

Office of Statewide Health Planning and Development  
ACCOUNTING AND REPORTING MANUAL FOR  
CALIFORNIA LONG-TERM CARE FACILITIES

**INTERPRETATIONS**

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**INTERPRETATIONS**

**PREFACE**

**5001**

This chapter contains rulings and interpretations made by the Office subsequent to the issuance of this Manual. These rulings and interpretations carry the same authority as other parts of this Manual.

**CASES**

**5100**

As each ruling or interpretation is made, it will be assigned a case number. The case will then be distributed to all hospitals. The following are the cases which have been answered to date:

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**INTERPRETATIONS**

**DIRECTOR OF NURSING**

**5101**

Query:

What is the appropriate cost center for the accounting and reporting of the salaries and wages and employee benefits for the Director of Nursing?

Answer:

The Director of Nursing (DON) has administrative authority for nursing services within a facility, so the expenses for the DON must be accounted and reported in those cost centers where staff under the direct or indirect supervision of the DON work.

These staff may work in more than one cost center, if the facility provides more than one type or level of care, or if staff under the DON's supervision provide ancillary services. The expenses for the DON must be allocated to each cost center based on the productive hours worked by the staff under the supervision of the DON.

The allocation of the expenses for the DON, if needed, must be made on the facility's accounting records, so that the DON's salaries and wages and employee benefits are correctly reported in columns 1 and 2 of report page 10.1.