

## IMPLEMENTING THE ISP-DEVELOPING THE STAFF SCHEDULE

- What:** Developing a staff schedule for a home or day services location/grouping. A staff schedule is not a requirement, but can be helpful in providing guidance to Direct Support Professionals as well as ensuring the ISP is implemented.
- Who:** Providers of Residential and Day Service
- When:** After the Staffing Plan is completed
- Process:** The provider agency develops a staff schedule based on the responsibilities staff have for meeting the needs of the person(s) supported.

What Happens	Who is Responsible
1. Review ISPs and staff instructions developed by the agency and/or therapists or behavior analysts to determine required actions and frequency for person(s) supported.	Provider Agency
2. Determine time periods when these actions must occur and enter onto schedule (“What” needs to be done) and staff person assigned to do it (“Who” is responsible). Note if staff instructions are to be used.	Provider Agency
3. Identify other necessary actions (e.g. medication administration, medical appointments, etc.) and other beneficial and preferred activities that will occur and enter into schedule. (Other “beneficial and preferred activities” are those that meet the definition for the residential or day service.)	Provider Agency
4. Identify other “housekeeping” activities including documentation that staff must perform during their shift and enter into schedule.	Provider Agency
5. Review schedule weekly and update as needed.	Provider Agency

### Other Important Things to Know:

Most training activities are expected to occur during the appropriate times to be effective – i.e. tooth brushing in the morning and at bedtime. Consideration should be given to the routines and positive rituals of the person(s) supported.

Using a time period rather than a specific time allows for normal variations in schedules.

It is unlikely that ISP actions and outcomes will direct all of the hours of a person’s day. Activities that occur during day services hours especially must be planned and purposeful – meeting the definition for day services. Because residential services occur in the person’s home, more flexibility, spontaneity and leisure time is expected. However, compiling a list of preferred activities for both day services and residential

service for the person(s) supported will aid in planning and coordinating schedules for periods of time that are not addressed in the ISP.

Rigid adherence to the schedule won't be possible, but frequent inability to follow it indicates that review of the schedule with staff is necessary and revisions may be needed. The staff schedule should support documentation required for billing and daily and monthly documentation of accomplishments and progress.

Staff interaction with the individuals living or working together should constitute the primary job responsibility for staff during the individuals' waking hours. The agency should consider how to routinely determine how much of the staff's time is spent interacting with the individuals served.

**Provider Manual References:** This is not a DMRS requirement.

**Resources:**

**Training:** Staffing Plan Training (by request to DMRS Central Office)

Staff Schedule

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
When	What	Who	What	Who	What	Who	What	Who	What	Who	What	Who	What	Who
Early Morning														
Breakfast														
Mid-Morning														
Late Morning														
Lunch														
Early Afternoon														
Mid-Afternoon														
Late Afternoon														
Dinner														
Evening														
Bedtime														

Night														
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\* Denotes Staff Instructions are to be followed. Staff Instructions are located: \_\_\_\_\_