

# Weekly Staff Schedule

Facility: \_\_\_\_\_

Week Of: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 PM							
TOTAL							

Direct Care Staff:

#1 \_\_\_\_\_

#6 \_\_\_\_\_

#2 \_\_\_\_\_

#7 \_\_\_\_\_

#3 \_\_\_\_\_

#8 \_\_\_\_\_

#4 \_\_\_\_\_

#9 \_\_\_\_\_

#5 \_\_\_\_\_

#10 \_\_\_\_\_

Instructions: Place each staff member's name on a number. Then use the assigned number to fill out the staff schedule. Please indicate program preparation hours and the identified staff completing those hours.

**TABLE B – Weekly Direct Care Staffing Hours, Adults and Children**

This staffing table represents the total direct supervision hours needed per week based on the number of residents if all individuals are present in the home 24 hours a day, seven days a week. Basic staffing is 168 hours.

Residential Facilities Serving Adults and Children							
Number of Weekly Hours Per Resident Census							
Service Level	1 Resident	2 Residents	3 Residents	4 Residents	5 Residents	6 Residents	7+ Res.
2	168	168	168	168	168	168	28*
3	168	168	168	180	200	240	40*
4	168	168	186	220	255	305	50*
5	168	180	195	260	309	371	61*
6	168	204	258	312	366	420	70*

\*This number represents the hours added for each individual beyond the 6<sup>th</sup> resident in the home, starting with the 7<sup>th</sup> resident.

Direct care staff at all service levels must be awake at all times, including throughout the night.

- A Service Level 2 or 3 facility may be granted an exception by the vendoring regional center if all individuals' IPPs indicate awake staff is not required.

A minimum level of no less than one direct care staff person is required at all times when residents are under the supervision of facility staff. This basic staffing level shall be the total direct supervision and special services required of the facility, up to a maximum number of residents in the facility, as follows:

- a. For Service Levels 2, one staff person for up to six residents;
- b. For Service Levels 3, one staff person for up to three residents;
- c. For Service Levels 4, one staff person for up to two residents;
- d. For Service Levels 5, one staff person for the first resident; or
- e. For Service Levels 6, one staff person for the first resident.

Program Preparation for all service levels may include 2 hours per resident per week.