January 3, 2017

MEMORANDUM

TO: Administrators of Nursing Homes

FROM: Gwen C. Thompson, Bureau Chief
Bureau of Health Facilities Licensing

SUBJECT: Temporary Modification of Nursing Home Staffing Standards for Fiscal Year 2016-2017

On June 2, 2016, the Governor signed into law the General Appropriations Bill H.5001 regarding the
State of South Carolina's budget as introduced by the House Ways and Means Committee.

The section of the bill regarding staffing states, in part, “34.25. (DHEC: Health Facility Monetary
Penalties)... Regulations for nursing home staffing for Fiscal Year 2015-16 must (1) provide a
minimum of one and sixty-three hundredths (1.63) hours of direct care per resident per day from
the non-licensed nursing staff; and (2) maintain at least one licensed nurse per shift for each staff
work area. All other staffing standards and non-staffing standards established in Standards for
Licensing Nursing Homes: R61-17, Code of State Regulations, must be enforced.”

Minimum staffing levels for non-licensed nursing staff are based on a twenty-four (24) hour day and
not a shift-by-shift basis. Management may schedule non-licensed staff to meet the needs of the
residents across shifts as they deem necessary. For example, an 88 bed facility with 100% census
may determine the following formula is most appropriate for the facility's situation:

- The first shift would be staffed with at least 8 Full Time Equivalents (FTEs); second
  shift would be staffed with at least 6 FTEs; and third shift would be staffed with at
  least 4 FTEs for a daily total of 18 FTEs. 18 FTEs x 8 hours per shift = 144 staff hours
  per day. 144 staff hours per day ÷ 88 residents = 1.6364 staff hours per resident per
day.

Facilities may use other formulas to suit their specific needs. At no time, however, may staffing fall
below levels that would provide residents with 1.63 hours of direct care per day.

Nursing homes will be required to staff work areas with one (1) licensed nurse per work area no
matter how many residents are housed in any work area.

These modified staffing standards are in effect for Fiscal Year 2016-2017 which runs from July 1,

If there are any questions, you may call the Bureau of Health Facilities Licensing at (803) 545-4370.

GCT/dnf