DIRECT CARE STAFFING SCHEDULE
DAY SERVICE

Name:_____ Date of Request:_____

CDDO:_____ CSP:_____

	% 1:1 Time Monday - Friday	Description of Staff Support
12 midnight		
1:00 am		
2:00 am		
3:00 am		
4:00 am		
5:00 am		
6:00 am		
7:00 am		
8:00 am		
9:00 am		
10:00 am		
11:00 am		
12:00 noon		
1:00 pm		
2:00 pm		
3:00 pm		
4:00 pm		
5:00 pm		
6:00 pm		
7:00 pm		
8:00 pm		
9:00 pm		
10:00 pm		
11:00 pm		

Add percentages on page 4A and multiply by 5
Add percentages on page 4B and multiply by 2
Add these two figures, multiply by 52 and divide by 260 for the average hours/day
Alternate calculation: If no DS is provided on weekends, add percentages on this page

DIRECT CARE STAFFING SCHEDULE
DAY SERVICE

Name:_____ Date of Request:_____

CDDO:_____ CSP:_____

	% 1:1 time Saturday-Sunday	Description of Staff Support
12 midnight		
1:00 am		
2:00 am		
3:00 am		
4:00 am		
5:00 am		
6:00 am		
7:00 am		
8:00 am		
9:00 am		
10:00 am		
11:00 am		
12:00 noon		
1:00 pm		
2:00 pm		
3:00 pm		
4:00 pm		
5:00 pm		
6:00 pm		
7:00 pm		
8:00 pm		
9:00 pm		
10:00 pm		
11:00 pm		

DIRECT CARE STAFFING SCHEDULE
RESIDENTIAL SERVICE

Name:_____ Date of Request:_____

CDDO:_____ CSP:_____

	% 1:1 Time Monday-Friday	Description of Staff Support
12 midnight		
1:00 am		
2:00 am		
3:00 am		
4:00 am		
5:00 am		
6:00 am		
7:00 am		
8:00 am		
9:00 am		
10:00 am		
11:00 am		
12:00 noon		
1:00 pm		
2:00 pm		
3:00 pm		
4:00 pm		
5:00 pm		
6:00 pm		
7:00 pm		
8:00 pm		
9:00 pm		
10:00 pm		
11:00 pm		

Add percentages on page 4C and multiply by 5
Add percentages on page 4D and multiply by 2
Add these two figures, multiply by 52 and divide by 365 for the average hours/day

DIRECT CARE STAFFING SCHEDULE
RESIDENTIAL SERVICE

Name:_____ Date of Request:_____

CDDO:_____ CSP:_____

	% 1:1 time Saturday-Sunday	Description of Staff Support
12 midnight		
1:00 am		
2:00 am		
3:00 am		
4:00 am		
5:00 am		
6:00 am		
7:00 am		
8:00 am		
9:00 am		
10:00 am		
11:00 am		
12:00 noon		
1:00 pm		
2:00 pm		
3:00 pm		
4:00 pm		
5:00 pm		
6:00 pm		
7:00 pm		
8:00 pm		
9:00 pm		
10:00 pm		
11:00 pm		