



Minnesota Hospital Association

Dear HR Directors and HR Contacts:

The MHA Workforce Planning Tool got off to a great start in 2008, and we would like to thank the 71 MHA member hospitals that contributed data. 2009 promises to be an even bigger year as we build on 2008. 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 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. 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 go to the MHA Workforce Data site at <http://survey.minnesotacca.com/TakeSurvey.aspx?SurveyID=p2ML992> to give us her/his contact information and begin the data request. There 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 28 patient-care job types that we will load into the 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.

Important Dates:

Feb 12 at 10am and Feb 17 at 2pm; conference calls for help on completing the Data Request:
Call 800-791-2345 to participate, participant code: 96081.

March 13: target date to have completed data 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 member organizations that choose to participate. Additionally, the tool will provide statewide hospital employment information that will help you see how you benchmark with other organizations in your region and the state. This will also give MHA a better picture of hospital workforce needs, vacancy rates, and turnover, and enable us to advocate on your behalf with the college systems and the legislators to address the projected shortages of certain key health care professions.

More information will be available on the MHA website under Workforce. All the necessary forms and information is available at <http://www.mnhospitals.com/index/workforce1> and will be sent to you and your organizational contact person as we go forward in 2009. 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.

This Workforce planning process has been supported by the MHA Board and MHA Work Force Development Committee.

Richard Kreyer
Vice President, Workforce Development
Minnesota Hospital Association