Monthly Nursing Home Staffing Report Instructions

The Monthly Nursing Home Staffing Report information is used to document occupancy levels for budget projections. It is very important that it be filled out accurately and submitted by the 10th of the month. **Complete and submit the Monthly Nursing Home Staffing Report form on the Senior and Long-Term Care Division website** https://mt.accessgov.com/dphhs/Forms/Page/sltc/nursinghomestaffingreport/0

General Information

1. When inputting data, use the Tab key or move your mouse; **do not** use the Enter key.
2. Totals for the Monthly Nursing Home Staffing Report will be automatically calculated.
3. The Monthly Nursing Home Staffing Report has a save function now. Please log in or create an account to save any report. Make sure to complete the staffing report in its entirety if you do not log in or have an account and click the Submit Form button. If you have an account, you can save the form and come back to it at a later time. **Reports are *due by the 10th* of every month!**

Top of Monthly Nursing Home Staffing Report

1. **NPI** – Input your nursing facility's NPI number.
2. **Facility Name** – Select your facility's name from the drop-down box. Click on the arrow and select the facilityname. (If you are a new facility and your name is not in the drop-down, it might not be updated yet. You can use the old facility name.)
3. **City** – Select your facility's city from the drop-down box. Click on the arrow and select the facility city.
4. **Report Month Ending Date** – Click on the current reporting month and select the **last** day of the month.For example, for May click on 31.

Hours/Employees During Reporting Period

1. Input the number of hours worked and the number of employees for each of the listed categories for the month.
2. The data program does not recognize .5. If your facility had one half hour of RN Contracted Hours you will need to input as 0.5, **not** .5.
3. Always use decimals for the hours reported and not minutes (15 minutes is 0.25 hour; 30 minutes is 0.5 hour; 45 minutes is 0.75 hour).

Patient Days

1. Input the total number of occupied days by each category for the month.
2. For **Medicare days**, always input the days in the Skilled Care (SNF) category line item and **not** the Nursing Care (NF) category line item.
3. *Only* bed hold days that were **approved** by this office for your facility are entered for Medicaid and Medicare Bed Hold columns! Any other days that were held but **not** approved or for any other insurance types need to be noted under the "Other' Bed Holds column. Therapeutic Home Visit forms under 72 hours, and those THV forms **that were approved by this office** for over 72 hours, are approved bed holds and are allowed days to be entered into the Medicaid Bed Hold column.

Certification

1. Input the name of the individual completing the Monthly Nursing Home Staffing Report.
2. Input the title of the individual completing the Monthly Nursing Home Staffing Report.
3. Input the individual's email address.

Submit Form Button

1. When done completing the Monthly Nursing Home Staffing Report, click the Submit Form button.
2. You will receive an email back verifying that the Monthly Nursing Home Staffing Report has been completed.
3. If you need to save and come back to the form, please log in to be able to save.
4. If you find errors in the email that you receive back, it is okay to input the correct information in the staffing report and click the Submit Form button again. If you resubmit the staffing report becauseof errors, send Jenifer Thompson an email at the email address below. At the State level, staff can delete the previous submission.

Please use these instructions for completing the Monthly Nursing Home Staffing Report. If you have any questions, please contact Jenifer Thompson at Jenifer.Thompson@mt.gov or (406) 444-3997.