**Staffing Dashboard At-A-Glance**

Instructions: Input applicable staffing numbers for each category to obtain an overview of your facility’s staffing needs.

**FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Criteria** | **Staff** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **Number Needed (avg)** | **#** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Number Staffed (avg)** | **#** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# Applications** | **CNA** |  |  |  |  |  |  |  |  |  |  |  |  |
| **LPN** |  |  |  |  |  |  |  |  |  |  |  |  |
| **RN** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# Hired** | **1st** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3rd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# Quit** | **1st** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3rd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# Dismissed** | **1st** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3rd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# In Orientation** | **CNA** |  |  |  |  |  |  |  |  |  |  |  |  |
| **LPN** |  |  |  |  |  |  |  |  |  |  |  |  |
| **RN** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# Call Offs** | **CNA** |  |  |  |  |  |  |  |  |  |  |  |  |
| **LPN** |  |  |  |  |  |  |  |  |  |  |  |  |
| **RN** |  |  |  |  |  |  |  |  |  |  |  |  |
| **# On Leave** | **#** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Turnover Rate** | **1st** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3rd** |  |  |  |  |  |  |  |  |  |  |  |  |
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FOR QA PURPOSES ONLY