



Division of Provider Services & Quality Assurance
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MEMORANDUM

TO: ALL ARKANSAS LONG TERM CARE FACILITIES

FROM: Martina Smith, J.D., Division of Provider Services and Quality Assurance Director

DATE: November 23, 2021

RE: Minimum Staffing Reports

To implement the laws contained in Act 715, the QuickBase minimum staffing system has been updated. Providers can begin reporting minimum staffing hours in the new system on **December 1, 2021**. The first report in the system is due no later than **December 15, 2021**.

The department will be hosting two (2) training sessions in the upcoming weeks to train those that enter the reports in the new system. The first session will be on **November 30, 2021, at 09:00am** via ZOOM. The second session will be on **December 7, 2021, at 3:00pm** via ZOOM. All materials and videos related to training will be recorded and uploaded to the DPSQA website. Information provided in both training sessions will be the same; however, staff are welcome to attend both sessions if they have questions after the go-live date.

Links to the training sessions can be accessed on the DPSQA website at <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/oltc-staffing/>.

If you have any questions or concerns please contact Rebecca Fallen, Nurse Manager, (501)396-6422 or Rebecca.fallen@dhs.arkansas.gov.