



Minnesota Hospital Association



Minnesota Hospital Association Workforce Planning Tool 2010

Introduction

- In 2007-08, the Minnesota Hospital Association (MHA) was charged by the MHA Board with assisting its members in implementing a workforce planning tool so members could better manage their workforce and plan for the future. Also, MHA advocacy efforts for members could be even more effective when supported by real numbers.
- In 2009, 70 hospitals provided employee data on 28 patient care related job types. This represents data on nearly 60,000 employees and is the most comprehensive set of data MN hospitals have had to date.
- In 2010 our goal is to have over 100 hospitals and systems reporting. This level of participation should represent over 95% of the employees working in the selected jobs for MN hospitals and health systems.
- If your organization did not submit 2009 data, we encourage you to participate this year!
- **The target date to get your data to MHA is February 19, 2010**
- Have your organization's primary contact person email Janna Lise (jlise@mnhospitals.org)
 - Janna will provide information on how to access documents, checklists and directions to submit your data.
- If you ever have any questions, you can call MHA at (800) 462-5393, email jlise@mnhospitals.org or call MHA contacts provided on the "Who to Contact" page at the end of this document

General Instructions

- **Each health system/member organization will provide an Excel file of the active population data as of January 1 of that year.**
 - Each organization will provide one file which will include *all* hospital facilities in the organization
 - You may also include data for all your clinics and other facilities employing the included job types if you wish (some of the data may be grouped depending on the number of facilities reported to the MHA)
- **The file layout needs to follow the format outlined in the Data Key on page 3**
 - The field codes need to match the valid values as outlined
 - Note: you may need to perform some initial data preparation on your source data to get it in the correct order and proper format (capitalization, number format, etc)
 - MHA has an Excel Template file which you should use to populate your data. To get this and other forms go to <http://www.mnhospitals.com/index/workforce1>
- **Assumptions that are used to populate some of the data fields may be required**
 - If assumptions are being made, please inform the MHA of the assumptions that are being used
- **All of the data is important, but some is optional (noted on the next page)**
 - If you are unable to provide the optional data, please note this when you send the files to the MHA
- **In order to avoid data issues and project delays, we would like the file reviewed internally using the Data Checklist before it is sent to the MHA**
 - To get this and other forms go to <http://www.mnhospitals.com/index/workforce1>
- **We have learned that ideally, one primary HR and IT person at each health system/member organization should work together to complete this data request**
 - The IT person should generate the census data file and give it an initial review for accuracy
 - The HR person should review the final data census file using the checklist provided and map your organization's job title to one of the listed MHA job categories. Go to <http://www.mnhospitals.com/index/workforce1>

Workforce Planning Data Request – Data Key

	Field Name	Description of Data Required	Valid Values	Example
1)	Eff Date	Effective date of submitted data	Date value – mm/dd/yyyy (don't need leading zeros)	1/1/2010
2)	EE ID#	Employee ID number or unique identifier used each year for this employee	Possible integer value (up to 9 digits) - NO leading zeros - keep this value as a number.	123456789
3)	DOB	Date of Birth	Date value – mm/dd/yyyy (don't need leading zeros)	10/1/1960
4)	DOH	Date of Hire	Date value – mm/dd/yyyy (don't need leading zeros)	1/15/1990
5)	Gender	Gender - M=<Male> or F=<Female>	M or F	M
6)	Ethnicity	Ethnicity H=<Hispanic>, W=<White>, B=<Black or African American>, NI=<Native Islander>, A=<Asian>, AI=<American Indian>, O=<Other or unknown> (See description on data request)	String - H, W, B, NI, A, AI, or O	B
7)	Scheduled Hours	Scheduled Hours – scheduled hours for standard 80 hour two week period	Positive integer value – expected number of hours per standard two week period	80
8)	2009 Actual Hours	Actual Hours- actual hours worked in the year 2009	Positive integer value- number of hours worked for the year 2009	2080
9)	2009 Total Earnings	Annual earnings for year 2009. Includes all bonuses, shift differentials, premium and overtime.	Positive real number NOTE: This will be the accumulated pay for all types in 2009. This would be the similar to the number that would go on the W2 statements.	\$65,348
10)	HrlyPay	Base hourly rate of pay (base pay rate w/o overtime/shift diff/bonus, etc)	Positive real number <xxx.xx> - NOTE: This will be the HOURLY RATE for all employees regardless of their salary type. This is the current hourly rate you have available for an employee. Only include two digits after the decimal point.	\$25.67
11)	Org	MHA Member Organization Name	String	Fairview
12)	Facility	Specific Facility Name within organization	String	Southdale
13)	Facility Type	Facility Type - H=<Hospital>; C=<Clinic>; O=<Other>	String	H
14)	Your Job Type	Your Organizational Job Type / Position	String	Staff Nurse
15)	MHA Job Type	One of the 38 MHA Job Types	String – (see Job Type Key on Data Request)	RN-Other
16)	Degree*	Education level - H=<HighSchool>; A=<Associates>; B=<Bachelors>; G=<Graduate Degree>; O=<Other>	H, A, B, G, or O	B
17)	Union / non-union	U=<Union> or N=<Non-union>	U or N	N
18)	Hire Type*	Hire Type - N=<New Hire> or E=<Experienced Hire>	String - N or E	E
19)	Staff Type	Staff type - F=<Full Time>, P=<Part-time>, O=<Casual/Pool>	String - F, P or O	F
20)	Optional Attribute 1*	This can be a number between 1 and 300 that can be tied to a table describing anything you want to track that would be useful to you. It will not be part of the MHA benchmark.	Numbers 1 through 300, see FAQ document if you wish to use	26
21)	Optional Attribute 2*	This can be a number between 301 and 600 that can be tied to a table describing anything you want to track that would be useful to you. It will not be part of the MHA benchmark.	Numbers 301 through 600, see FAQ document if you wish to use	457
	* Optional information items to include if available			

