

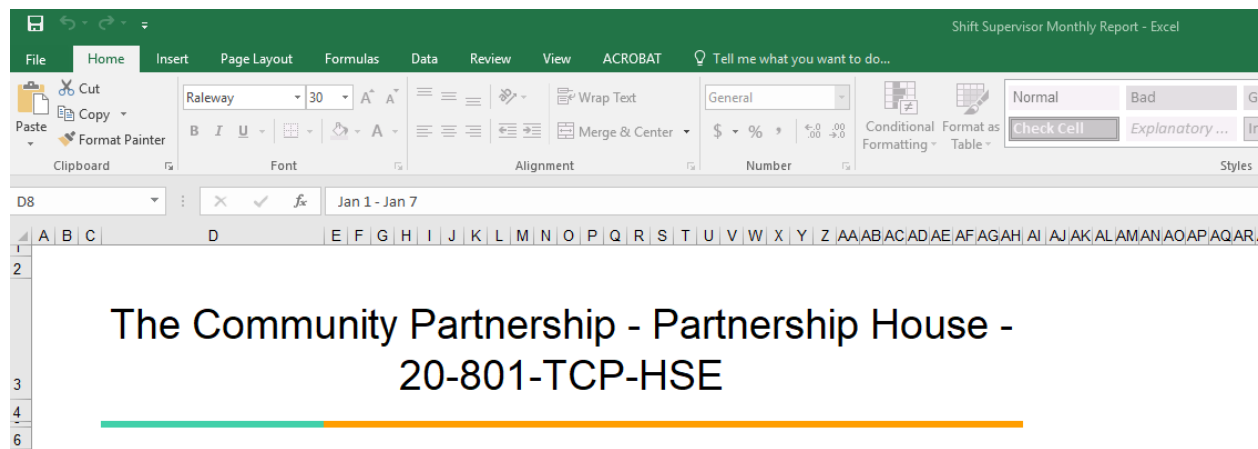
The Community Partnership for the Prevention of Homelessness Shift Supervisor Report Completion Guide

The Community Partnership for the Prevention of Homelessness (TCP) requires providers to report the names and shifts worked for all staff serving as the shift supervisor. This report is to be submitted to TCP on or before the 3rd of each month for the preceding month no later than 12 noon. For example, information for the month of January should be reported on or before but no later than February 3rd by 12 noon.

On or before the 15th of each month a link will be emailed to your executive leadership and senior finance staff for the report to be uploaded for submission. The link will remain open until the 3rd of the next month at 12 noon. Please note that this link will close at this time even if it falls on a weekend so please plan for report submission accordingly. One report must be completed for each program/contract that your agency has. When saving the document for upload, the document should be titled "Program Name.Contract Number". For example, a report submitted for The Community Partnership (provider), Partnership House (program) with a contract number of 20-801-TCP-HSE, the document would be saved as PartnershipHouse.201801TCPHSE. This will allow for TCP staff to know exactly which program you have submitted the report for. Please be advised that failure to submit the report by the stated deadline may result in a deficiency notice and/or the withholding of payment on submitted invoices.

Please follow the steps to complete the report below.

1. Open the excel spreadsheet titled Shift Supervisors Report.
2. Edit Cell D3 to include the Provider Name / Program Name / Contract Number.



3. Edit Cell D8 to note the Month and dates for the report week.



Cell D10 with the contents "Weekly Schedule 01" should match the tabs at the bottom of the worksheet.

4. This shifts on this report are broken into three categories; A, B and C. The duration for each shift is 8 hours. The period of time for each categorized shift is noted on the report in military time. Please edit the number of supervisors on each shift in this section of the report.

11				
12	Shift	Duration	Period	Supervisors Per Shift
13	A	8 hours	07:00 - 14:00	3
14	B	8 hours	15:00 - 22:00	3
15	C	8 hours	23:00 - 06:00	3
16				

Please DO NOT EDIT the categories for the shift, the duration of shifts or the period for the shift. The next steps will provide more information on how to note if a staff person worked hours outside of the noted shifts.

5. Enter the names of the supervisors on staff in the cells under name on each calendar day. Please be sure that the date aligns with the day of the week.

19		3/1																										
20		Thursday																										
21								Shift B						Shift C						Total Hours by Shift								
22	Names	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	A	B	C
23	Wendy Writer																									0	0	0
24	Ronny Reader																									0	0	0
25	Abby Author																									0	0	0
26	Casey Creator																									0	0	0
27	Perry Presenter																									0	0	0
28	Vinny Viewer																									0	0	0
29	Molly Maker																									0	0	0
30	Berry Books																									0	0	0

6. For each staff person, you will note the hours that were worked. To do this, enter the letter that corresponds with the shift under the hours that the person worked. Please note that you must use the letter that corresponds with the shift as noted in item 4 of this guide. Any other marking will not show up on the table when entered.

