

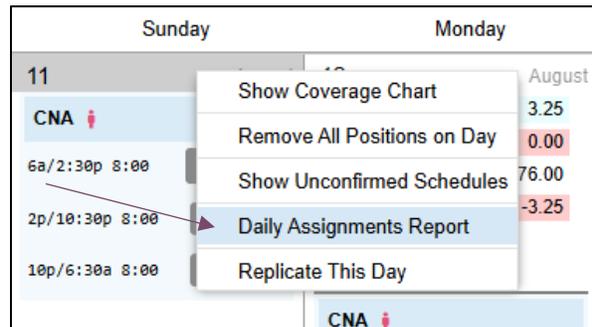


Daily Assignments Report

One common requirement of state reporting for Long Term Care (LTC) facilities is to post a report at the beginning of each shift that contains the census and schedule summary for each employee by position, per shift. It must be accessible by both employees and patients. This report mandated by the Medicare, Medicaid, and SCHIP Benefits Improvement and Protection Act is referred to as the **BIPA** report.

Another common term for this report is a Clipboard report. This name is used because supervisors also print and carry the reports around to confirm that employees are on the job and in the right locations, then check them off the report. The Daily Assignments Report accessed within the schedule template in Attendance on Demand meets the BIPA requirements.

To view the report, click a date within the template and select Daily Assignments Report.



The report is displayed in the Reports panel that expands below the schedule template. The report format meets the state requirements by indicating census totals and the number of employees for each position per shift.

Reports

Print Properties Email

DAILY ASSIGNMENTS REPORT

Aug-11 2019 Glenwood Gardens Census:100

Float

<p>LPN 6a/2:05p</p> <p>ellison, bella : 6a/2:30p mclean, leonard : 6a/2:30p hales, angelina : 6a/2:30p</p>	<p>LPN 2p/10:05p</p> <p>ince, deirdre : 2p/10:30p morgan, natalie : 2p/10:30p</p>	<p>LPN 10p/6:05a</p> <p>smith, harry : 10p/6:30a ellison, bella : 10p/6:30a</p>
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Zone A

<p>CNA 10a/6p</p> <p>campbell, christopher : 6a/2:30p menteth, justin : 6a/2:30p harris, justin : 6a/2:30p morrison, peter : 6a/2:30p wallace, christian : 2p/10:30p herbert, daniel : 2p/10:30p wilson, piers : 2p/10:30p</p>	<p>CNA 4p/12a</p> <p>wallace, christian : 2p/10:30p herbert, daniel : 2p/10:30p wilson, piers : 2p/10:30p menteth, justin : 10p/6:30a morrison, peter : 10p/6:30a langdon, anthony : 10p/6:30a</p>
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FTE (Full Time Equivalent) and Census (official population count) information required per position is displayed at the end of the report.

		CNA	RN	LPN
Shift 1	CENSUS	FTE 12.47	FTE 4.18	FTE 3.12
	100	106.00	35.50	26.50
Shift 2	CENSUS	FTE 9.06	FTE 3.41	FTE 2.19
	100	77.00	29.00	17.50
Shift 3	CENSUS	FTE 6.47	FTE 3.89	FTE 2.12
	100	55.00	35.00	18.00
Total		FTE 28.00	FTE 11.48	FTE 7.42
		238.00	99.50	62.00

If you do not see census or FTE data displayed in your report, click the Properties button in the Reports panel to adjust how information is displayed in the report.

Reports

Print Properties Email

Enable the FTE/Hours Assigned Schedules Only check box to display FTE data in your report. Select Census from the Census Coverage Type drop-down list to allow census totals to display in the report.

Report Properties

— Daily Schedule Assignment Report —

Minimum Overlap Minutes: 31

Include All Shifts:

FTE/Hours Assigned Schedules Only:

Census Coverage Type: **Census**

Email Nightly Copy:

Subject Line: Daily Schedule Assignments Report

Recipients:

Ok Cancel

Additional report properties that can be adjusted include:

Minimum Overlap Minutes - The Minimum Overlap Minutes setting prevents employees from appearing in two consecutive shifts in the report when they are scheduled for one shift that overlaps a portion of the next shift. For example, if there is a schedule that overlaps another schedule by 30 minutes, the minimum for overlap should be set at 31 minutes to prevent employees in the overlapping shift from showing up in both shifts in the report.

Include all shifts – If enabled, this will include shifts where no one is scheduled in the report.

Email Nightly Copy – If enabled, the system will automatically send a nightly copy of the report to the selected recipients.

If zone scheduling is used, the zones will be listed separately in the report.

DAILY ASSIGNMENTS REPORT		
Aug-11 2019		
Float		
LPN 6a/2:30p ellison, bella mclean, leonard hales, angelina	LPN 2p/10:30p ince, deirdre morgan, natalie	LPN 10p/6:30a smith, harry ellison, bella
Zone A		
CNA 6a/2:30p campbell, christopher menteth, justin harris, justin morrison, peter	CNA 2p/10:30p wallace, christian herbert, daniel wilson, piers	CNA 10p/6:30a menteth, justin morrison, peter langdon, anthony
RN 6a/2:30p robertson, claire peney, xavier	RN 2p/10:30p temes, colby	RN 10p/6:30a taylor, irene
Zone B		
CNA 6a/2:30p oliver, gavin kirkaldy, chase vaughan, sean henderson, anne	CNA 2p/10:30p howard, gabrielle miller, anthony mills, keith	CNA 10p/6:30a harris, justin mackenzie, zoe

When coverage schedules match the shifts on the Schedule Labels tab for the specific work position, the work position and assigned employees are surrounded by a box in the report. Coverage schedules not matching schedule labels are displayed without a box.

Reports

Print Properties Email

Skilled Nursing - East

Certified Nursing Aide 5a/2p
 chilton, jenna s
 colley, isaac e
 cupar, dalton m
 over by 3
 denton, amber q : 8a/5p
 dole, sierra k : 8a/5p
 8a/5p over by 2
 chadwick, christian w : 1p/10p
 linton, jacqueline t : 1p/10p
 1p/10p 2 opens

Certified Nursing Aide 9p/6a (2 of 0)
 denton, amber q
 eton, joseph k
 Over by 2

To add schedule labels, click the work position banner in the schedule template and select Work Position Properties.

Monday

8 October 9

Certified Nursing Aide

- HC1
- HC2
- HC3
- FTE -0.
- FTE -0.
- FTE -0.
- 3?0
- 9p/6a 8:30

severn, s

- Add Coverage Schedule
- Add Schedule for One
- Show Coverage Chart
- Actions >
- Members >
- Work Position Properties

Click the Schedule Labels tab and the Add button. In the following example, a shift with start time 5:00a and end time 2:00p is created on the *Schedule Labels* tab for work position CNA.

Work Position Certified Nursing Aide

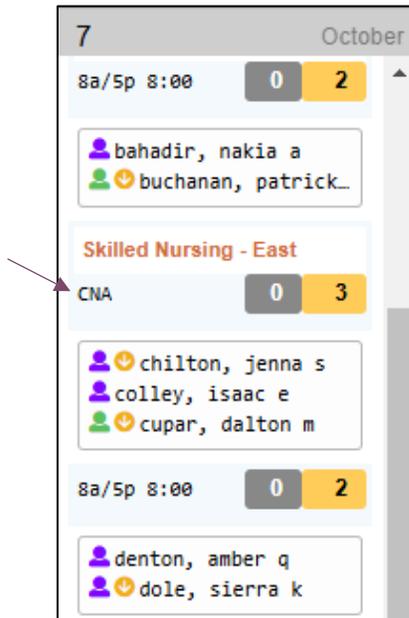
Certified Nursing Aide Position
 CNA Certified Nursing Aide (Lvl:5 WGNu:19)

Basic Labor Pool Extended Pool Required Certifications Required Attributes Common Work Schedules Shift Periods **Schedule Labels**

Add

Adj	Description	Start	End
	CNA	5:00a	2:00p
	CNA	1:00p	10:00p

Schedule labels appear in place of the schedule times in the template.



The daily assignments report shows who is scheduled for the day, listed by work position. It will also show where there are open shifts for the day and where there are over scheduled and under scheduled work positions. Within each shift cell of the report the employees listed in black text have scheduled shifts that correspond with the position shift time.

Reports			
<input type="button" value="Print"/> <input type="button" value="Properties"/> <input type="button" value="Email"/>			
DAILY ASSIGNMENTS REPORT			
Aug-11 2019		Glenwood Gardens	Census:0
Float			
LPN 6a/2:30p ellison, bella mclean, leonard hales, angelina	LPN 2p/10:30p ince, deirdre morgan, natalie	LPN 10p/6:30a smith, harry ellison, bella	
Zone A			
CNA 6a/2:30p campbell, christopher menteth, justin harris, justin morrison, peter	CNA 2p/10:30p wallace, christian herbert, daniel wilson, piers	CNA 10p/6:30a menteth, justin morrison, peter langdon, anthony	
RN 6a/2:30p robertson, claire penev, xavier	RN 2p/10:30p temes, colby	RN 10p/6:30a taylor, irene	

Overscheduled shifts in the report are indicated by red text indicating how many employees are overscheduled. Schedules that require additional employee are also indicated by red text indicating the number of opens.

Certified Nursing Aide 5a/2p	Certified Nursing Aide 9p/6a (2 of 0)
chilton, jenna s colley, isaac e cupar, dalton m over by 3 denton, amber q : 8a/5p dole, sierra k : 8a/5p 8a/5p over by 2 chadwick, christian w : 1p/10p linton, jacqueline t : 1p/10p 1p/10p 2 opens	denton, amber q eton, joseph k Over by 2

If the open schedule overlaps the current schedule, the schedule time and over by the number is listed in red text. When employees schedules overlap or fall within the position shift time, but don't exactly match that time, then they are listed with blue text.

Certified Nursing Aide 5a/2p	Certified Nursing Aide 9p/6a (2 of 0)
chilton, jenna s colley, isaac e cupar, dalton m over by 3 denton, amber q : 8a/5p dole, sierra k : 8a/5p 8a/5p over by 2 chadwick, christian w : 1p/10p linton, jacqueline t : 1p/10p 1p/10p 2 opens	denton, amber q eton, joseph k Over by 2

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