



Oregon

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NF-21-0059 – Provider Alert

Date: October 07, 2021

To: All Nursing Facility Providers

From: Aging and People with Disabilities
ODHS Safety, Oversight and Quality Unit (SOQ)

Subject: **2021 Staffing Template (Temporary New Staffing Ratios)**



Please share this information with the person(s) responsible for the completion and e-mailing of the Nursing Assistant Staffing Quarterly Report to the ODHS, APD Safety, Oversight and Quality Unit.

On August 24, 2021, Nursing Facility Certified Nursing Assistant staffing rules were temporarily revised due to Oregon's statewide hospital capacity crisis.

Temporary OARs for Certified Nursing Assistants ([OAR 411-086-0100\(C\)](#)):

- o DAY SHIFT: 1 certified nursing assistant per 8.5 residents.
- o EVENING SHIFT: 1 certified nursing assistant per 12 residents.
- o NIGHT SHIFT: 1 certified nursing assistant per 18 residents.

The Department also temporarily expanded definitions of staff who can be counted towards the minimum certified nursing assistant ratios. Nursing facilities may temporarily utilize the services of nursing assistants (NAs), personal care assistants (PCAs), physical therapists (PTs) and occupational therapists (OTs) to account for up to 25% of the required minimum staff required on each shift. A new row on the report has been added for facilities to separately identify the number of PCAs, PTs and OTs utilized for each shift.

Given these changes, an updated [2021 CNA Staffing Report Template](#) reflecting the new staffing ratios and expanded definitions, has been posted online for your convenience. Please use this new template for all staffing reports beginning in Quarter 4, 2021 (October, November and December).

Please note the correct e-mail address for submitting the NA Staffing report is:
DHS.NAstaffing@state.or.us

For general information about the ODHS Office of Safety, Oversight and Quality, visit the ODHS Web site at www.oregon.gov/DHS/. If you have questions about this alert, please contact the Nursing Facility Licensing Unit at NFLicensing@state.or.us

ePOC Practice Tip:

Facility Administration - ASPEN Web: e POC (electronic Plan of Correction) is the centralized worksite for completing all steps in CMS & State survey POC processing including:

- Receiving and reviewing Statements of Deficiencies (SODs),
- Formulating POCs,
- Submitting POCs and if desired,
- Attaching supporting Informal Dispute Resolution request & documents.

Register and maintain an active ePOC account to efficiently access your surveys, and at no cost to your facility. ePOC registration passwords are effective for 90 days and must be renewed timely to maintain an active ePOC account. As an active ePOC user, you will receive notifications of pending password expiration with renewal instructions. It may also be advantageous to have multiple ePOC registrants for your facility to ensure an active ePOC account is maintained at all times. For ePOC assistance and/or questions contact QTSO (<https://www.qtso.com>).

Oregon Department of Human Services website: www.oregon.gov/DHS/