

**PLEASE NOTE THAT DATA ENTRY IS ONLY ALLOWED IN THE GRAY AREAS.**

[Click here to begin Worksheet 7 - Absenteeism](#)

This material was prepared by the Atlantic Quality Innovation Network (AQIN), the Medicare Quality Innovation Network - Quality Improvement Organization for New York State, South Carolina, and the District of Columbia, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents do not necessarily reflect CMS policy. 11SOW-AQINDC-TskC.2-16-08



Facility Name-		Date Completed-	
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<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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<b>RNS</b>	Timely Call-In?									
	Shift Replaced?									
	Replaced w/ Overtime?									
	Replaced w/ Agency?									
	Incentive Paid?									
	# of Call-Ins									
	# 1st Shift									
	# 2nd Shift									
	# 3rd Shift									
	Total Call-Ins									
	Total Scheduled Shifts			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Overall Call-In %			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift
Total Call-In Cost										

<b>LPNS</b>	Timely Call-In?									
	Shift Replaced?									
	Replaced w/ Overtime?									
	Replaced w/ Agency?									
	Incentive Paid?									
	# of Call-Ins									
	# 1st Shift									
	# 2nd Shift									
	# 3rd Shift									
	Total Call-Ins									
	Total Scheduled Shifts			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Overall Call-In %			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift
Total Call-In Cost										

<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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<b>CNAS</b>	Timely Call-In?									
	Shift Replaced?									
	Replaced w/ Overtime?									
	Replaced w/ Agency?									
	Incentive Paid?									
	# of Call-Ins									
	# 1st Shift									
	# 2nd Shift									
	# 3rd Shift									
	Total Call-Ins									
	Total Scheduled Shifts			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Overall Call-In %			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift
Total Call-In Cost										

<b>Dietary</b>	Timely Call-In?									
	Shift Replaced?									
	Replaced w/ Overtime?									
	Replaced w/ Agency?									
	Incentive Paid?									
	# of Call-Ins									
	# 1st Shift									
	# 2nd Shift									
	# 3rd Shift									
	Total Call-Ins									
	Total Scheduled Shifts			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Overall Call-In %			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift
Total Call-In Cost										

Facility Name-		Date Completed-	
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<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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<b>Maintenance</b>	Timely Call-In?									
	Shift Replaced?									
	Replaced w/ Overtime?									
	Replaced w/ Agency?									
	Incentive Paid?									
	# of Call-Ins									
	# 1st Shift									
	# 2nd Shift									
	# 3rd Shift									
	Total Call-Ins									
	Total Scheduled Shifts									
	Overall Call-In %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Call-In Cost			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

<b>Housekeeping</b>	Timely Call-In?									
	Shift Replaced?									
	Replaced w/ Overtime?									
	Replaced w/ Agency?									
	Incentive Paid?									
	# of Call-Ins									
	# 1st Shift									
	# 2nd Shift									
	# 3rd Shift									
	Total Call-Ins									
	Total Scheduled Shifts									
	Overall Call-In %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Call-In Cost			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

Facility Name-

Date Completed-

**Call-In Statistics**

This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.

**Laundry**

Timely Call-In?		
Shift Replaced?		
Replaced w/ Overtime?		
Replaced w/ Agency?		
Incentive Paid?		
# of Call-Ins		
# 1st Shift		
# 2nd Shift		
# 3rd Shift		
Total Call-Ins		
Total Scheduled Shifts		
Overall Call-In %		
Total Call-In Cost		

<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

**Rehab Department**

Timely Call-In?		
Shift Replaced?		
Replaced w/ Overtime?		
Replaced w/ Agency?		
Incentive Paid?		
# of Call-Ins		
# 1st Shift		
# 2nd Shift		
# 3rd Shift		
Total Call-Ins		
Total Scheduled Shifts		
Overall Call-In %		
Total Call-In Cost		

<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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Office	Timely Call-In?								
	Shift Replaced?								
	Replaced w/ Overtime?								
	Replaced w/ Agency?								
	Incentive Paid?								
	<b># of Call-Ins</b>								
	# 1st Shift								
	# 2nd Shift								
	# 3rd Shift								
	Total Call-Ins								
	Total Scheduled Shifts								
	Overall Call-In %								
	Total Call-In Cost								

