This is a SAMPLE of the Monthly Nursing Home STAFFING REPORT found online at

Instructions can be found online HERE or at:

Access the online staffing report at http://dphhs.mt.gov/SLTC/nursinghomestaffingreport.

**TIME LINE:** This form is to be submitted to the department within 10 days following the end of each calendar month.

MONTHLY NURSING HOME STAFFING REPORT

MONTANA STATE DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Nursing Facility Services Bureau

| FACILITY NAME: | |
| FACILITY NPI NUMBER: | |
| MONTH ENDING: | |

**STAFFING REQUIREMENT:** Facilities must provide staffing at levels which are adequate to meet federal law, regulations and requirements.

**HOURS/EMPLOYEES DURING REPORTING PERIOD:**
Please list the total number of hours worked and number of employees in each of the listed categories for the month:

<table>
<thead>
<tr>
<th>LEVEL OF CARE</th>
<th>MEDICAID</th>
<th>MEDICARE</th>
<th>LONG TERM CARE INSURANCE</th>
<th>VETERANS</th>
<th>PRIVATE PAY</th>
<th>OTHER (Work Comp Ins., Auto Ins, Medigap Ins, etc)</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

Note: Include all RN, LPN and AIDE hours for direct care staff. Director of Nursing hours may be included if spent dispensing meds, on rounds or charting - do not include administrative hours. Do not include time spent on in-service training, time for laundry or maintenance staff even if they are certified as aides or other non-direct care staff. Contract employees / hours are direct care hours provided by agency staff, temp. service staff, etc. Who are not employees of the facility.

**PATIENT DAYS:**
Please list the total number of occupied days by each category for the month:

<table>
<thead>
<tr>
<th>LEVEL OF CARE</th>
<th>MEDICAID</th>
<th>MEDICARE</th>
<th>LONG TERM CARE INSURANCE</th>
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<th>TOTAL</th>
</tr>
</thead>
</table>

Skilled Care (SNF)
Nursing Care (NF)
Hospice
Billable Bed Holds
Other

TOTAL (5 rows)
Medicare Co-Insurance Payments (duplicated)