



Division of Provider Services & Quality Assurance
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MEMORANDUM

TO: Nursing Home Administrators, Nursing Facilities, Skilled Nursing Facilities

FROM: Martina Smith, JD, Director, Division of Provider Services and Quality Assurance

DATE: November 12, 2021

RE: October Minimum Staffing Reports

Please be advised that all nursing facilities are to submit their October 2021 minimum staffing reports using the Monthly Direct Care Hours Report form to the Division of Provider Services and Quality Assurance (“DPSQA”) via email at DPSQA.OLTC@dhs.arkansas.gov. The deadline to submit October reports is Monday, November 15, 2021.

DPSQA is continuing to update the Minimum Staffing online portal through QuickBase so that facilities can submit reports electronically soon. Information regarding the updated system is forthcoming and details will be released in a later memorandum.

For additional information or questions pertaining to the October report, contact Rebecca Fallen at (501) 396-6422 or by email at rebecca.fallen@dhs.arkansas.gov.