

In-Home Services Full-Time Equivalent (FTE) Worksheet

Complete a separate worksheet for each service category your agency is licensed for.

Demographic Information

Agency License # (if applicable)	Service Category (Home Care, Home Health, Hospice)		
Agency Name			
Mailing Address			
City	State	Zip Code	County
Phone (enter 10 digit #)		Email Address	

Determine your total full-time equivalent employees

The worksheet on page two is designed to assist In-Home Services agencies in calculating their average 12 month full-time equivalent employees (FTE's). Licensees must report their average 12 month FTEs for each service category when renewing their license. FTEs, in combination with service categories, are used to determine licensing renewal fees. **Applicants for initial licensure should skip steps one and two below and list their anticipated FTEs at start-up at the bottom of page two.**

Step One: Calculating the Total Number of Employees

For the worksheet on page two, you will need to calculate the following:

- Full-Time Employee Calculations (Column X): Insert the number of "full-time" employees of your company who work on average 30 or more hours per week per month during the previous 12 month measurement period.
- Full-Time Equivalent (FTE) Calculations (Column Y): Insert the total number of hours worked by all part-time (all employees who did not work on average 30 or more hours per week per month during the previous 12 month measurement period). Divide each monthly total by 120 as a proxy of a 30 hour work week (e.g., 240 hours worked in January/120 = 2).

Step Two: Calculating the Number of FTEs

For the worksheet on page 2, you will need to calculate the following:

- Add up the subtotal in Column X
- Add up the subtotal in Column Y
- Add up the subtotals in Columns X and Y and divide by 12 for your final full-time employee count.

Full-Time Equivalent (FTE) Worksheet

	Month/Year Example: "January /2017"	Step one: Column X Number of full-time employees	Step one: Column Y Total hours worked by non-full-time employees divided by 120
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Subtotals			

Step Two: $(X \text{ ______ } + Y \text{ ______ }) / 12 = \text{ ______ } \text{ FTE average for 12 months}$

Note: A minimum of 1 FTE is required for each approved service area (e.g. county) per service category (e.g. home care, home health, hospice) according to WAC 246-335-990(3)

Initial Licensure: Skip above steps and indicate your anticipated FTEs at start-up: FTEs

Attestation

I certify the above information is true and complete to the best of my knowledge and belief. The Department of Health reserves the right to request additional documentation in order to verify stated information.

Administrator Name (Print)

Signature

Date (mm/dd/yyyy)