

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.

6

	How many hours is the scheduled work day?		8
	How many work weeks per year does the agency ope	rate?	52
	How many days per week does the agency operate?		5
Step 1:	Projection for Upcoming Budget Year:		
	Total Programs	520	
	Renewing Programs	490	
	New Applicants	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	
-	Additional Workload Needed (Staffing Request):	3.7	
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How many current FTE are you budgeted for?

	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 Yea	2022	500	30	10
		Average	30	10

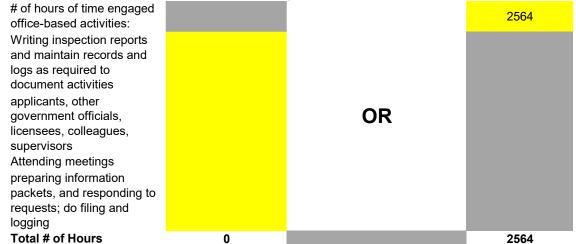
Projection for Upcoming Budget Year: 520

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-	1 7	. , , ,	
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		120
Ongoing licenses	1	500	500
Warning letters	2	60	120
8 Enforcement actions	8	31	248
Total # of Hours		different lengths of time to condu	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



**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

Ī			# 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
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