

# *Administrator Alert*

*Policy updates & rule clarifications for Assisted Living,  
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

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*29 February 2009*

## *Direct Care Staff Daily Report (SDS 0717)*

*Dear Administrator*

*Please share this Administrator Alert with the person(s) responsible for completing and posting this form SDS 0717.*

*The intent for posting the Direct Care Staff Daily Report (SDS0717) is to inform anyone who enters a nursing facility how many staff, including the staff discipline (staff type), are on duty and for how many hours at any given time. Per rule this information is to be posted at the beginning of each shift.*

*However, there has been some confusion about completing the Direct Care Staff Daily Report (SDS0717) due to the verbiage "actual hours worked." This term is from the federal regulation (42CFR 483.30(e)) and carried forward to OAR 411-086-0100 (2)(b)(D).*

*I would like to take this opportunity to provide clarification to avoid any possible misinterpretation, and to ensure consistent, and accurate completion of the SDS 0717.*

*The Direct Care Staff Report must be accurate as to the number of staff caring for the residents and the number of hours of care each discipline is providing on each shift. Because staffing may change periodically, the Direct Care Staff Report must be adjusted based on any nursing staff changes.*



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*The Direct Care Staff Report should be completely filled-in at the beginning of each shift. If there are changes regarding the staff numbers and hours after the report is completed, (i.e. because a staff member has left mid-shift) draw a single line through the changed information and initial and insert the new information next to the original number. For further examples please refer to the instruction page of the SDS 0717.*

*If you have any questions regarding the above information, please telephone or e-mail Joanne Birney at 503-945-6748, [Joanne.Birney@state.or.us](mailto:Joanne.Birney@state.or.us).*