19		3/1																										
20		Thursday																										
21		Shift A						Shift B						Shift C						Total Hours by Shift								
22	Names	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	A	B	C
23	Wendy Writer	A	A	A	A	A	A	A	A																	8	0	0
24	Ronny Reader									B	B	B	B	B	B	B	B									0	8	0
25	Abby Author																	C	C	C	C	C	C	C	C	0	0	8
26	Casey Creator																									0	0	0
27	Perry Presenter																									0	0	0
28	Vinny Viewer																									0	0	0
29	Molly Maker																									0	0	0
30	Berry Books																									0	0	0

This table is not counting lunch hours or breaks. If the staff person was on shift, then the entire 8 hour period should be noted.

It is important that the section Supervisors Per Shift has information that aligns with what you are reporting as the shift that persons worked.

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Shift	Duration	Period	Supervisors Per Shift
A	8 hours	07:00 - 14:00	3
B	8 hours	15:00 - 22:00	3
C	8 hours	23:00 - 06:00	3

		1/1																										
		Sunday																										
		Shift A							Shift B							Shift C							Total Hours by Shift					
Names		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	A	B	C
Wendy Writer		A	A	A	A	A	A	A	A	B	B	B	B	B	B	B	B	C	C	C	C	C	C	C	C	8	8	0
Ronny Reader										B	B	B	B	B	B	B	B	C	C	C	C	C	C	C	C	0	8	8
Abby Author																										0	0	0
Casey Creator		A	A	A	A	A	A	A	A																	8	0	0
Perry Presenter																										0	0	0
Vinny Viewer		A	A	A	A	A	A	A	A									C	C	C	C	C	C	C	C	8	0	8
Molly Maker										B	B	B	B	B	B	B	B	C	C	C	C	C	C	C	C	0	8	8
Berry Books																										0	0	0

If you have a staff person that is absent and unable to cover the shift, please note next to the staff name that they were absent but still mark in the shift that were scheduled to work for that day. Noting staff in this manner for each day will allow your information to always balance out and be equal to the number of supervisors reported at the top of the document.

If the number of shift supervisors vary based on the day of the week, please note in the supervisors per shift column, the number of staff that would be present on the majority of the days with an asterisk next to the number. For example, at The Partnership House, if Monday through Friday, there are 3 shift supervisors but on the weekend there are 2, the report would note 3* supervisors per shift for that report week.

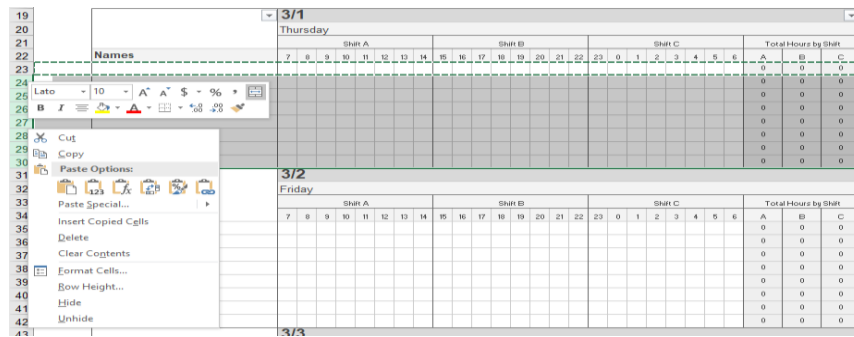
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		3/1							
		Thursday							
		Shift A							
Names		7	8	9	10	11	12	13	14
Wendy Writer (absent)		A	A	A	A	A	A	A	A
Ronny Reader									
Abby Author									

In the column hours by shift, there are formulas that calculate the total hours for the day. DO NOT EDIT OR DELETE THE FORMULA FROM ANY OF THESE CELLS.

Complete this report for each day of the week. Please be sure that the tabs are completed weekly to make up the monthly report. The tabs for this worksheet are found at the bottom of the document.

- After you have highlighted all of the rows that you would like, right click the mouse to show the option box.



- Left click on Insert Copied Cells. This will copy the additional rows needed for you to add additional shift supervisors if needed. You will need to do this for each day noted on the report. Please DO NOT DO ANY SHORT CUTS to this as it may not copy the formulas needed in the cells under Total Hours By Shift.
- The moving dotted line will still be around the row that you originally highlighted. Simply type on the cell and it will go away.

		3/1																										
		Thursday																										
		Shift A						Shift B						Shift C						Total Hours by Shift								
Names		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	A	B	C
23	Wendy Writ																									0	0	0
24																									0	0	0	
25																									0	0	0	
26																									0	0	0	
27																									0	0	0	
28																									0	0	0	
29																									0	0	0	
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31																									0	0	0	
32																									0	0	0	
33																									0	0	0	
34																									0	0	0	
35																									0	0	0	
36																									0	0	0	
37																									0	0	0	

You will need to complete these steps for each day of the week on the report.

- To complete the report for the next week, click the tab on the bottom of the page as noted in item 6 of this guide.
- Once the report month has been completed, upload the report to dropbox by using the link that was announced in the communication from TCP Staff on or before the 15th of the month.

If there are any questions regarding this report, please contact Candyce J. Coates, Senior Program Officer via phone at (202) 543-5298 or via email at CCoates@community-partnership.org.