

Instructions

Write each staff person's name and job title (including administrator) next to a staff number on the chart below. Show staffing coverage on the 24 Hour Schedule by writing the number corresponding to the staff on duty during each hour of the day and night. If schedule includes staff who are awake on the overnight shift (hours 11:00 pm to 5:00 am), indicate with an "A" next to their staff number on the Schedule above. List any additional staff.

Staff #	Staff Name	Job Title	Staff #	Staff Name	Job Title
1			6		
2			7		
3			8		
4			9		
5			10		

24 Hour Staff Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
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							
Midnight							
1:00 am							
2:00 am							
3:00 am							
4:00 am							
5:00 am							

24 HOUR DIRECT CARE STAFF SCHEDULE

(Please adjust the hours to meet the need of your 24 hour staff schedule)

Staff Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
	5am-8am	5am-8am	5am-8am	5am-8am	5am-8am			
	3pm-7pm	3pm-7pm	3pm-7pm	3pm-7pm	3pm-7pm			
	3pm-7pm	3pm-7pm	3pm-7pm	3pm-7pm	3pm-7pm			
	7pm-10pm	7pm-10pm	7pm-10pm	7pm-10pm	7pm-10pm			
	7pm-11pm	7pm-11pm	7pm-11pm	7pm-11pm	7pm-11pm			
	11pm-5am	11pm-5am	11pm-5am	11pm-5am	11pm-6am			
						6am-2pm	6am-2pm	
						6am-2pm	6am-2pm	
						2pm-6pm	2pm-6pm	
						2pm-6pm	2pm-6pm	
						6pm-10pm	6pm-10pm	
						6pm-10pm	6pm-10pm	
						10pm-6am	10pm-5am	
					Total Direct Care Staff Hours Per Week			

SAMPLE: ADMINISTRATOR SCHEDULE

Admin. Name	MON	TUE	WED	THUR	FRI	SAT	SUN	Hours
	9am-1pm	9am-1pm	9am-1pm	9am-1pm	10am-2pm			
	9am-1pm	9am-1pm	9am-1pm	9am-1pm	10am-2pm			
					Total Admin. Hours Per Week			

Direct Care Staff Hours By Service Level (Capacity of 4)	
Service Level	Staffing Level Per Week
2	168 hours
3	172 hours
4A	180 hours
4B	192 hours
4C	204 hours
4D	216 hours
4E	232 hours
4F	248 hours
4G	264 hours
4H	284 hours
4I	312 hours