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 comparison to the rest of the state.

2) **Can I still send data for 2008 so we have historical data to compare?**

Yes, you can also submit a similar file with your organization's 2008 data at this time too! We encourage this and hope you can pull a report for January 2008 data and submit it along with your 2009 workforce data.

3) **If our organization submitted some data for 2008 can we resubmit our 2008 file with January 2008 information so we have better historical data to compare?**

Yes, having gone through this once, people have commented that they would have added more data if they had the time last summer, or they did not have time to get January 2008 data so they submitted what they had. Other organizations said they would have grouped facilities differently. You can resubmit a January 2008 file and submit it along with your 2009 workforce data.

4) **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.

5) **Are all fields required?**

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

6) **Do I have to report Employee ID numbers?**

A unique identifier is needed to ensure that employees are not double counted. Employee ID numbers can be used. Social Security number would be preferred so we can track employees as they move between organizations (or who work for multiple organizations). MHA is a trusted source and regularly performs data functions on hospital finance and patient information for the Minnesota Department of Health. We have excellent data security, but we understand your concerns. If privacy is a concern, you may provide another unique identifier with up to 9 digits, such as employee number. It is most important that you are consistent in reporting the same way each year.

7) **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.

8) 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.

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

"New Hires" are employees who are hired directly out of a degree or other school 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) Do I have to report 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.

11) 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.

12) 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. <u>Casual employees must be flagged as "O" for Casual / Pool status.</u> 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.

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 2007 and use that information to estimate 2008 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) 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.

15) 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 28 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 Susan at MHA.

16) 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.

17) 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.

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

Yes, only positions on the Job Type list should 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.

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

Yes, we would like all physicians included, including specialists.

20) Should I send data on employees who terminated before January 1, 2009?

No, this data will not be part of your 2009 report. January 1, 2009 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 2009 report.

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

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