

Schedule P: Staff Turnover

General Instructions

All facilities must complete this Schedule.

This form requires you to identify whether certain services are provided and to specify the number of employees worked providing those services. The purpose of this schedule is to estimate employee turnover for a given reporting year.

Under column A, the various salary classifications are mentioned and are divided into two major categories: Non-contract and contract employees.

Only whole numbers are to be entered for the number of employees.

For the column number 770, total number of employees as of January 1st of the reporting year must be entered for each corresponding line number.

For the column number 771, total number of employees as of March 31st of the reporting year must be entered for each corresponding line number.

For the column number 772, total number of employees as of June 30th of the reporting year must be entered for each corresponding line number.

For the column number 773, total number of employees as of September 30th of the reporting year must be entered for each corresponding line number.

For the column number 774, total number of employees as of December 31st of the reporting year must be entered for each corresponding line number.

For column number 775, total number of FULL-TIME employees as of December 31st of the reporting year must be entered for each corresponding line number.

For column number 776, total number of PART-TIME employees as of December 31st of the reporting year must be entered for each corresponding line number.

For column number 777, total number of employees who remained employed through the year from January 1st of the reporting year to December 31st of the same reporting year is to be entered. The total reported in COLUMN 777 CAN NOT BE GREATER THAN the total reported in column 770. The totals in both column 770 and 777 should include ALL employees regardless of full or part-time status.

For column number 778, total number of employees hired for each salary classification need to be entered.

For column number 779, total number of employees terminated* within each salary classification need to be entered.

*Special note: "Terminated" accounts for all the employees who leave service on their own

accord (due to any reason) or are terminated by the concerned facility's administration.

Line number 006: Add numbers for each corresponding column for line numbers 001 to 005.

Line number 017: Add numbers for each corresponding column for line numbers 007 to 0016.

Line number 018: Add numbers for each corresponding column for line numbers 006 and 0017.

For Line number 024: Add numbers for each corresponding column for line numbers 019 to 023.

Line number 035: Add numbers for each corresponding column for line numbers 025 to 034.

Line number 036: Add numbers for each corresponding column for line numbers 024 and 035.

Definitions:

Definition of Hours Worked

Hours are reported rounded to the nearest whole hour. Do not count hours paid for any type of leave or non-work related absence from the facility. If an individual provides service in more than one capacity, separate out the hours in each service performed. For example, if a staff person has worked a total of 80 hours in the pay period but has worked as an activity aide and as a Certified Nurse Aide, separately count the hours worked as a CNA and hours worked as an activity aide within the pay period.

Definition of Full time, Part-time and Contract:

Full-time is defined as 35 or more hours worked per week within the service performed.

Part-time is anything less than 35 hours per week within the service performed.

Contract includes individuals under contract (e.g., a physical therapist) as well as organizations under contract (e.g., an agency to provide nurses). If an organization is under contract, report each individual as "contract" employee on this schedule.

DEFINITION OF SERVICES:

Administration

The administrative staff responsible for facility management such as the administrator, unit managers, and other staff in the individual departments, such as: Health Information Specialists (RRA/ARTI), clerical, etc., who do not perform services described below. Do not include the food service supervisor, housekeeping services supervisor, or facility engineer.

Director of Nursing

Professional registered nurse(s) administratively responsible for managing and supervising nursing services within the facility. Do not additionally reflect these hours in any other category.

Nurses with Administrative Duties

Nurses (RN, LPN, LVN) who, as either a facility employee or contractor, perform the Resident Assessment Instrument function in the facility and do not perform direct care functions. Also include other nurses whose principal duties are spent conducting administrative functions. For example, the Assistant Director of Nursing is conducting educational/in-service, or other duties which are not considered to be direct care giving. Facilities with an RN waiver who do not have

a RN as DON report all administrative nursing hours in this category.

Registered Nurses

Those persons licensed to practice as registered nurse in the State where the facility is located. Includes geriatric nurse practitioners and clinical nurse specialists who primarily perform nursing, not physician-delegated tasks. Do not include Registered Nurses' hours reported elsewhere.

Licensed Practical/Vocational Nurses

Those persons licensed to practice as licensed practical/vocational nurses in the State where the facility is located. Do not include those hours of LPN/LVNs reported elsewhere.

Certified Nurse Aides

Individuals who have completed a State approved training and competency evaluation program, or competency evaluation program approved by the State, or have been determined competent as provided in 483.150(a) and (3) and who are providing nursing or nursing-related services to residents. Do not include volunteers.

Occupational Therapists

Persons licensed/registered as occupational therapists according to State law in the State in which the facility is located. Include OT's who spend less than 50 percent of their time as activities therapists.

Occupational Therapy Assistants

Person(s) who, in accord with State law, have licenses/certification and specialized training to assist a licensed/certified/registered Occupational Therapist (OT) to carry out the OT's comprehensive plan of care, without the direct supervision of the therapist. Include OT Assistants who spend less than 50 percent of their time as Activities Therapists.

Occupational Therapy Aides

Person(s) who have specialized training to assist an OT to carry out the OT's comprehensive plan of care under the direct supervision of the therapist, in accord with State law.

Physical Therapists

Persons licensed/registered as physical therapists, according to State law where the facility is located.

Physical Therapy Assistants

Person(s) who, in accord with State law, have licenses/certification and specialized training to assist a licensed/certified/registered Physical Therapist (PT) to carry out the PT's comprehensive plan of care, without the direct supervision of the PT.

Physical Therapy Aides

Person(s) who have specialized training to assist a PT to carry out the PT's comprehensive plan of care under the direct supervision of the therapist, in accord with State law.

Speech-Language Pathologists

Persons licensed/registered, according to State law where the facility is located, to provide speech therapy and related services (e.g., teaching a resident to swallow).

Qualified Social Worker(s)

Person licensed to practice social work in the State where the facility is located, or if licensure is not required, persons with a bachelor's degree in social work, a bachelor's degree in a human services field including but not limited to sociology, special education, rehabilitation counseling and psychology, and one year of supervised social work experience in a health care setting working directly with elderly individuals.

Other Social Services Staff

Person(s) other than the qualified social worker who are involved in providing medical social services to residents. Do not include volunteers.

