

OA Reablement Service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
X	X	✓	X	X	X	X	✓

D6 DEPENDENCY TOOL

POLICY

To ensure safe staffing ratio's in establishments are monitored and maintained.

PROCEDURE

Introduction

The dependency tool must be completed as a minimum every month to ascertain the levels of staffing required for the homes. It should be updated whenever there is a change to either the permanent staffing or number of service users within the home. This dependency tool should be used alongside the Barthel tool. This should be completed monthly for each service user.

To complete the dependency tool you must complete the following:

- Fill in column J – Date the information was submitted.
- Fill in column K – Hours of support worker staff vacancies.
- Fill in column L – Current number of dementia service users
- Fill in column M - Current number of physically frail service users.

When you have entered your data, save and then exit the document – please do not save as. (This is a shared working document and we need to maintain the validity of one master copy each month.)

If your baseline ratio of service user to support worker (column H highlighted in pink) is higher than the current ratio due to staff vacancies (column R highlighted in pink) you must discuss this with your operations manager.

If the current staffing within the home cannot meet the needs of specific service users, the Barthel scores for that service user, the reasons for the changes and in scores need to be discussed with the operations manager.

The shared drive can be accessed by following the details below:

- [ccs_shared_data\\$ \(\\\ccc-fs-data\) \(S:\)](#)
- Cumbria Care
- Dependency Tool – OA

Date								Issue date 26/04/16 P&P
Amendment								