

New Jersey Department of Health
INSTRUCTIONS FOR COMPLETING THE FORM HFEL-6,
RESIDENT CARE STAFFING REPORT

N.J.S.A. 26:2H-5f through 5h and the rules promulgated under the statute at N.J.A.C. 8:39-41 require all long-term care facilities to post certain information on personnel scheduled to provide direct care to residents. **Information for each shift is required to be posted PRIOR to the start of the shift.**

Terms on the form are defined as follows:

Term	Definition
Name of Nursing Home:	The specific name of the nursing home.
Date:	The date that the Day shift begins and includes the month, date, and year (mm/dd/yyyy).
Shift:	Shifts are standardized for posting and reporting purposes to either three eight (8) hour shifts or two twelve (12) hour shifts.
Current Resident Census:	The number of residents in the facility at the start of the shift for which information is being posted.
Staff Category:	Type of licensed or unlicensed personnel who give direct care to residents; do not include supervisory personnel who do not provide direct resident care.
Actual Hours Worked:	<p>List for EACH employee in EACH staff category type the hours the staff member is scheduled to provide direct care during the shift.</p> <p>For example:</p> <p style="padding-left: 40px;">One RN works 8 AM to 4 PM. For the RN category, you would type: 8AM-4PM</p> <p style="padding-left: 40px;">Two LPNs work 8 AM – 4 PM One LPN works 10 AM – 2 PM For the LPN category, you would type: 2 8AM-4PM 10AM-2PM</p> <p style="padding-left: 40px;">Four CNAs work 8 AM – 4 PM For the CNA category, you would type: 4 8AM-4PM</p>
Number of Staff:	<p>BEFORE the start of the shift, calculate the Number of Staff for EACH staff category separately. Divide the total number of Hours Scheduled by either 8 or 12 hours depending on the shift type selected.</p> <p>For example:</p> <p style="padding-left: 40px;">32.0 CNA hours divided by 8 = 4.0 CNAs</p> <p>ENTER this number for Number of CNA Staff Scheduled.</p>
Staff to Resident Ratio:	<p>DIVIDE the NUMBER OF RESIDENTS by the NUMBER OF STAFF for each Staff category.</p> <p>For example: Number of RESIDENTS is 40 Number of CNAs is 4.0 40/4.0 = 10</p> <p>The ratio is 1 CNA : 10 Residents; ENTER this number for CNA to RESIDENT Ratio.</p>