

Administrator Alert

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

Office of Licensing & Quality — Oregon Department of Human Services

March 27, 2009

Nursing Facility Forms Update for April 1, 2009 for Change in CNA/NA Staffing Ratio

Dear Administrator,

Please share this Administrator Alert with the person (s) responsible for compiling the data and e-mailing the CNA/NA Staffing Quarterly Report to the Department of Human Services and completing and posting the Direct Staff Daily Report (SDS 0717).

Please find attached the updated excel file for submitting your nursing assistant staffing data. This file has been updated to reflect the increase for nursing assistant staffing to resident ratio that will occur on April 1, 2009.

Reference: (OAR 411-086-0100 (5)(c)(B))

Effective April 1, 2009 the nursing assistant ratios will increase to the following:

DAY SHIFT: 1 nursing assistant per 7 residents
SWING SHIFT: 1 nursing assistant per 11 residents
NIGHT SHIFT: 1 nursing assistant per 18 residents



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Please find attached an updated copy of the Direct Care Staff Daily Report in an MS word version that will become effective April 1, 2009. The Direct Care Staff Daily Report (SDS 0717) will be available on the DHS form website on April 1, 2009 in both MS word and PDF format.

Reference: (OAR 411-086-0100 (2)(a)(b)(c)(d))

The Nursing Assistant (NA) Staff Ratio Chart (SDS 0717A) is in the process of being revised and an Administrator Alert will be sent when the SDS 0717A is available.

If you have any questions about the above information, please telephone or e-mail Sean Scott at 503-945-6807, SPScott@DHS.state.or.us or Joanne Birney at 503-945-6748, Joanne.Birney@state.or.us.

