

# Hours Per Patient Day Management (HPPD)

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**Article:** Hours Per Patient Per Day (HPPD) Management

**Video Reference:** [HPPD Management within TeamBridge](#)

## Process:

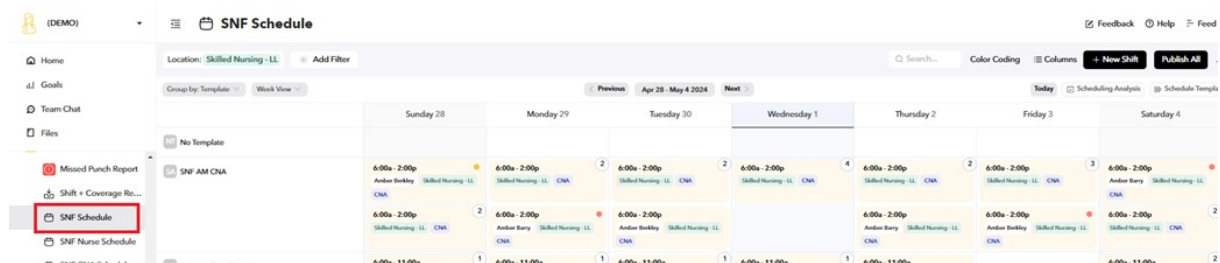
Welcome to the user guide for managing Hours Per Patient Day (HPPD) within TeamBridge. This guide is designed to assist users in effectively utilizing the HPPD feature to optimize staffing levels and ensure efficient resource allocation.

## What is HPPD?

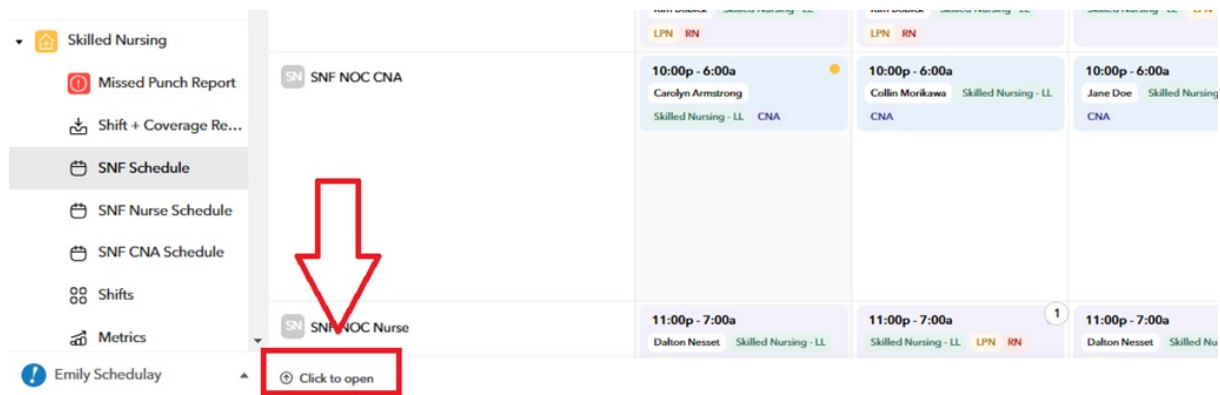
Hours Per Patient Day (HPPD) is a key metric used in healthcare staffing to measure the number of care hours required, and provided, per patient, per day. It helps healthcare communities determine appropriate staffing levels based on patient acuity and workload.

## Accessing HPPD Feature within TeamBridge –

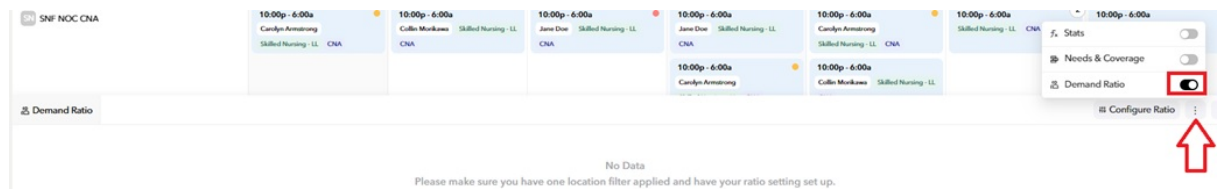
1. Log in to your TeamBridge account and navigate to the schedule page you want to add HPPD reporting to



