



Minnesota Hospital Association



Minnesota Hospital Association Workforce Planning Data Request 2009



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 2008, 71 hospitals provided employee data on 28 patient care related job types. This represents data on nearly 50,000 employees and is the most comprehensive set of data Minnesota hospitals have had to date.
- In 2009 we look to improve the good work from 2008 and push to have over 100 hospitals and systems reporting. The goal is to obtain data representing over 95% of employees working for MN hospitals and health systems.
- If your organization did not submit 2008 data, you can submit a file with January 2008 data and along with your organization's January 2009 data. We will load both files.
- **The target date for 2009 to submit your data to MHA is March 13, 2009**
- A link is provided to take you to the MHA Workforce Data Collection survey. Have your organization's primary contact person for this data request go to <http://survey.minnesotacca.com/TakeSurvey.aspx?SurveyID=p2ML992> to register. There she/he will also get information on how to get access to documents, checklists and directions to submit your data.
- If you ever have any questions, you can call MHA at (800) 462-5393, email workforcedata@mnhospitals.org or call MHA contacts provided on the "Who to Contact" page at the end of this document to keep everyone in the loop.

General Instructions

- **Each health system/member organization will provide an Excel file of the active population data as of January 1 of that year**
 - One file per organization is required
 - The file should include *all* hospital facilities in the organization
 - You may also include data for all of your clinics and other facilities employing the included job types that would be useful for conducting workforce planning (some of the data may be grouped depending on the number of facilities reported to the MHA in total)
- **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 see an example and 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 and for which fields they are being used
- **All of the data is important, but some is optional (noted on the Data Key on page 3)**
 - 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 from the 2008 process 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 28 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)	1/1/2009
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 (Most recent hire date for re-hires)	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)	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)	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
9)	Org	MHA Member Organization Name	String	Fairview
10)	Facility	Specific Facility/Grouping within organization (reflects the label you wish to have applied to the data)	String	Southdale
11)	Facility Type	Facility Type - H=<Hospital>; C=<Clinic>; O=<Other>	String	H
13)	Your Job Type	Your Organizational Job Type / Position Title	String	Staff Nurse
14)	MHA Job Type	Job Type / Position for MHA Workforce tool - you map your title to one of the 28 MHA Job Types	String – (see Job Type Key on Data Request)	RN-Other
15)	Degree*	Education level - H=<HighSchool>; A=<Associates>; B=<Bachelors>; G=<Graduate Degree>; O=<Other>	H, A, B, G, or O	B
16)	Union / non-union*	U=<Union> or N=<Non-union>	U or N	N
17)	Hire Type*	Hire Type - N=<New Hire> or E=<Experienced Hire>	String - N or E	E
18)	Staff Type	Staff type - F=<Full Time>, P=<Part-time>, O=<Casual/Pool>	String - F, P or O	F

* Optional information items to include if available

Sample Data Worksheet for 2009

PRIMARY CONTACT PERSON NAME: Rick Kreyer
 PRIMARY CONTACT PERSON EMAIL: rkreyer@mnhospitals.org

2009 MHA Workforce Data Template Sample

Eff Date	EE ID#	DOB	DOH	Gender	Ethnicity	Hours	HrlyPay	Org	Facility	Facility		MHA Job Type	Degree	Union /		Staff Type
										Type	Your Job Title			Non-union	Hire Type	
1/1/2009	673047	12/4/1970	8/13/2003	F	A	64.0	\$35.62	MN HC System	MN Clinic	C	NP	Nurse Practitioner	G	N	N	F
1/1/2009	672097	12/4/1950	1/1/2002	M	W	80.0	\$121.39	MN HC System	MN Clinic	C	MD Family Pract	Physician - Primary Care	O	N	E	F
1/1/2009	672167	2/26/1960	2/26/2003	M	W	80.0	\$84.01	MN HC System	MN Clinic	C	MD Family Pract	Physician - Primary Care	O	N	E	F
1/1/2009	672102	12/12/1975	10/1/2007	F	A	80.0	\$95.82	MN HC System	MN Clinic	C	MD Family Pract	Physician - Primary Care	O	N	N	F
1/1/2009	672367	5/3/1936	1/1/2002	M	NI	80.0	\$176.86	MN HC System	MN Clinic	C	MD, Ortho	Physician - Specialty Care	O	N	N	F
1/1/2009	382032	9/3/1953	11/2/2005	F	W	1.7	\$18.30	MN HC System	MN Hospital	H	LPN	LPN/Medical Assistant	A	U	E	O
1/1/2009	597562	2/7/1973	1/3/2005	M	W	80.0	\$45.60	MN HC System	MN Hospital	H	PT	Physical Therapist	G	N	N	F
1/1/2009	11022	3/17/1948	7/26/1999	F	W	72.0	\$31.91	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	B	N	N	P
1/1/2009	11622	10/11/1958	12/22/2003	F	W	80.0	\$23.42	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	B	N	E	F
1/1/2009	12607	3/5/1982	6/4/2007	F	W	64.0	\$21.79	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	A	N	N	P
1/1/2009	11377	9/15/1956	11/26/1979	F	W	64.0	\$31.41	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	A	N	E	P
1/1/2009	11382	11/13/1955	10/15/1987	F	NI	42.0	\$31.26	MN HC System	MN Hospital	H	Med-surg Nurse	RN - Med/Surg	A	N	E	P
1/1/2009	11362	9/28/1956	5/1/2002	F	W	2.0	\$22.99	MN HC System	MN Hospital	H	Surgery Nurse	RN - Med/Surg	A	N	E	O
1/1/2009	381872	10/15/1957	6/2/2004	F	W	80.0	\$31.19	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	A	N	N	F
1/1/2009	12467	6/1/1962	3/28/1983	F	W	64.0	\$32.44	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	B	N	N	P
1/1/2009	382737	8/7/1977	7/18/2007	F	B	48.0	\$26.03	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	A	N	E	P
1/1/2009	11847	1/26/1949	1/3/1972	F	W	36.0	\$31.75	MN HC System	MN Hospital	H	OR NURSE	RN - Operating Room	O	N	E	P
1/1/2009	791042	11/2/1948	12/11/2007	F	W	80.0	\$29.21	MN HC System	MN Hospital	H	Staff Nurse	RN - Other	B	N	N	F
1/1/2009	31817	2/15/1957	12/4/2006	F	B	64.0	\$26.56	MN HC System	MN Hospital	H	Staff Nurse	RN - Other	B	N	N	P
1/1/2009	11883	2/2/1970	4/16/2008	F	W	64.0	\$23.18	MN HC System	MN Hospital	H	Staff Nurse	RN - Other	A	N	N	F
1/1/2009	12881	9/23/1984	6/7/2005	F	W	64.0	\$21.79	MN HC System	MN Hospital	H	Care Coord RN	RN - Other	A	N	E	P
1/1/2009	11297	6/21/1942	8/21/1962	F	W	64.0	\$35.37	MN HC System	MN Hospital	H	Care Coord RN	RN - Other	O	N	E	P
1/1/2009	11537	3/18/1952	8/26/1968	F	H	56.0	\$33.56	MN HC System	MN Hospital	H	Care Coord RN	RN - Other	O	N	E	P
1/1/2009	11387	7/25/1942	10/16/1979	F	W	2.0	\$31.75	MN HC System	MN Hospital	H	RN Floater	RN - Other	O	N	N	O
1/1/2009	12412	2/5/1978	7/9/2007	F	W	20.0	\$26.56	MN HC System	MN Hospital	H	Chronic care nurse	RN - Specialty	A	N	E	P