Sample Data Worksheet for 2010

New Optional User Defined Fields

PRIMARY CONTACT PERSON NAME:		Rick Kreyer				2010 MHA Workforce Data Template Sample															
PRIMARY CONTACT PERSON EMAIL:		rkreyer@mnhospitals.org																			
Eff Date	EE ID#	DOB	DOH	Gender	Ethnicity	Bi-weekly Scheduled Hours	2009 Actual Hours	2009 Total Earnings	HrlyPay	Org	Facility	Facility Type	Your Job Title	MHA Job Type	Degree	Union / Non-union	Hire Type	Staff Type	Optional Attribute 1	Optional Attribute 2	
1/1/2010	673047	12/4/1970	8/13/2003	F	A	64.0	1,664	\$59,277	\$35.62	MN HC System	MN Clinic	C	NP	Nurse Practitioner	G	N	N	F	1	301	
1/1/2010	672097	12/4/1950	1/1/2002	M	W	80.0	2,080	\$252,486	\$121.39	MN HC System	MN Clinic	C	MD Family Pract	Physician - Primary Care	O	N	E	F	6	301	
1/1/2010	672167	2/26/1960	2/26/2003	M	W	80.0	2,080	\$174,745	\$84.01	MN HC System	MN Clinic	C	MD Family Pract	Physician - Primary Care	O	N	E	F	6	301	
1/1/2010	672102	12/12/1975	10/1/2007	F	A	80.0	2,080	\$199,306	\$95.82	MN HC System	MN Clinic	C	MD Family Pract	Physician - Primary Care	O	N	N	F	6	301	
1/1/2010	672367	5/3/1936	1/1/2002	M	NI	80.0	2,080	\$367,863	\$176.86	MN HC System	MN Clinic	C	MD, Ortho	Physician - Specialty Care	O	N	N	F	13	366	
1/1/2010	382032	9/3/1953	11/2/2005	F	W	1.7	43	\$790	\$18.30	MN HC System	MN Hospital	H	LPN	LPN/Medical Assistant	A	U	E	O	4	301	
1/1/2010	597562	2/7/1973	1/3/2005	M	W	80.0	2,080	\$94,843	\$45.60	MN HC System	MN Hospital	H	PT	Physical Therapist	G	N	N	F	12	399	
1/1/2010	11022	3/17/1948	7/26/1999	F	W	72.0	1,872	\$59,741	\$31.91	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	B	N	N	P	14	400	
1/1/2010	11622	10/11/1958	12/22/2003	F	W	80.0	2,080	\$48,719	\$23.42	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	B	N	E	F	14	400	
1/1/2010	12607	3/5/1982	6/4/2007	F	W	64.0	1,664	\$36,259	\$21.79	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	A	N	N	P	14	403	
1/1/2010	11377	9/15/1956	11/26/1979	F	W	64.0	1,664	\$52,274	\$31.41	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	A	N	E	P	14	402	
1/1/2010	11382	11/13/1955	10/15/1987	F	NI	42.0	1,092	\$34,131	\$31.26	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	A	N	E	P	14	411	
1/1/2010	11362	9/28/1956	5/1/2002	F	W	2.0	52	\$1,195	\$22.99	MN HC System	MN Hospital	H	Surgery Nurse	RN - Med/Surg	A	N	E	O	14	410	
1/1/2010	381872	10/15/1957	6/2/2004	F	W	80.0	2,080	\$64,880	\$31.19	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	A	N	N	F	13	414	
1/1/2010	12467	6/1/1962	3/28/1983	F	W	64.0	1,664	\$53,985	\$32.44	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	B	N	N	P	13	414	