  

<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

Office	Timely Call-In?							
	Shift Replaced?							
	Replaced w/ Overtime?							
	Replaced w/ Agency?							
	Incentive Paid?							
	<b># of Call-Ins</b>							
	# 1st Shift							
	# 2nd Shift							
	# 3rd Shift							
	Total Call-Ins							
	Total Scheduled Shifts							
	Overall Call-In %							
	Total Call-In Cost							

  

<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

Facility Name-

Date Completed-

### Call-In Statistics

This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.

Timely Call-In?		
Shift Replaced?		
Replaced w/ Overtime?		
Replaced w/ Agency?		
Incentive Paid?		
<b># of Call-Ins</b>		
# 1st Shift		
# 2nd Shift		
# 3rd Shift		
Total Call-Ins		
Total Scheduled Shifts		
Overall Call-In %		
Total Call-In Cost		

  

0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

Timely Call-In?		
Shift Replaced?		
Replaced w/ Overtime?		
Replaced w/ Agency?		
Incentive Paid?		
<b># of Call-Ins</b>		
# 1st Shift		
# 2nd Shift		
# 3rd Shift		
Total Call-Ins		
Total Scheduled Shifts		
Overall Call-In %		
Total Call-In Cost		

  

0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

Facility Name-		Date Completed-	
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<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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	Timely Call-In?										
	Shift Replaced?										
	Replaced w/ Overtime?										
	Replaced w/ Agency?										
	Incentive Paid?										
	# of Call-Ins										
	# 1st Shift										
	# 2nd Shift										
	# 3rd Shift										
	Total Call-Ins										
	Total Scheduled Shifts			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
	Overall Call-In %			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift
	Total Call-In Cost										

	Timely Call-In?										
	Shift Replaced?										
	Replaced w/ Overtime?										
	Replaced w/ Agency?										
	Incentive Paid?										
	# of Call-Ins										
	# 1st Shift										
	# 2nd Shift										
	# 3rd Shift										
	Total Call-Ins										
	Total Scheduled Shifts			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
	Overall Call-In %			Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift
	Total Call-In Cost										



Facility Name-

Date Completed-

### Call-In Statistics

This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.

Timely Call-In?		
Shift Replaced?		
Replaced w/ Overtime?		
Replaced w/ Agency?		
Incentive Paid?		
<b># of Call-Ins</b>		
# 1st Shift		
# 2nd Shift		
# 3rd Shift		
Total Call-Ins		
Total Scheduled Shifts		
Overall Call-In %		
Total Call-In Cost		

  

0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Timely Call-In?	Shift Replaced?	Replaced w/ Overtime?	Replaced w/ Agency?	Incentive Paid?	# 1st Shift	# 2nd Shift	# 3rd Shift

Timely Call-In	%
RNs	
LPNs	
CNAs	
Dietary	
Maintenance	
Housekeeping	
Laundry	
Rehab Department	
Office	

  

0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>						

<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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Shift Replaced	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

Replaced w/ Overtime	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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Replaced w/ Agency	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

Incentive Paid	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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Call-Ins (1st Shift)	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

Call-Ins (2nd Shift)	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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Call-Ins (3rd Shift)	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

Overall Call-In %	%														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					

Facility Name-		Date Completed-	
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<b>Call-In Statistics</b>	This sheet uses general call-in statistics as tracked on the "Call-In Worksheet" to summarize specific trends related to replacement and % of call-ins by shift.
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Total Call-In Cost	\$														
RNs															
LPNs															
CNAs															
Dietary															
Maintenance															
Housekeeping															
Laundry															
Rehab Department															
Office															
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<i>RNs</i>	<i>LPNs</i>	<i>CNAs</i>	<i>Dietary</i>	<i>Maintenance</i>	<i>Housekeeping</i>	<i>Laundry</i>	<i>Rehab Department</i>	<i>Office</i>					
GRAND TOTAL Call-In Cost															