Scheduling Process 2018

**Staffing Model**
*there are other combinations of visits, but these are the most common*

### 8 hour RN/PT/OT daily staffing guidelines:
- 1 SOC and 3 repeats
- 1 SOC, 1 other weighted visit (ROC, Secondary Eval or Recert) and 1 repeat
- 1 other weighted visit (ROC, Secondary Eval or Recert) and 4 repeats
- 5 repeats

### 9 hour RN/PT/OT daily staffing guidelines:
- 1 SOC and 4 repeats
- 1 SOC, 1 other weighted visit (ROC, Secondary Eval or Recert) and 2 repeats
- 1 other weighted visit (ROC, Secondary Eval or Recert) and 4 repeats
- 6 repeats

### 10 hour RN/PT/OT daily staffing guidelines:
- 1 SOC and 4 repeats
- 1 SOC, 1 other weighted visit (ROC, Secondary Eval or Recert) and 3 repeats
- 1 other weighted visit (ROC, Secondary Eval or Recert) and 5 repeats
- 6 repeats

### 8 hour SLP/MHRN daily staffing guidelines:
- 1 SOC and 2 repeats
- 1 other weighted visit (ROC, Secondary Eval or Recert) and 3 repeats
- 4 repeats

### 9 hour SLP/MHRN daily staffing guidelines:
- 1 SOC and 3 repeats
- 1 other weighted visit (ROC, Secondary Eval or Recert) and 3 repeats
- 5 repeats

### 10 hour SLP/MHRN daily staffing guidelines:
- 1 SOC and 3 repeats
- 1 other weighted visit (ROC, Secondary Eval or Recert) and 4 repeats
- 5 repeats

<table>
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<tr>
<th>Weekly Goals</th>
<th>1.0 FTE</th>
<th>0.9 FTE</th>
<th>0.8 FTE</th>
<th>0.7 FTE</th>
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<tbody>
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<td>RN, PT, OT</td>
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<td>PCRN, MHRN, SLP</td>
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<tr>
<td>HHA, LPN, PTA, COTA</td>
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<td>20</td>
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</table>

- On meeting days, consider meeting as 1 repeat visit.
- This Staffing Model is used across all our branches.
- Case-management time is already built into the Staffing Model.
- If needing to see less than a standard day, notify your supervisor in advance so they can add a note to your schedule about needing to be downloaded.