



Licensing Workload Assessment

Each step of the workload calculation is outlined in a separate tab of this spreadsheet.

Fill in the yellow boxes and the spreadsheet will complete the calculations.

How many current FTE are you budgeted for?	6
How many hours is the scheduled work day?	8
How many work weeks per year does the agency operate?	52
How many days per week does the agency operate?	5

Step 1: Projection for Upcoming Budget Year:	
Total Programs	520
<i>Renewing Programs</i>	490
<i>New Applicants</i>	30
Step 2: Total number of person days required to regulate the workload is:	1282
Step 3: Total number of person days spent engaging in these activities:	96
Step 4: # of Available Work Days per Employee:	228
Step 5: Work Force Required to Meet the Workload	9.7
<i>Additional Workload Needed (Staffing Request):</i>	3.7

Licensing Workload Assessment 2023 Calculator

Year		# of Programs Licensed at End of Year	# of New Programs	# of Programs Not Renewed
5 years ago	2017	400		
4 Years Ago	2018	420	32	12
3 Years Ago	2019	440	30	10
2 Years Ago	2020	466	38	12
Last Year	2021	480	20	7
Current Year	2022	500	30	10
		Average	30	10

Projection for Upcoming Budget Year: 520

Time Required to Conduct Field Inspections and Related Activities

	# of hours to complete activity	# of programs, visits, or applications impacted by activity	Total # of required hours
1 Handling new applicant on-site inspections	12	30	360
2 Conducting onsite/remote renewal inspections			
licensed capacity of 60 or more children	11	200	2200
capacity of 59 or fewer children	8	300	2400
infant/toddler program thus an additional 2 hours is required for these centers	2	50	100
night-time program to evaluate the night-time component, an additional 2 hours on-site is required.	2	10	20
3 Conducting on-site/remote inspections of provisional or probationary license status	4	10	40
4 Conducting on-site/remote complaint inspections	4	131	524
5 Conducting follow-up on-site/remote inspections	8	65	520
6 Conducting follow on-site/remote inspections to warning letters and conducting monitoring visits	3	180	540
7 Providing consultation and technical assistance			0
New licenses	4	30	120
Ongoing licenses	1	500	500
Warning letters	2	60	120
8 Enforcement actions	8	31	248
Total # of Hours			7692

**Identify the different types of programs that require different lengths of time to conduct activity*

Time Required to Handle Office-Based and Supplementary Activities

# of hours of time engaged office-based activities:			2564
Writing inspection reports and maintain records and logs as required to document activities			
applicants, other government officials, licensees, colleagues, supervisors			
Attending meetings			
preparing information packets, and responding to requests; do filing and logging			
Total # of Hours	0		2564

OR

***This could be calculated as a fraction of hours based on in-field activities*

Total Work Days

1282

Determining the Total Number of Person Days Involved in Activities Other than Direct Licensing Activities and Related Office Activities

		# Hours Spent per Month	Total # of Day	Total # of Hours
1	Meetings/Trainings	16	1152	144

		# of Miles	Total # of Day	Total # of Hours
2	Travel Time			
	Urban (25 mph)	35333	1413	177
	Suburban (45 mph)	35333	785	98
	Rural (55 mph)	35334	642	80

		# of Hearings	# of Hours	Total # of Day	Total # of Hours
3	Appeal Hearings	9	56	504	63

		# Hours Spent per Month	Total # of Day	Total # of Hours
4	Special Assignments	16	96	12

Total number of person days spent engaging in these activities:

96

Determining the Total Number of Work Days Available in a Calendar Year

	# of Days
Paid holidays	10
Paid vacation	14
Average sick leave usage/employee	8
Total	32

of Available Work Days per Employee: 228