

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

1. Patient Date (MM/DD/YY) _____
2. Total Licensed Skilled Nursing Beds _____
3. CDPH License # _____
4. Facility Name _____
5. Facility Address _____
6. Administrator _____
7. Director of Nursing/Designee _____
8. Estimated Census, Direct Care Service Hours, and DHPPD. The patient day start time is midnight. The patient day start time must be prospective, counting forward, beginning at 12:00am (midnight) on the designated audit day and ending 23 hours, 59 minutes and 59 seconds later.

Beginning Patient Census		Scheduled Total Direct Care Service Hours		Scheduled DHPPD	
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9. Daily Census Changes
Add or subtract from the beginning census each event during the designated census period

	Beginning of 24-hour patient day (12:00am)	8 hours after beginning of patient day (8:00am)	16 hours after beginning of patient day (4:00pm)
Beginning Census			
Admissions			
Discharges			
Transfers			
Deaths			
Other			
Total Direct Care Service Hours at End of Census Period			
Total CNA Direct Care Service Hours at End of Census Period			

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10. Actual Direct Care Service Hours and DHPPD

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

Average Patient Census	<input type="text"/>	Actual/Final Total Direct Care Service Hours	<input type="text"/>	Actual/Final DHPPD	<input type="text"/>
		Total CNA Direct Care Service Hours	<input type="text"/>	Actual/Final CNA DHPPD	<input type="text"/>

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

X _____
Director of Nursing Designee Signature

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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](#).
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 the CDPH license number for the facility.
 4. Enter the facility name.
 5. Enter the facility address.
 6. Enter the name of the facility administrator.
 7. Enter the name of the person who has Director of Nursing responsibility for the day.
 8. Enter the census of the beginning of the patient day. (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.) Enter the total number of scheduled direct care service hours for the patient day. Divide the total number of scheduled direct care service hours by the beginning census. Enter this number as the scheduled DHPPD.
 9. Record the census at the beginning of the 24-hour patient day (12:00am) and again at 8 hours (8:00am) and 16 hours (4:00pm) after the start of the 24-hour patient day. Throughout each shift, record admissions, discharges, transfers, deaths or other changes in census. Enter the direct caregivers' total direct care service hours for each shift. In the last row, enter the direct caregivers' total direct care service hours for CNAs at the end of each census period, accordingly.
 10. At the conclusion of the patient day, record the average census experienced during the patient day by adding the three censuses and dividing by three. Enter the actual total direct care services hours provided during the entire patient day. Divide the actual total direct care service hours by the census for both categories as listed. Record the final/actual DHPPD, accordingly.
 11. 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.