, the administrator, management and supervisory staff during that time when they are providing direct supervision and special services to consumers or are involved in performing program preparation functions.

Activities and chores such as housekeeping, cooking, laundry, and lawn and garden maintenance are **not** job duties of **Direct Care Staff**. However, these activities may be performed by staff when either one of the following conditions exists:

1. The activity is a consumer training activity and one or more consumers are also engaged in the activity at a level which is appropriate to their developmental progress and/or the consumer(s) are otherwise participating in a manner consistent with their IPP objectives or goals.
2. The direct care staff person performing the chore or household duties is not also assigned or scheduled as direct care staff for the same day and time.

“**Direct Supervision**” means those activities in which direct care staff provide care, supervision, training and support to promote the consumer’s functioning in the areas of self-care, daily living skills, physical coordination, mobility, behavioral self-control, choice-making, community integration, accessing community resources and participating in leisure time activities.

“**Special Services**” means specialized training, treatment, and/or supervision that are required by the consumer’s IPP and provided by the direct care staff in addition to direct supervision.

“**Program Preparation Functions**” means ancillary activities performed by direct care staff or administrators, including but not limited to data collection and analysis, development of training plans, staff meetings, consumer meetings and parent conferences.

## DIRECT CARE STAFF SCHEDULE

week Beginning: \_\_\_\_\_

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

Vendor/Administrator (Circle one or both)

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

Number of Consumers (Billable Occupancy) \_\_\_\_\_

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														
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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 Staffing.

- A \_\_\_\_\_
  - B \_\_\_\_\_
  - C \_\_\_\_\_
  - D \_\_\_\_\_
  - E \_\_\_\_\_
- Administrator**  
 (only assign Q to the schedule when the Administrator's duties are direct supervision of consumers or program preparation functions and NOT Facility Administrator responsibilities or duties)
- F \_\_\_\_\_
  - G \_\_\_\_\_
  - Q \_\_\_\_\_

**Basic Staffing:** **168**

**Less:** Estimate the number of hours in a typical week that no consumers are under the supervision of facility staff \_\_\_\_\_

Estimated Basic Staffing \_\_\_\_\_

**Plus:** Additional direct Care Staff Hours \_\_\_\_\_

**Total Direct Care Staffing** \_\_\_\_\_