

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

[Click here to begin Worksheet 3 - Vacancies](#)

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.2-16-04



Facility Name-		Date Completed-	
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VACANT POSITIONS	<p>Take a snapshot of the current number of vacant, full-time positions (FTEs). Look at the department staffing budgets compared to the current situation indicated in the "snapshot". Part-time open positions should be added together to create vacant FTEs. Usual calculation for Budgeted FTEs is "Total Budgeted Hours for the Week" divided by 40 hours. This same calculation may be used with the budgeted hours for the week by shift.</p>
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RNS	Vacant FTEs 1st Shift		<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p style="text-align: center;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </p>
	Vacant FTEs 2nd Shift		
	Vacant FTEs 3rd Shift		
	Total Vacant FTEs-		
	FTE Budget 1st Shift		
	FTE Budget 2nd Shift		
	FTE Budget 3rd Shift		
	Total FTE Budget-		
	Vacancy Rate-		

LPNS	Vacant FTEs 1st Shift		<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p style="text-align: center;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </p>
	Vacant FTEs 2nd Shift		
	Vacant FTEs 3rd Shift		
	Total Vacant FTEs-		
	FTE Budget 1st Shift		
	FTE Budget 2nd Shift		
	FTE Budget 3rd Shift		
	Total FTE Budget-		
	Vacancy Rate-		

CNAS	Vacant FTEs 1st Shift		<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p style="text-align: center;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </p>
	Vacant FTEs 2nd Shift		
	Vacant FTEs 3rd Shift		
	Total Vacant FTEs-		
	FTE Budget 1st Shift		
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Dietary	Vacant FTEs 1st Shift				
	Vacant FTEs 2nd Shift				
	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
	FTE Budget 1st Shift				
	FTE Budget 2nd Shift				
	FTE Budget 3rd Shift				
	Total FTE Budget-				
	Vacancy Rate-				
			Vacant FTEs 1st Shift	Vacant FTEs 2nd Shift	Vacant FTEs 3rd Shift
Maintenance	Vacant FTEs 1st Shift				
	Vacant FTEs 2nd Shift				
	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
	FTE Budget 1st Shift				
	FTE Budget 2nd Shift				
	FTE Budget 3rd Shift				
	Total FTE Budget-				
	Vacancy Rate-				
			Vacant FTEs 1st Shift	Vacant FTEs 2nd Shift	Vacant FTEs 3rd Shift
Housekeeping	Vacant FTEs 1st Shift				
	Vacant FTEs 2nd Shift				
	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
	FTE Budget 1st Shift				
	FTE Budget 2nd Shift				
	FTE Budget 3rd Shift				
	Total FTE Budget-				
	Vacancy Rate-				
			Vacant FTEs 1st Shift	Vacant FTEs 2nd Shift	Vacant FTEs 3rd Shift

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Laundry	Vacant FTEs 1st Shift			<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </div>	
	Vacant FTEs 2nd Shift				
	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
	FTE Budget 1st Shift				
	FTE Budget 2nd Shift				
	FTE Budget 3rd Shift				
	Total FTE Budget-				
	Vacancy Rate-				
Rehab Department	Vacant FTEs 1st Shift			<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </div>	
	Vacant FTEs 2nd Shift				
	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
	FTE Budget 1st Shift				
	FTE Budget 2nd Shift				
	FTE Budget 3rd Shift				
	Total FTE Budget-				
	Vacancy Rate-				
Office	Vacant FTEs 1st Shift			<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </div>	
	Vacant FTEs 2nd Shift				
	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
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	Vacant FTEs 1st Shift				
	Vacant FTEs 2nd Shift				
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	Total Vacant FTEs-				
	FTE Budget 1st Shift				
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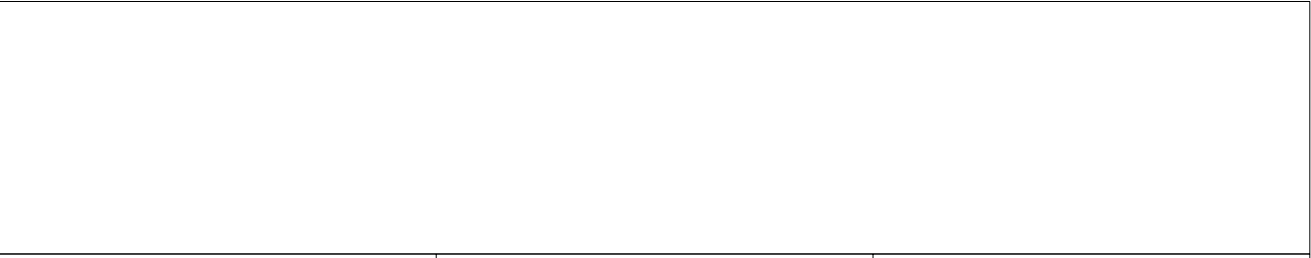
	<div style="border: 1px solid black; height: 150px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-around;"> Vacant FTEs 1st Shift Vacant FTEs 2nd Shift Vacant FTEs 3rd Shift </div>
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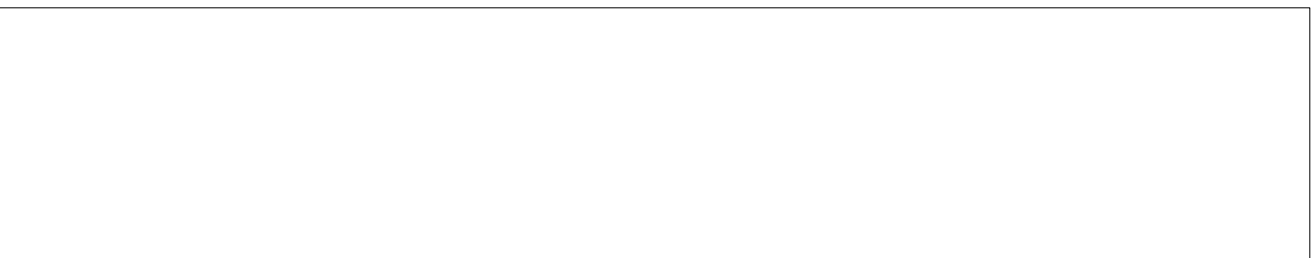
	Vacant FTEs 1st Shift				
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	Vacant FTEs 3rd Shift				
	Total Vacant FTEs-				
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	Total FTE Budget-				
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	Vacant FTEs 1st Shift		
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