



Workforce and Compensation & Benefits Survey

Q & A Summary from October 19th 2015 Workgroup Discussion

1. Anti-trust concerns should be considered by PPSs in doing workforce surveys. Please consult legal counsel and/or your workforce vendor to assure you have the appropriate firewalls in place and understand all governing conditions regarding the collection, use and sharing of data.
2. If a PPS has already done a comp/bene survey, do they need to do it again between release of new guidance and the deadline?
 - No.
 - Comp/bene survey (and board approval of final survey/report) must have been done between the start of DY1 and the deadline.
3. If comp/bene survey has already been done, what do they do if they are missing a "standard data element"?
 - Collect data that can then be rolled up into the "total compensation".
 - In DY1, if PPS have already completed the survey, there is no need to re-survey.
 - If, however, it isn't already completed, PPSs should use the "standard data elements" for comp/bene that will be finalized and provided in workforce guidance.
4. What is the purpose?
 - For comp/bene and the workforce surveys, we are looking for a "snapshot in time"
 - To look at workforce trends *within* each PPS and for PPS to use in planning for workforce transitions; also to identify trends at regional level and overall shifts at regional level across the state.
5. What about overlapping PPSs?
 - PPSs and their workforce vendors should work together to create firewall for reporting and enable regional views to help in workforce planning; If multiple PPSs are working with a single vendor, that vendor can separate out data as appropriate for PPS reporting, as well as enable roll-up regional-level reporting is also possible and reduce network redundancy.
6. To what level of granularity will this be reported?
 - It should be reported by job title (as per previous DSRIP job title/facility type list).
 - Reporting will be in aggregate; *not* at the individual level.
7. What needs to be provided to the state when completing the workforce milestones?
 - Please refer to the implementation plan requirements.
8. How often should the comp/bene survey be done?
 - *Not* required annually
 - *There should be 3 comp/bene surveys: DY1, DY3, DY5 (i.e., start, mid-point, and end)*



9. How often should workforce impact be reported?

- The required numerical updates to Domain 1 Process Measures of Workforce Strategy Budget, Workforce Impact Analysis, and New Hire Employment Analysis will now be **semi-annual reporting to align with reporting cycle tied to Achievement Values (Q2,Q4 or each year)**. This has been revised from the quarterly update reporting.
- Quarterly reporting are still required on PPS progress updates to the PPS Workforce implementation plans such as updates on the implementation of the workforce transition roadmap, training up-take, etc.

10. Are we surveying everyone, or can a sampling be done?

Survey methodologies should be consistent, verifiable to allow for internal consistency and enable tracking and trending over time.

A. Workforce Survey – Current State:

- The initial current-state assessment for workforce composition should consider the entire PPS network as much as possible in order to make the workforce projections as part of reporting requirements.

B. Workforce Projections:

- The reporting reflects the workforce impact that is expected (at baseline) or measured (in future updates) across the entire PPS, including new hires, redeployments and reductions.
 - *Workforce impact* reporting should reflect projections of the workers that are affected by DSRIP goals and projects to the degree possible. There are other healthcare reforms that may be difficult to sort out impact and in these cases, they should be included in the impacted staff projections.

C. Compensation and Benefits Survey:

- may survey everyone; or,
- draw from current market data by sector such as collective bargaining wage rates for standard job categories that exist in a region for institutional providers; and
- do statistically relevant sampling, as appropriate to the PPS provider network particularly for non-institutional settings and those whose staff consist of the “emerging titles”.