



Skilled Nursing Facility Staffing Reports CMS Regulations

Skilled Nursing Facilities are required to provide information on staffing. Research shows a correlation between staffing and resident outcomes.

The Utah LTC Ombudsman Program is providing this summary, including CMS requirements, best practices, and examples.

Long-Term Care Ombudsman are educating residents, families and others about the reports, including how to use the reports when choosing a facility or address concerns about quality of care.

CMS Regulations

CMS F372

§483.35(g) Nurse Staffing Information.

§483.35(g)(1) Data requirements. The facility must post the following information on a daily basis:

- (i) Facility name.
- (ii) The current date.
- (iii) The total number and the actual hours worked by the following categories of licensed and unlicensed nursing staff directly responsible for resident care per shift:
 - (A) Registered nurses.
 - (B) Licensed practical nurses or licensed vocational nurses (as defined under State law).
 - (C) Certified nurse aides.
- (iv) Resident census.

§483.35(g)(2) Posting requirements.

- (i) The facility must post the nurse staffing data specified in paragraph (g)(1) of this section on a daily basis at the beginning of each shift.
- (ii) Data must be posted as follows:
 - (A) Clear and readable format.
 - (B) In a prominent place readily accessible to residents and visitors.

Best Practices

LTC Ombudsman monitor this report during facility visits.

Many facilities are posting this report as required. Thank you for your consistent compliance.

Some facilities have posted reports, but they either do not meet the requirements or are not "best practice".

We encourage the following best practices:

Best Practice	Why?
Staffing reports should be posted at a height between 3 and 5 feet	Many residents are in wheelchairs
Staffing reports should be on a wall without anything in front, so a person can move within a foot of the report	To read the reports, individuals need to move 6-12 inches from the report
Staffing reports should be in a public, prominent place, perhaps near other information like APS and Ombudsman posters or resident rights	Individuals should not have to ask where the reports are or have permission to access them
When posted in frames or covers, watch for significant glare	
Staffing reports should have a total number of hours worked, for each category	This is required in the regulation
It is not required by regulation, but the Ombudsman program strongly recommends the ratio be calculated for each category (ie CNA, RN) and the total nursing for the facility.	The ratio can be complicated to compute

Good examples

Census 81 Date 8/19/2024

CNA Coverage				Hours
6:00am to 6:00pm	CNAs	10		120
	Restorative Aid	1		10
6:00pm to 6:00am	CNAs	5		60
5:00pm to 10:00pm	CNAs	1		5
	Shower Aid	0		0

Nursing Coverage		hr	hr	
6:00am to 6:00pm	RN	2	LPN 2	48
6:00am to 12:00pm	RN	0	LPN 0	0
6:00pm to 6:00am	RN	2	LPN 1	36
6:00pm to 12:00am	RN	1	LPN 0	6
12:00pm to 6:00pm	RN	0	LPN 0	0
12:00am to 6:00am	RN	0	LPN 0	0

Total hours 285
PPD 3.518519

DATE:	8/26/2024
DAY:	MONDAY
CENSUS:	50

CNA SHIFTS	6AM - 2PM	2PM - 10 PM	10PM - 6AM	PPD
HOURS	45	37.5	22.5	2.10

LPN SHIFTS	6AM-6PM	6PM-6AM	6PM-12AM	PPD
HOURS	23			0.46

RN SHIFTS	6AM-6PM	6PM-6AM	6PM-12AM	PPD
HOURS		23	4	0.54

TOTAL PPD	3.10
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Total Census	63	44					
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C.N.A.	AM	PM	NOC	12 hr totals	8 hr totals	Total hours	C.N.A PPD
100/200 Hall	3	1	1	48.00	8.00	56.00	
300 Hall	3	1	1	48.00	8.00	56.00	
400 Hall	1	0	1	24.00	0.00	24.00	
500/600 Hall	2	1	1	36.00	8.00	44.00	
Totals	9	3	4	60.00	24.00	84.00	
Additional Hours	0.00	2.00	0.00	Grand Total		182.00	

Nurses	AM	NOC	12 hr totals	Total hours	Licensed PPD
300/200 Hall	1	1	24.00	24.00	
300 Hall	1	1	24.00	24.00	
400 Hall	1	1	24.00	24.00	
500/600 Hall	1	1	24.00	24.00	
Totals	2	2	48.00	96.00	
Additional Hours	0.00	18.00	Grand Total	114.00	

All Staff	AM	PM	NOC	12 hr totals	8 hr totals	Total Hours	Total PPD
100/200 Hall	4	1	2	72.00	8.00	80.00	
300 Hall	4	1	2	72.00	8.00	80.00	
400 Hall	2	0	2	48.00	0.00	48.00	
500/600 Hall	3	1	2	60.00	8.00	68.00	
Totals	13	3	6	252.00	24.00	276.00	
Additional Hours	0.00	2.00	18.00	Grand Total		296.00	

