

PEAK 2.0 Schedule Review Worksheet

INSTRUCTIONS FOR SCHEDULE REVIEW WORKSHEET

Homes with 30 or less beds are not required to complete

Has your census remained below 30 during the entire PEAK year? If so, stop here. You already meet the consistent staffing (relationships) criteria.

STEP 1: DETERMINE REVIEW PERIOD

- Provide your home name in the space provided on the Schedule Review worksheet.
- Place today's date in the space provided on the Schedule Review worksheet.
- Gather schedules or daily assignment sheets for the previous month.
 - *For example:* If today is June 7th, gather your May schedules.
- The schedules used should reflect who actually worked each day rather than who was initially scheduled to work.
- Provide names and contact information for the people who helped fill out this worksheet.

STEP 2: DEFINE YOUR WORK AREAS

- List each work area in your home.
 - If the work area has a name, list the name in the space provided.
 - If the work area is not named, describe the location of the work area in the space provided.
 - *For example:* Name: Sunflower – or – Description: South hall Rooms 100-115

STEP 3: LIST THE CAPACITY OF EACH WORK AREA

- How many elders can live in each work area?
- Record number in the space provided.

STEP 4: LIST EACH STAFF NAME ON YOUR SCHEDULE

- List each person who has worked during the review period.
- Include PRN and temporary staff.
 - You are only required to track/list those who have worked any time between the hours of 6 am and 10 pm on any given day.

For example:

- If a night shift person worked 10pm to 6am you will not list them.
- If a staff person worked 6pm to 6am you are required to list them.

STEP 5: RECORD THE WORK AREA THE TEAM MEMBERS WORKED EACH DAY OF THE REVIEW PERIOD

- Review the schedules or assignment sheets for the review period for each team member on your list.
- For each day a team member worked, record the work area they worked in as defined in Step 2 in the box of the corresponding day of the month on Step 5.

For example:

- If Mary worked in Sunflower (Area 2) on May 1st, put a 2 in the May 1st box.
- If Mary then worked in South hall Rooms 100-115 (Area 3) on May 2nd put a 3 in the May 2nd box.
- Continue this documentation until every shift that was worked during the review period is recorded.

STEP 6: ATTACH SCHEDULES AND/OR DAILY ASSIGNMENT SHEETS USED TO COMPLETE WORKSHEET

Step 1 of 6

Step 1: PROVIDE BASIC INFORMATION

Home-

Date-

Person(s) filling out form:

Name	Email

Steps 2 & 3 of 6

Step 2: DEFINE WORK AREAS

Step 3: IDENTIFY EACH AREA'S MAX CAPACITY

	NAME	OR	DESCRIPTION	CAPACITY
AREA 1	Celeste			
AREA 2	Bennet			
AREA 3				
AREA 4				
AREA 5				
AREA 6				
AREA 7				
AREA 8				
AREA 9				
AREA 10				

Step 6 of 6

***Step 6:* SEND THIS WORKSHEET PLUS SCHEDULES AND/OR DAILY ASSIGNMENT SHEETS USED TO COMPLETE WORKSHEET TO ksucoa@gmail.com**

Summary of Schedule Review Worksheet

TOTAL # STAFF =

CONSISTENT STAFF =

CALCULATE % OF CONSISTENT STAFF:

CONSISTENT STAFF ÷ TOTAL # STAFF x 100 =

Note: Percent of staff working consistently must be 75% or higher to be considered consistently staffed.

Reviewer Comments: