



# Monthly Census and PPD Summary

The monthly census (official count of population) and PPD (Per Patient Day) provides a quick summarized view of the progress toward mandated and organizational staffing metrics, along with threshold colors to clearly identify prioritized data, such as insufficient and more than sufficient coverage.

AoD Technicians Account		Monthly Census/PPD								
Find: <input type="text" value="Search Employee"/>		<input type="text" value="Glenwood Gardens"/>		<input type="text" value="Glenwood Gardens"/>		<input type="text" value="August 2019 (This Month)"/>		<input type="button" value="Refresh"/>		
Process Payroll			Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday	Totals
Daily Operations		Jul-28 2019								
Scheduling		Census	50.00	50.00	50.00	50.00	50.00	50.00	50.00	350.00
		Sched_Hours	24.50	1264.50	696.00	1320.00	464.00	448.00	488.00	4729.00
		Actual_Hours	25.63	1454.65	766.03	1477.67	766.45	718.80	749.97	5959.20
		Sched_PPD	0.49	25.45	14.08	26.56	9.28	8.96	9.76	
		Actual_PPD	0.51	29.09	15.32	29.55	15.33	14.38	15.00	
Visual Scheduling		Aug-4 2019								
Monthly Census/PPD		Census	50.00	50.00	50.00	50.00	50.00	50.00	50.00	350.00
		Sched_Hours	8.00	944.00	480.00	1262.00	464.00	448.00	536.00	4158.00
		Actual_Hours	32.70	1462.98	759.67	1441.88	745.53	728.33	726.02	5897.12
		Sched_PPD	0.16	18.88	9.60	25.56	9.28	8.96	10.72	
		Actual_PPD	0.65	29.26	15.19	28.84	14.91	14.57	14.52	
Month at a Glance										
Schedules										
Schedule Patterns										
Holidays										

This view will display the coverage types that have been configured in your system. The most common data LTC clients request include:

- Census
- Scheduled PPD
- Actual PPD
- Scheduled Hours
- Actual Hours

Click the + icon to expand the display of census, hours and PPD data for the week selected.

Monthly Census/PPD					
<input type="text" value="Glenwood Gardens"/>		<input type="text" value="Glenwood Gardens"/>	<input type="text" value="August 2019 (This Month)"/>		
	Sunday	Monday	Tuesday	Wednes...	
+ Jul-28 2019					
+ Click to expand. CTRL key collapses all others					
+ Aug-11 2019					
+ Aug-18 2019					
+ Aug-25 2019					

Use the drop-down list to change the workgroup displayed, if you have multiple locations and positions for those locations.

Monthly Census/PPD

Glenwood Gardens ▼ Glenwood Gardens ▼ August 2019 (This Month) ▼

	Sunday	Monday	Tuesday	Wednes...
Glenwood Gardens				
Evergreen Acres				
Cedar Springs				
Glenwood CNA	50.00	50.00	50.00	50.00
Evergreen CNA	24.50	1264.50	696.00	1320.00
Cedar Springs CNA	25.63	1454.65	766.03	1477.67
Glenwood RN	0.49	25.45	14.08	26.56
Evergreen RN	0.51	29.09	15.32	29.55
Cedar Springs RN				
Glenwood LPN	50.00	50.00	50.00	50.00
Evergreen LPN	8.00	944.00	480.00	1262.00
Cedar Springs LPN	32.70	1462.98	759.67	1441.88
Sched_PPD	0.16	18.88	9.60	25.56
Actual_PPD	0.65	29.26	15.19	28.84

Adjust the period you want to view census and PPD data using the date drop-down list.

Monthly Census/PPD

Glenwood Gardens ▼ Glenwood Gardens ▼ July 2019 (Last Month) ▼

	Sunday	Monday
Jun-30 2019		
Census	0	0
Sched_Hours		1440.00
Actual_Hours		1537.85
Sched_PPD	0.00	0.00
Actual_PPD	0.00	0.00
Jul-7 2019		
Census	50.00	50.00

## Updating a Census Value

Coverage calculation data is updated as schedule changes occur. Updates will also occur when manually entered values, such as census numbers are modified. The census for LTC (Long Term Care) clients typically remains static but can occasionally fluctuate.

To update a census value, click the day in the Census row of the report and type the new number in the cell. Click the Refresh button after entering the update to refresh the system to populate the new value in Visual Scheduling.

Monthly Census/PPD					
Glenwood Gardens		Glenwood Gardens		August 2019 (This Month)	Refresh
	Sunday	Monday	Tuesday	Wednesday	Thursday
Jul-28 2019					
Census	50.00	50.00	50.00	50.00	50.00
Sched_Hours	24.50	1264.50	696.00	1320.00	464.00
Actual_Hours	25.63	1454.65	766.03	1477.67	766.45
Sched_PPD	0.49	25.45	14.08	26.56	9.28
Actual_PPD	0.51	29.09	15.32	29.55	15.33
Aug-4 2019					
Census	50.00	50.00	50.00	50.00	50.00
Sched_Hours	8.00	944.00	480.00	1262.00	464.00

The updated census will be displayed in the coverage budget data displayed in the schedule template.

CNA DON LPN RN				Weekly	Roster	Daily	View	Operations	Re
Wednesday		Thursday		Friday		Saturday			
14	August	15	August	16	August	17	August		
Census	50.00	Census	50.00	Census	50.00	Census	50.00		
PPDgoal	3.25	PPDgoal	3.25	PPDgoal	3.25	PPDgoal	3.25		
Sched_PPD	24.63	Sched_PPD	24.70	Sched_PPD	24.53	Sched_PPD	6.88		
Actual_PPD	25.00	Actual_PPD	21.98	Actual_PPD	0.00	Actual_PPD	0.00		
Sched_Hours	1231.50	Sched_Hours	1235.00	Sched_Hours	1226.50	Sched_Hours	344.00		

To view coverage budget data in the schedule template, click the Operations drop-down list and select My Preferences. Enable the Show Coverage Budget Data check box.

The screenshot shows the 'Operations' menu with 'My Preferences' selected. The 'Preferences' dialog box is open, showing the 'Show Coverage Budget Data' checkbox checked. Other settings include 'Show Drops/Pickups' (checked), 'Show Absences' (checked), 'Use Work Position Abbreviations' (unchecked), 'Always Show Schedule Times' (checked), 'Position Budget' (None), 'Position Layout' (Normal), 'Roster Group' (Labor Pool), and 'Render Workgroups Vertically' (unchecked). A 'Workgroup Rendering' button is at the bottom.

Coverage budget data, including census information, is displayed each day above the coverage schedules in the template.

Monday			Tuesday		
12	August		13	August	
Census	50.00		Census	50.00	
PPDgoal	3.25		PPDgoal	3.25	
Sched_PPD	8.67		Sched_PPD	24.68	
Actual_PPD	8.63		Actual_PPD	24.98	
Sched_Hours	433.50		Sched_Hours	1234.00	
Actual_Hours	431.63		Actual_Hours	1249.22	
Act/Sch_Hrs	-1.87		Act/Sch_Hrs	15.22	
PPD +/-	9.67		PPD +/-	25.68	
PPD_Var+/-	9.63		PPD_Var+/-	25.98	
<b>CNA</b>			<b>CNA</b>		
Zone A			Zone A		
6a/2:30p 8:00	4	4	6a/2:30p 8:00	4	4
2p/10:30p 8:00	3	3	2p/10:30p 8:00	3	3
10p/6:30a 8:00	3	3	10p/6:30a 8:00	3	3

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