

Appendix 1. Caseload Estimator

1. Employer Job Standards

Total weekdays	260.00	Days per year
Paid holidays	12.00	Days per year
Paid vacation days	15.00	Days per year
Average paid sick days	10.00	Days per year
<i>Work days per year</i>	223.00	Days per year
Hours worked per day	7.00	
<i>Total work hours per year</i>	1,561.00	

2. CHW job requirements

a. Administrative time

Weekly meeting time (case review, staff meetings, supervision, etc.)	5.00	Hours per week
<i>Weekly meeting time per year (rounded)</i>	260.00	Hours per year
Other annual paid administrative time (training, conferences, annual meetings)	24.00	Hours per year
<i>Administrative time per year</i>	284.00	Hours per year
<i>Remaining work hours</i>	1,277.00	

b. Participation in Community Meetings/Advocacy Activities

Meetings per month	1.00	Meeting
Hours per meeting, incl. travel	2.50	Hours
<i>Total hours per year</i>	30.00	Hours
<i>Remaining work hours</i>	1,247.00	

c. Home visits

Time in home	1.50	Hours per visit
Travel time - roundtrip	0.75	Hours per visit
Follow-up	2.00	Hours per visit
Documentation time	0.25	Hours per visit
<i>Time required per home visit</i>	4.50	Hours per visit
Average number home visits per client	6.00	Number of visits
<i>Time required for home visits per client</i>	27.00	Hours per client

d. Phone calls to client

Call duration	0.30	Hours per call
Follow-up	0.30	Hours per call
Documentation	0.03	Hours per call
<i>Total time per call</i>	0.63	Hours per call
Average number of calls per client	10.00	Number of calls
<i>Time required for phone calls per client</i>	6.30	Hours per client

c+d Total time per client - visits and phone calls

33.30	Hours per client
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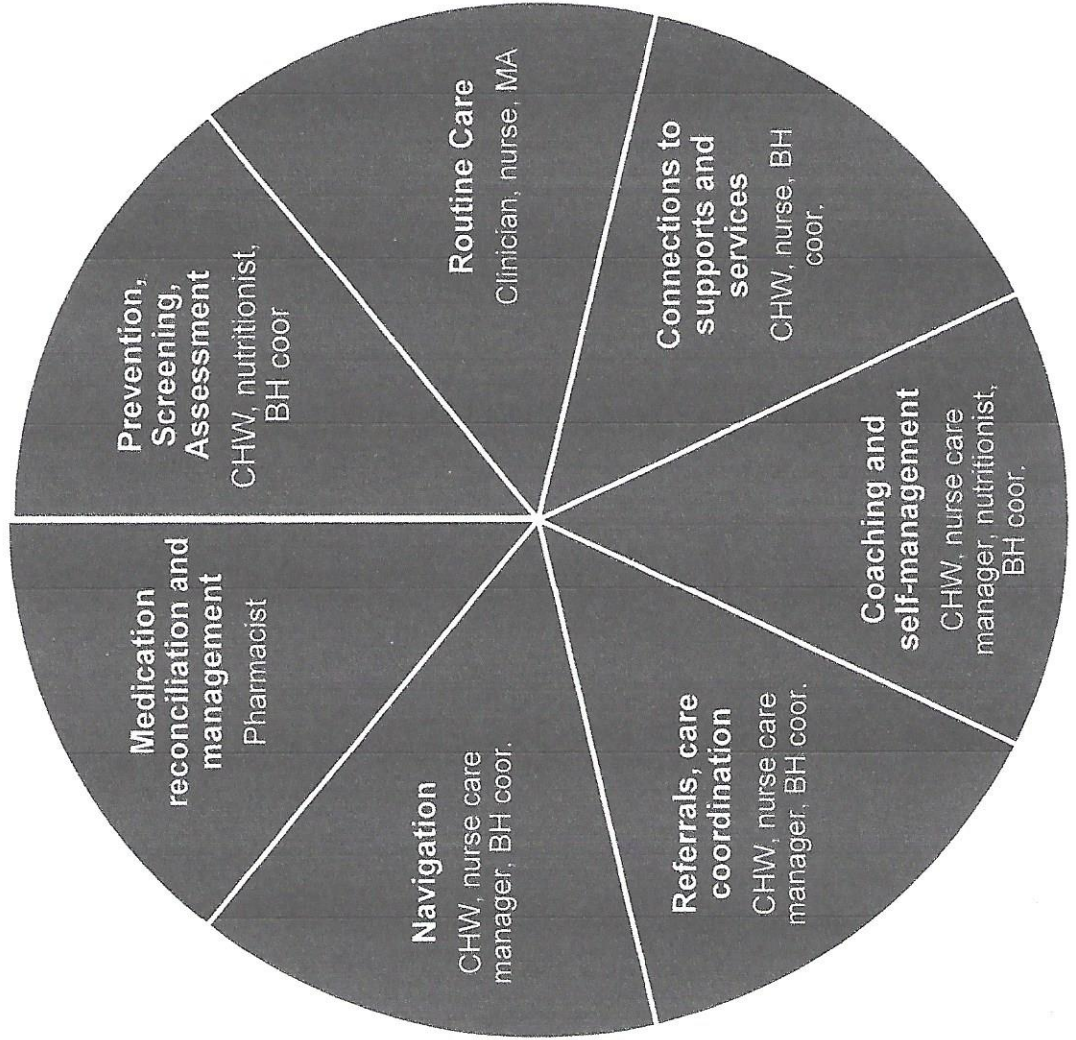
e. Annual Case load

Remaining work hours divided by time per client

37.45	Clients served
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ancing Patient Care

Care team members perform defined roles to enhance patient care



On-site

Home/Community

Network hub

