



Minnesota Hospital Association

Dear HR Directors and Contacts:

The MHA Workforce Planning Tool continues to be a great success and we would like to thank the 70 MHA member hospitals that contributed data in 2009. 2010 promises to be an even bigger year as will build on 2008 and 2009 data. MHA members are again invited to participate and have access to statewide data and additional web-based resources from our partner on this project, Towers Perrin. All this information will be available to use for your own organization's planning needs.

In order to participate, all you have to do is provide the workforce data outlined in the attached document. MHA has made it even easier to participate this year through the Clientconnect portal. Also, there is *no cost* to participate for MHA members. We will follow-up with each hospital to encourage participation and to answer your questions about the tool or data request.

Please route this to the appropriate person in your organization. **Please ask this person to contact Janna Lise at MHA jlise@mnhospitals.org who will then set this person up with access to Clientconnect (the secure data transfer site we will use for 2010). An invitation with log-in information will be sent to this contact person.** Inside Clientconnect she/he will get access to all the information needed to submit data for your organization and see the types of reports and information available. In the request, we are asking for RN turnover and vacancy information and a download of basic employee data for 38 patient-care job types that we will load into the workforce planning tool. This tool and the reporting will only be as good as the information we all put into it. The more hospitals that participate, the more valuable the information will be for you and all member hospitals in Minnesota.

Some Important Dates:

Jan 7 at 10am and Jan 12 at 2pm. Conference calls available to answer questions and provide help on completing the Data Request: Call 800-791-2345, participant code: 96081 to participate.

February 19: target date to have your organization's data file completed and uploaded to MHA.

Once the data has been collected, analytics of the current state of your workforce, projections of future workforce needs, and benchmarking information to external data will be made available to all participating member organizations. Additionally, the tool will provide statewide information that will help you see how you benchmark against other organizations in the state. This will also give MHA a better picture of hospital workforce needs, vacancy rates and turnover, enabling us to advocate on your behalf with the college systems and the legislators to address the projected shortages of certain key health care professions. This Workforce planning process has been supported by the MHA Board and MHA Work Force Development Committee.

More information will be available on the MHA website under Workforce. All the necessary forms, FAQs, checklists and other information is available at <http://www.mnhospitals.com/index/workforce1> and will be on the ClientConnect portal as well. For now, thank you in advance for your participation in this important project. If you have any questions, please contact me at (651) 659-1443, (800) 462-5393 or rkreyer@mnhospitals.org.

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Minnesota Hospital Association