

## ON-LINE STAFFING REPORT INSTRUCTIONS:

The On-Line Staffing Report information is used to document occupancy levels for budget projections. It is very important that it be filled out accurately and submitted by the 10th of the month. **Please complete and submit the on-line staffing report form that is on the Senior and Long Term Care Division website at <http://dphhs.mt.gov/SLTC/nursinghomestaffingreport>.**

### GENERAL INFORMATION:

1. When inputting data use the TAB key or move your Mouse, **do not** use the Enter key.
2. Totals for the On-Line Staffing Report will be automatically calculated. Sometimes in the totals the data program will show for example total hours as 7500.0000059. This is okay do not be concerned if the total goes out to extra decimal points.
3. **The On-Line Staffing Report does not have a save function. Please complete the staffing report in its entirety and hit the submit key.**

### TOP OF ON LINE STAFFING REPORT:

- 1) NPI BOX – Input your nursing facility's NPI Number.
- 2) FACILITY NAME – Select your facility's name from the drop down box. Click on the arrow and select the facility name.
- 3) CITY – Select your facility's city from the drop down box. Click on the arrow and select the facility city.
- 4) REPORT MONTH ENDING DATE – Click on the current reporting month and select the last day of the month. For example, for May click on the 31<sup>st</sup>.

### HOURS/EMPLOYEES DURING REPORTING PERIOD:

1. Input the number of hours worked and the number of employees for each of the listed categories for the month. **NOTE:** The On-Line Staffing Report now includes a category for Certified Medical Assistant (CMA) which was not on the paper form.
2. **NOTE:** If your facility had for example one half hour of RN Contracted Hours, you will need to input 0.5 and **not** .5. The data program does not recognize .5.
3. Always use decimals for the hours reported and not minutes. For example, 15 minutes is 0.25 hours, 30 minutes is 0.5 hours and 45 minutes is 0.75 hours.

### PATIENT DAYS:

1. Input the total number of occupied days by each category for the month.
2. For **Medicare days**, always input the days to the Skilled Care (SNF) category line item and **not** the Nursing Care (NF) category line item.

### CERTIFICATION:

1. Input the name of the individual completing the On-Line Staffing Report.
2. Input the Title of the individual completing the On-Line Staffing Report.
3. Input the individual's email address.

### SUBMIT FORM BUTTON:

1. When done completing the On-Line Staffing Report hit the Submit Form button.
2. You will receive an email back verifying that the On-Line Staffing Report has been completed.
3. If you find errors in the email that you receive back, it is okay to input the correct information to the staffing report and hit the submit button again. If you resubmit the staffing report because of errors, please send Shaunda or me an email. At the State level we can delete the previous submission.

Please use these instructions for filling out the On-Line Staffing Report. If you have any questions, please contact Beranda Liedle at (406) 444-3997 or email her at [BLiedle@mt.gov](mailto:BLiedle@mt.gov) or contact Shaunda Hildebrand, Nursing Facility Services Bureau Chief, at (406) 444-4209 or email her at [shildebrand2@mt.gov](mailto:shildebrand2@mt.gov).