

Workforce Planning Data Frequently Asked Questions 2010

1) Does the data have to be submitted based on a January 1 snapshot of our population?

The data should be submitted as close to January 1 as possible to provide useful historical comparisons for items such as turnover and for benchmarking against the rest of the state.

2) If our hospital is part of a larger system, do we have to complete and submit this request for our individual facility?

If your hospital is part of a larger system, please contact your system HR or workforce leaders about how your hospital data is being submitted. Certain systems will want their individual facilities to submit data, while others will pull the data together for all hospitals in the system to submit one consolidated data set. Please ask your system HR or workforce leaders to contact Rick Kreyer with any questions.

3) Are all fields required?

While all data fields are important for this project, Education Level, Union Status, Hire Type, Total Earnings and Actual Hours are all optional fields. All other fields are strongly recommended, however, see questions 5-7 for alternatives for specific data fields.

4) Do I have to report Employee ID numbers?

*Yes a unique identifier is needed to ensure that employees are not double counted and turnover can be calculated. Though the actual employee number does not have to be used specifically, **it is most important that you are consistent in reporting the same way each year.***

5) Do I have to report Date of Birth and Date of Hire?

Date of Birth and Date of Hire are necessary in order to accurately predict retirements and terminations. If privacy is a concern, you may provide the month and year rather than the exact dates. If you chose to do this, please make a note when submitting your data.

6) What if I am having difficulty obtaining Ethnicity?

Ethnicity is an important field in that it enables your organization to look at patterns and can facilitate statewide benchmarking information. If it is difficult to obtain or you have privacy concerns, you may leave this field blank, though it is strongly recommended that you populate it.

7) Do I have to report hourly pay?

As a reminder, no other organization will have the ability to view your organization's data. Only the MHA will have access to this information and will not disclose any figures except statewide averages for use in benchmarking. That being said, you do not have to report pay, but if you do not, you and others will lose valuable information.

8) What do I report for total earnings?

For this field include all earnings (base, OT, shift premium, etc.) that would be part of an employee's W2 earnings for 2009. If you do not have final W2 earnings calculated, that is OK. This is supposed to be a good estimate of the total earnings and represents the total year-to-date earnings from the last check in December 2009.

9) How do I determine an employee's Hire Type?

"New Hires" are employees who are hired directly out of school or a degree program while "Experienced Hires" have previous employment experience in their current Job Type. This is an optional field, but some organizations find that tracking this data is useful.

10) For rehired employees should I report their original or most recent date of hire?

Date of Hire reported should be the most recent hire date.

11) How do I determine an employee's Staff Type?

Full-time and part-time status is left to the discretion of your organization. However you would like this information summarized is how you should define it. A consistent definition of part-time across the organization, such as less than 64 scheduled hours in a standard 80 hour two-week period would be one example. Casual employees must be flagged as "O" for Casual / Pool status. When you submit your data, please note the scheduled hour cut-off for part-time status if it is significantly less than 64 scheduled hours in a two-week period.

12) What do I report for actual hours?

Please report all hours worked in 2009 for each employee. This would include base hours, extra shifts, overtime hours, etc.

13) What should the Scheduled Hours be for Casual employees?

One approach would be to calculate the total number of hours worked by each casual employee during 2009 and use that information to estimate 2010 hours. However, we understand that this may be difficult to determine, depending on your information systems. If this is the case, we would like you to use your best estimate of an average casual employee at your organization. You could obtain this by looking at historical data or current staffing levels (Total Casual Hours divided by Total Casual Employees). If such an average approach is used please note this when submitting data to the MHA.

14) Can I change the names of the Facilities that I am currently reporting?

While adding new facilities to your data is generally not an issue, it is preferred that the reporting structure stay as stable as possible from year to year. However, if you feel it would be of significant benefit to change the organization or names of the facilities you currently report please contact Rick or Janna at MHA to discuss your situation.

15) Is there a limited number of Facilities that can be reported for each organization?

You should break your organization into only as many “facilities” as would be useful and manageable in analysis and your workforce planning. That said, grouping similar facilities is encouraged to the extent that it does not limit essential analysis. For example, two or three small clinics in close proximity to each other may be one “facility” for this purpose.

16) How should I determine what MHA Job Type to use?

You report your actual title for that employee and then map it to the closest of the 38 current MHA Job Types. See the MHA Workforce Tool Job Types Guide for descriptions of what types of positions go with each MHA Job Type. If you have any questions call Rick or Janna at MHA.

17) How should I report employees who are working in more than one Job Type?

Employees should be reported under the Job Type where the majority of their hours are scheduled.

18) How should I report employees who work at more than one Facility Type?

Employees should be reported as an employee of the Facility Type where the majority of their hours are scheduled.

19) Should I report only the positions listed on the current Job Type key?

Yes, only positions on the Job Type list need to be included, as these are the positions we will be tracking in the current version of the tool. Additional Job Types may be possible in future versions of the tool. Requests for upgrades should be sent to Rick Kreyer to bring to the Work Force Development Committee. If you do happen to include more titles than we currently track, they will not be imported into the tool this year.

20) Do I need to report all doctors in the data?

Yes, we would like all physicians included, including specialists. This year, the tool has been expanded to give you three job-types for specialty physicians. This will allow you to group and differentiate better than when there was only one type for all specialists.

21) How can I use the two optional attribute fields?

These two fields are optional and give you the ability to track additional details not currently in the tool. These two fields accept the values 1-300 and 301-600. These can be used to establish your own internal key for another informational item of your choosing. For example you might create a table for more specific physician specialty types or department codes (e.g. 1 = Otolaryngologist, 2 = Proctologist, etc.) Contact MHA for more information.

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22) Should I send data on employees who terminated before January 1, 2010?

No, this data will not be part of your 2010 report. January 1, 2010 will be used as the snapshot date and only people who are employed on that date should be included. Data on employees hired after this date or terminated before it should be excluded on your 2010 report.

If any of these answers are not clear, or you have additional questions, please contact Rick Kreyer or Janna Lise of the Minnesota Hospital Association at (800) 462-5393 or workforcedata@mnhospitals.org.

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