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

- RN–Emergency Room
- RN–Operating Room
- 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, CRNA, CNS)
- Nurse Practitioner
- Nursing Leadership (includes CNO, DON, Nurse Mgr)
- 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
- Occupational Therapist
- Respiratory Therapist
- LPN/Medical Assistant (includes both)
- Pharmacist
- Physician Assistant
- Physician–Primary Care
- Physician–Specialty Care

■ ***You will report your organization’s actual job title and then map that to one of these 28 job types in the MHA workforce tool. Please note that the grouping of RN by subspecialty is optional.***

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**
 - Feb 12, 2009 at 10:00 am and Feb 17, 2009 at 2:00 pm
- 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:
 - MHA: Rick Kreyer and Susan Klug
- 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	Susan Klug	sklug@mnhospitals.org	651-659-1424 Fax number: 651-659-1477	<ul style="list-style-type: none">■ General data questions■ Issues with data (delays/problems)■ Problem sending final data files to workforcedata@mnhospitals.org
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=p2ML792>
- All final Excel data files will be sent to MHA at workforcedata@mnhospitals.org
- Examples of potential data issues may include missing job types, missing required data fields, mapping your job titles to MHA 28 categories, problems with meeting data deadlines, etc.
- Always feel welcome to call or email Rick or Susan 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 back into the MHA Workforce Data Survey Site and answer Yes to are you ready to send your data file. You will get further directions
 - Send the file as an attachment to workforcedata@mnhospitals.org
 - 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=p2ML792>

Summary of 2008 Data Received

- 37 Organizations
 - 51,663 employees (38,949 FTEs)
 - 161 total facilities reported
 - **71 Hospitals** (38,765 employees, 28,869 FTEs)
 - 47 Clinics (9,229 employees, 7,314 FTEs)
 - 43 “Other – typically LTC/nursing” (3,669 employees, 2,766 FTEs)
- Includes large organizations such as Allina, Catholic Health Initiatives, Centracare, Children’s, Fairview, Mayo, North Memorial, Park Nicollet and SMDC as well as individual facilities like Regions and HCMC
- Includes many small and rural providers, see full list on next page
- Additional organizations are expected to participate in 2009

2008 Participating Organizations

Allina Health System	Mille Lacs HS
Avera Marshall Regional Medical Center	North Country HS
Brainerd Lakes Health	North Memorial
Catholic Health Initiatives	Northern Itasca Hospital District
Centracare Health System	Northfield Hospital
Childrens	Park Nicollet
Cuyuna Regional MC - Crosby	RC Hospital & Clinics
Douglas County Hosp	Redwood Area Hospital
Essentia	Regency Hospital
Fairview Health Services	Regions
Graceville Health Center	RiverView Health
Grand Itasca Clinic and Hospital	Sleepy Eye Medical Center
Hennepin Healthcare System Inc	SMDC
Hutchinson AHC	St. Luke's Hospital
Lake Region Healthcare Corp.	Stevens Comm Medical Center
Lakeview Health	Tri County Hospital
LifeCare Medical Center	Wheaton CHMC
Mahnomen Health Center	Windom
Mayo Health System	