

LIVING UNIT CENSUS REPORT

Name – Facility	License Number	
Name – Living Unit	Review Dates	
	From	To

INSTRUCTIONS

Complete one form for each living unit following the steps below and attach to the color coded forms. Refer to DQA form F-62155I for more information.

1. Determine the DD level of care for each client of the living unit. Write the total in the appropriate daily space on the lines labeled DD Daily Census.
2. Determine the number of clients who attended school, vocation, or workshop programs that were off the living unit. Record this number in the appropriate space.
3. Determine the number of hours per shift that persons in each level spent off the living unit in school, vacations, or workshop programs. For example, a program running from 1:00 PM to 5:00 PM would have 2.5 hours credited to a day shift that runs from 7:00 AM to 3:30 PM, and 1.5 hours credited to the evening shift. Total the hours per shift and write this number in the appropriate space. Express fractions as decimals rounded to the nearest quarter, i.e., .25, .5 or .75.

		Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
1.	DD-1a Daily Census														
2.	Number Attending Off Unit Programs														
3.	Hours Off Unit On DAY Shift														
	Hours Off Unit On EVENING Shift														

1.	DD-1b Daily Census														
2.	Number Attending Off Unit Programs														
3.	Hours Off Unit On DAY Shift														
	Hours Off Unit On EVENING Shift														

1.	DD-2 Daily Census														
2.	Number Attending Off Unit Programs														
3.	Hours Off Unit On DAY Shift														
	Hours Off Unit On EVENING Shift														

1.	DD-3 Daily Census														
2.	Number Attending Off Unit Programs														
3.	Hours Off Unit On DAY Shift														
	Hours Off Unit On EVENING Shift														