1/1/2010	382737	8/7/1977	7/18/2007	F	B	48.0	1,248	\$32,485	\$26.03	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	A	N	E	P	13	414	
1/1/2010	11847	1/26/1949	1/3/1972	F	W	36.0	936	\$29,722	\$31.75	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	O	N	E	P	13	414	
1/1/2010	791042	11/2/1948	12/11/2007	F	W	80.0	2,080	\$60,757	\$29.21	MN HC System	MN Hospital	H	Staff Nurse	RN - Other	B	N	N	F	6	366	
1/1/2010	31817	2/15/1957	12/4/2006	F	B	64.0	1,664	\$44,196	\$26.56	MN HC System	MN Hospital	H	Staff Nurse	RN - Other	B	N	N	P	6	361	
1/1/2010	11883	2/2/1970	4/16/2008	F	W	64.0	1,664	\$38,569	\$23.18	MN HC System	MN Hospital	H	Staff Nurse	RN - Other	A	N	N	F	6	354	
1/1/2010	12881	9/23/1984	6/7/2005	F	W	64.0	1,664	\$36,259	\$21.79	MN HC System	MN Hospital	H	Care Coord RN	RN - Other	A	N	E	P	83	519	
1/1/2010	11297	6/21/1942	8/21/1962	F	W	64.0	1,664	\$58,853	\$35.37	MN HC System	MN Hospital	H	Care Coord RN	RN - Other	O	N	E	P	83	519	
1/1/2010	11537	3/18/1952	8/26/1968	F	H	56.0	1,456	\$48,858	\$33.56	MN HC System	MN Hospital	H	Care Coord RN	RN - Other	O	N	E	P	83	519	
1/1/2010	11387	7/25/1942	10/16/1979	F	W	2.0	52	\$1,651	\$31.75	MN HC System	MN Hospital	H	RN Floater	RN - Other	O	N	N	O	6	599	
1/1/2010	12412	2/5/1978	7/9/2007	F	W	20.0	520	\$13,811	\$26.56	MN HC System	MN Hospital	H	Chronic care nurse	RN - Specialty	A	N	E	P	12	614	

Workforce Planning Data Request – Ethnicity Key

Definition of ethnicity should match that of the Equal Employment Opportunity Commission:

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
- American Indian or Alaska Native – (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
- Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races

Workforce Planning Data Request – Job Type Key

2010 MHA Job Types to submit

- RN–Emergency Room
- RN–Operating Room
- RN-Peri-Operative (Perianesthesia)*
- RN–Labor and Delivery

- RN–Med/Surg
- RN–ICU (ICU, NICU, PICU, Tele, Critical Care)
- RN–Pediatrics
- RN–Primary Care/Clinic
- RN–Home Health
- RN–Rehabilitation
- RN-Behavioral (Chem Dep/Mental Health/Eating Disorders/Addictions, etc)
- RN-Specialty (Bone Marrow, Vascular, Wound Care, Diabetes/Chronic Care)
- RN–Other
- APRN (includes Midwives, CNS)
- APRN- CRNA*
- Nurse Practitioner
- Nursing Leadership (includes CNO, DON, Nurse Mgr)
- LPN*
- Medical Assistant*
- Surgery Tech*

- Lab Technician (includes 2yr MLT)
- Lab Technologist (includes 4&5 yr CLS/MT)
- Imaging Tech (includes Rad Tech, CT, MRI, other)
- Imaging-Ultrasound

- Speech Therapist
- Physical Therapist
- Physical Therapy Assistant*
- Occupational Therapist
- Respiratory Therapist
- Certified Athletic Trainer*
- Paramedic/EMT*