2. At the bottom of the schedule, click on the “Click to Open” button/drawer

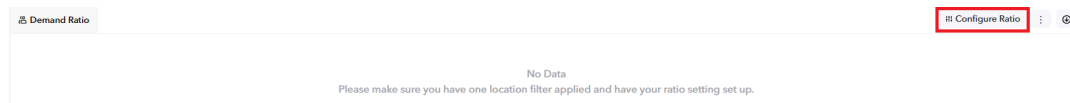


3. Toggle on "Demand Ratio" by clicking on the three dots on the right hand side

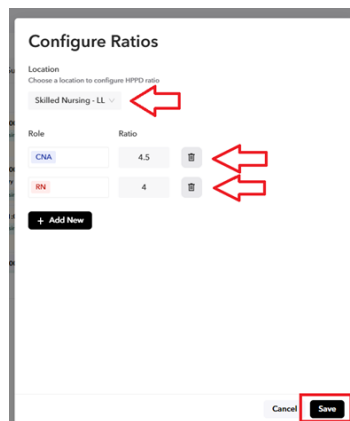


## Setting Up HPPD –

1. Once you've turned on the Demand Ratio, you are ready to setup your census and hours per patient, per day, by role. Click on "Configure Ratio":



2. Choose the location you are setting up, then select the role(s) and add the indicated ratio of hours per patient day, for that role.
3. Click **save**



4. Once you hit save, you will see the numbers in demand ratio begin to populate.

Location: Skilled Nursing - LL	+ Add Filter						
Group by: Template	Week View	Previous	May 5 - May 11 2024	Next	Today	Scheduling Analysis	Schedule Templates
Demand Ratio	Configure Ratio						
Census	0	0	0	0	0	0	0
Hours (Actual/Budgeted)	117/0	117/0	109/0	109/0	117/0	128/0	0/0
RN	48/0	40/0	40/0	40/0	48/0	48/0	0/0
CNA	69/0	77/0	69/0	69/0	69/0	80/0	0/0
Culinary Aide	0/0	0/0	0/0	0/0	0/0	0/0	0/0
HPPD	-4.25	-4.25	-4.25	-4.25	-4.25	-4.25	-4.25

- The final step is entering your resident census, by clicking on the blank census window, adding your census, and clicking **save**:

	Sunday 5	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11
Demand Ratio	Configure Ratio						
Census	10	10	10	10	10	10	10
Hours (Actual/Budgeted)	117/85	117/85	109/85	109/85	117/85	128/85	0/85
RN	48/40	40/40	40/40	40/40	48/40	48/40	0/40
CNA	69/45	77/45	69/45	69/45	69/45	80/45	0/45
Culinary Aide	0/0	0/0	0/0	0/0	0/0	0/0	0/0
HPPD	5.85/4.25	5.85/4.25	5.45/4.25	5.45/4.25	5.85/4.25	6.4/4.25	-4.25

### Viewing HPPD Metrics:

- To view the HPPD metrics, you'll open the drawer to evaluate your numbers. The hours by role will indicate if you are under or over staffed.
  - Yellow will indicate you have more hours than your HPPD ratios allows
  - Green will mean you're right on target
  - Red will be mean you are understaffed
- The summary HPPD line will tell you your aggregate hours per patient day, compared to your budgeted HPPD ratio (the below indicates the client is staffing more than the HPPD ratio allows.)

	Sunday 5	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11
Demand Ratio	Configure Ratio						
Census	10	10	10	10	10	10	10
Hours (Actual/Budgeted)	117/85	117/85	109/85	109/85	117/85	128/85	0/85
RN	48/40	40/40	40/40	40/40	48/40	48/40	0/40
CNA	69/45	77/45	69/45	69/45	69/45	80/45	0/45
Culinary Aide	0/0	0/0	0/0	0/0	0/0	0/0	0/0
HPPD	5.85/4.25	5.85/4.25	5.45/4.25	5.45/4.25	5.85/4.25	6.4/4.25	-4.25

For any additional questions, please contact us at [labor@procarehr.com](mailto:labor@procarehr.com) and we would be more than happy to assist!