

Census and Direct Care Service Hours Per Patient Day (DHPPD)

1. Patient Date (MM/DD/YY) _____ 2. Total Licensed Skilled Nursing Beds _____
 3. Patient Date Start Time (HH:MM AM/PM) _____ 4. CDPH License # _____
 5. Facility Name _____

6. Estimated Direct Care Service Hours and DHPPD

Scheduled Total Direct Care Service Hours	<input style="width: 100%;" type="text"/>	Beginning Patient Census	<input style="width: 100%;" type="text"/>	Scheduled DHPPD	<input style="width: 100%;" type="text"/>
Scheduled Total CNA Direct Care Service Hours	<input style="width: 100%;" type="text"/>			Scheduled CNA DHPPD	<input style="width: 100%;" type="text"/>

7. Daily Census Changes

Add or subtract from the Beginning Census each event during the designated census period.

Census Taken at:	12:00 AM	8:00 AM	4:00 PM
Beginning Census			
Admissions			
Discharges			
Transfers In			
Transfers Out			
Deaths			
Ending Census			

8. Actual Direct Care Service Hours and DHPPD

This section must be completed at the end of each 24-hour patient day.

Actual Total Direct Care Service Hours	<input style="width: 100%;" type="text"/>	Average Patient Census	<input style="width: 100%;" type="text"/>	Actual DHPPD	<input style="width: 100%;" type="text"/>
Actual Total CNA Direct Care Service Hours	<input style="width: 100%;" type="text"/>			Actual CNA DHPPD	<input style="width: 100%;" type="text"/>

9. I have reviewed the patient census and direct care service hours information and acknowledge the information is true and correct.

X _____ X _____

Director of Nursing/Designee (Print)

Director of Nursing/Designee (Signature)

Census and Direct Care Service Hours Per Patient Day (DHPPD)

Instructions

- The information on this form must be legible, accurate and complete.
 - All patients receiving nursing services and who are present in the facility during the patient day will be counted in the patient census.
 - Only direct caregivers with a nursing services assignment shall be included in the DHPPD.
 - To verify this form is complete, true and accurate, the Director of Nursing or his/her designee must sign this form.
 - Do not include patient names.
 - For a definition of DHPPD, census, direct caregiver, direct care service hours, or nursing services, please see [All Facilities Letter 19-16](#).
 - Note that the patient day start time is midnight. The patient day start time must be prospective, counting forward, 12:00am (midnight) on the designated audit day and ends 23 hours, 59 minutes and 59 seconds later.
1. Enter the date of the patient day in MM/DD/YY format.
 2. Enter the total number of licensed skilled nursing beds for the facility.
 3. Enter Patient Date Start Time (HH:MM AM/PM) format.
 4. Enter the CDPH license number for the facility.
 5. Enter the facility name.
 6. Scheduled Total Direct Care Service Hours - Enter the total direct care service hours that have been scheduled for the patient day. Beginning Patient Census - Enter the patient census at the patient day start time (beginning at midnight). The Scheduled DHPPD is automatically calculated as the Scheduled Total Direct Care Service Hours divided by the Beginning Patient Census. Scheduled Total CNA Direct Care Service Hours - Enter the total CNA direct care service hours that have been scheduled for the patient day. The Scheduled CNA DHPPD is automatically calculated as the Scheduled Total CNA Direct Care Service Hours divided by the Beginning Patient Census.
 7. Record the Beginning Census at the beginning of the 24-hour patient day (12:00 a.m.) and again at 8 hours (8:00 a.m.) and 16 hours (4:00 p.m.) after the start of the 24-hour patient day. Throughout each shift, record admissions, discharges, transfers, and deaths or other changes in census. In the last row, the total census at the end of each census period (Ending Census), will automatically calculate. The Ending Census auto-populates the subsequent Beginning Census.
 8. Enter the Actual Total Direct Care Services Hours for the entire patient day. Enter the Actual Total CNA Direct Care Service Hours for the entire patient day. The Average Patient Census is automatically calculated as the sum of the Beginning Census of the three census periods divided by three. The Actual DHPPD is automatically calculated as the Actual Total Direct Care Service Hours divided by the Average Patient Census. The Actual CNA DHPPD is automatically calculated as the Actual Total CNA Direct Care Service Hours divided by the Average Patient Census.
 9. At the conclusion of each patient day, the Director of Nursing or his/her designee shall review the information documented and sign the form verifying that the information is complete, true, and correct.