- Pharmacist
- Pharmacy Tech*
- Physician Assistant
- Physician–Primary Care
- Physician– Surgical Specialty Care*
- Physician– Medical Specialty Care*
- Physician– Procedural Specialty Care*

- ***You will report your organization’s actual job title and then map that to one of the job types listed in the MHA workforce tool. Please note that the grouping of RN and Physician by subspecialty is preferred but optional. Titles in red or with * are new or changed for 2010.***

Workforce Planning Data Request – Data kick-off calls

- MHA will facilitate two data request kick-off calls to review this data request and answer any questions you may have about the data or this project.
 - Call-in Number: **800-791-2345**
 - Participant Code: **96081**
 - Jan 7, 2009 at 10:00 am and Jan 12, 2009 at 2:00 pm
- If you are new to the process, we *strongly* suggest that the employees who will be providing the requested data attend a data request kick-off call (i.e. both the HR person and IT person)
- Data Request Kick-off call hosts: Rick Kreyer and Janna Lise
- In addition to the data request kick-off call, if you have any questions or concerns you can call or email the MHA contacts (see next page for contact information).

Workforce Planning Data Request – Who to Contact

- Outlined below is a table outlining who to contact with questions or issues

Organization	Name	Email Address	Phone/Fax	When to contact
MHA	Janna Lise	jlise@mnhospitals.org	651-659-1424 Fax number: 651-659-1477	<ul style="list-style-type: none">■ General data questions■ Issues with data (delays/problems)■ Send final data files
MHA	Richard Kreyer	rkreyer@mnhospitals.org	651-659-1443	<ul style="list-style-type: none">■ Issues with data■ Other questions or concerns

- All final RN turnover and vacancy numbers will be submitted at <http://survey.minnesotacca.com/TakeSurvey.aspx?SurveyID=911L9p2>
- All final Excel data files will be sent to Clientconnect. Make sure you are registered for Clientconnect by emailing Janna Lise jlise@mnhospitals.org to get set up.
- Examples of potential data issues may include missing job types, missing required data fields, mapping your job titles to MHA 38 job categories, problems with meeting data deadlines, etc.
- Always feel welcome to call or email Rick or Janna about any question no matter how small.

Workforce Planning Data Request – Data Check and Sending

- Once you have your data in an Excel spreadsheet, to ensure that the data is complete and accurate, please review it against the items in the Data Checklist
 - See the Data Checklist attachment at <http://www.mnhospitals.com/index/workforce1>
 - Please note that by using this checklist, you may not avoid all data questions or issues, but this should ensure that there are not significant holes in the data
- If you answer “No” to any of the questions in the data checklist, please correct/update the data as needed or call MHA for help.
- Once the data is ready:
 - You can log into the Clientconnect site and
 - Please name your file with your organizations name so it can be easily identified.
 - Make sure you put in your organizations RN Turnover and Vacancy information at <http://survey.minnesotacca.com/TakeSurvey.aspx?SurveyID=9I1L9p2> You can click on this link here or copy and paste into your browser when ready.

Summary of Data Received 2009

- 37 organizations
 - 58,113 employees (43,574 FTEs)
 - 207 total facilities reported
 - **70 Hospitals** (36,936 employees, 26,623 FTEs)
 - 90 Clinics (10,047 employees, 8,120 FTEs)
 - 47 “Other” (11,130 employees, 8,830 FTEs)
- Includes major organizations such as Allina, Catholic Health Initiatives, Centracare, Childrens, Fairview, Mayo, North Memorial, Park Nicollet and SMDC as well as individual facilities like Regions and HCMC
- Also includes many small and rural providers, see full list on next page
- Additional organizations are expected to participate in 2010

2009 Participating Organizations

Catholic Health Initiatives
Centracare Health System
Children's
Cloquet Community Memorial
Douglas County Hospital
Essentia
Fairview HS
Gillette Children's
Grand Itasca Clinic and Hospital
Healtheast Care System
Hutchinson Health Care System
Johnson Memorial Health Services
Lakeview Health
Mahnomen Health Center
Mayo Health System

North Country HS
North Memorial
Park Nicollet
Paynesville HCS
Redwood Area Hospital
Regions Hospital
Riverview Health
Roseau Lifecare MC
Sleepy Eye MC
SMDC
Mille Lacs HS
Tri County Healthcare
Wheaton
Willmar