

### Staffing Count Instructions 2744 Annual Survey

1. Proceed to the **2744 Tab**.
2. Click **Search 2744**.
3. Enter **Facility CCN**.
4. Enter **Survey Year**. This is the year for which the survey is being conducted.
5. Click **Search**.
6. Select your facility.
7. Click **Generate**.
8. Click **Edit 2744**.
9. Complete **Fields 38 - 41** of the **2744 Annual Survey**.
  - Enter the number of **Full Time** and **Part Time** staff positions at your facility as of December 31 of the **2744 Annual Survey** year in the appropriate fields.
  - Enter the number of **Full Time** and **Part Time** staff positions that are open and not filled.

	<b>Filled Positions</b>		<b>Open Positions</b>
<b>Field 38:</b>	Enter the number of <b>Full Time</b> staff as of December 31: a) Registered Nurses b) Licensed Practical Nurses/Licensed Vocational Nurses c) Patient Care Technicians d) Advanced Practice Nurses e) Dietitians f) Social Workers	<b>Field 40:</b>	Enter the number of <b>Full Time</b> staff positions that are <b>open</b> as of December 31: a) Registered Nurses b) Licensed Practical Nurses/Licensed Vocational Nurses c) Patient Care Technicians d) Advanced Practice Nurses e) Dietitians f) Social Workers
<b>Field 39:</b>	Enter the number of <b>Part Time</b> staff as of December 31: a) Registered Nurses b) Licensed Practical Nurses/Licensed Vocational Nurses c) Patient Care Technicians d) Advanced Practice Nurses e) Dietitians f) Social Workers	<b>Field 41:</b>	Enter the number of <b>Part Time</b> staff positions that are <b>open</b> as of December 31: a) Registered Nurses b) Licensed Practical Nurses/Licensed Vocational Nurses c) Patient Care Technicians d) Advanced Practice Nurses e) Dietitians f) Social Workers

**\*\*Click Submit for Acceptance ONLY when all required fields are completed and there are no more errors on the survey.\*\***