

# Acuity-Based Staffing Tool (ABST)

Fact Sheet – July 2024

All Community-Based Care facilities (Assisted Living, Residential Care and Memory Care endorsed) must implement and maintain an Oregon Department of Human Services (ODHS) approved proprietary Acuity-Based Staffing Tool (ABST) or the ODHS ABST that is free of cost. Facilities must use ABST data when developing the posted staffing plan to meet the scheduled and unscheduled needs of residents.

Each facility must have an ABST policy that outlines maintaining the ABST and how the facility determines unscheduled needs.

## Choosing an ABST

- ODHS Approved Proprietary ABST, or
- ODHS ABST

## Proprietary ABSTs

Facilities who want to implement a proprietary ABST must complete and submit the ABST Proprietary ODHS Review Request and have approval from ODHS prior to implementation of the new ABST.

Once the facility receives approval from ODHS, the facility must develop and maintain an ABST Summary Statement. The requirements are outlined on the ABST Proprietary ODHS Review Request form.

Annually between January 1 and March 31, facilities must send an attestation statement to ODHS attesting that no substantive changes have occurred to the approved proprietary ABST.

Before implementing any substantive changes, a ABST Proprietary ODHS Review Request form must be submitted with the proposed changes for review and determination by ODHS.

For more information regarding the proprietary ABST process refer to the ABST Provider Guide July 2024.

## Components of an ABST

- Maintaining the ABST
  - Accurately capturing care elements and care time the care staff are providing to each resident outlined in their individualized service plan.
  - ABST care time should reflect individual resident care needs and not a pre-determined amount of time to deliver the care.
  - All residents must have an individualized ABST evaluation the facility reviews and updates at required frequencies.
    - Prior to admission;
    - Significant change of condition as defined in OAR 411-054-0040(1)(b); or
    - No less than quarterly at the same time the resident's service plan is updated as required by OAR 411-054-0034.
  - The facility must review and update the posted staffing plan when reviewing the ABST.
  - The posted staffing plan must incorporate ABST time, unscheduled needs, items listed in OAR 411-054-0037(5) and 411-054-0070(1).
- Facility must consistently staff to posted staffing plan.
- Facility must consistently meet the scheduled and unscheduled needs of residents 24 hours a day, seven days a week.

## Specific Needs Contracts facilities (contract), if applicable

If the staffing analysis, including incorporation of ABST time, indicates care staff numbers higher than the contract outlines, the facility must staff to numbers indicated by the ABST. If the contract indicates care staff requirements higher than the ABST outlines, then the facility must staff to the contract.

For facilities who have contract and non-contract residents, the posted staffing plan must incorporate both the contract staffing requirements and the staffing required for non-contract residents. If asked, the facility must be able to demonstrate how the posted staffing plan accounts for both sets of numbers.

Regardless of which ABST is implemented it must produce two distinct ABST reports: one for residents subject to contracts and one for residents *not* subject to contracts.

The facility must be consistently staffing to contract requirements or ABST time (whichever is higher) to meet the scheduled and unscheduled needs of the residents.

## **ODHS Reviews of ABST**

ODHS is required to assess facility staff levels each time ODHS conducts:

- A survey; or
- An investigation into a complaint regarding: abuse of a resident, injury to a resident, resident safety, or staffing levels.

## **Rule Violations**

Facility failed to implement an ABST.

- The facility will be required to implement either the ODHS ABST or an approved proprietary ABST.

ODHS shall impose corrective action such as penalties or conditions to compel compliance for the following violations. This is not an all-inclusive list of rule violations. The facility:

- Failed to implement an ABST that meets requirements outlined in OAR 411-054-0037.
- Is not using an ABST to review staffing levels at the frequency outlined in OAR 411-054-0037(3).
- Failed to consider unscheduled needs or other factors when developing a posted staffing plan as outlined in OAR 411-054-0037(5).
- Is not consistently staffing to levels indicated on the posted staffing plan.
- Failed to update resident ABST evaluations at required frequencies.
- Failed to accurately capture the care elements and care element time as outlined in resident service plan.

Facility failed to consistently meet the scheduled and unscheduled needs of residents.

- ODHS shall place a license condition in accordance with OAR 411-054-0110(3)(a), (b), (c), **or** (f).
  - 411-054-0110(3)(a) Restricting the total number of residents;
  - 411-054-0110(3)(b) Restricting the number and impairment level of residents based upon capacity of the licensee and staff to meet the health and safety needs of all residents;
  - 411-054-0110(3)(c) Requiring additional staff or staff qualifications; or
  - 411-054-0110(3)(f) Restriction on admission, if ODHS makes a finding of immediate jeopardy that is likely to present an immediate jeopardy to future residents upon admission.
- The facility will be continuously monitored until the license condition is removed.

For more information on the corrective action process please refer to the [Compliance Framework Guide](#).

#### Resources

- ABST Webpage
- ABST Provider Guide
- ODHS ABST Instructional Guide
- Compliance Framework Guide

For questions regarding the Acuity-Based Staffing Tool, please email: [CBC.ABST@odhs.oregon.gov](mailto:CBC.ABST@odhs.oregon.gov)

For access to the ODHS ABST refer to the ODHS ABST Instructional Guide and email approval to: [QualityMetrics.cuity@odhsoha.oregon.gov](mailto:QualityMetrics.cuity@odhsoha.oregon.gov)

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Quality Metrics team at [QualityMetrics.Acuity@odhsoha.oregon.gov](mailto:QualityMetrics.Acuity@odhsoha.oregon.gov) or call 503-373-2227. We accept all relay calls.