

Administrator Alert

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

Office of Licensing & Quality — Oregon Department of Human Services

March 16, 2009

CNA Staffing Quarterly Report Instructions Update for Nursing Facilities

Dear Administrator,

Please share this Administrator Alert with the person (s) responsible for compiling the data and e-mailing the CNA Staffing Quarterly Report to the Department of Human Services.

Please find attached an updated copy of the Nursing Facility Quarterly CNA Staffing Report Instructions. The instructions give a line-by-line explanation of the quarterly report, what information should be included in the various fields, instructions for the explanation page of the report, examples related to mitigation of staff shortages, and a sample page of the monthly report page.

If you have any questions about the above information, please call or email Sean Scott at 503-945-6807, S.P.Scott@state.or.us or Joanne Birney at 503-945-6748, Joanne.Birney@state.or.us.

