Workforce Reporting Summary

For PPS Implementation Plan and Quarterly Reporting

August 2015

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Timelines for Workforce Section of the PPS Quarterly Report

- The workforce section of the quarterly report is scheduled to go live in MAPP for the DY1 Q2 (Jul-Sep 2015) quarterly report that is due October 31, 2015

- Initial baseline information will be collected in the reports for DY1 Q2 (Jul-Sep 2015) and DY1 Q3 (Oct-Dec 2015)

- The Q3 report will formally establish the baseline

- The PPSs will provide an update report on actual spending during the DY1 Q4 report and prospectively on a quarterly basis.

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Modules in the Workforce Section

The workforce section of the PPS quarterly report is divided into four modules:

1. Workforce Strategy Spending

2. Staff Impact

3. Prescribed Milestones

4. PPS-Defined Milestones

Module 1: Workforce Strategy Spending

- PPSs will provide details on expected workforce spending based upon semi-annual reporting periods across the waiver period.
  - Total annual amounts must align with commitments in the PPS's DSRIP application

- The funding type will be broken down by the PPS into four categories:
  - New Hires
  - Redeployment
  - Retraining
  - Other

- Funds may be shifted from one category to another within the Workforce budget, as long as the PPS stays true to their overall spend commitments

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Definitions of terms in Module 1

New Hires: New hires are all personnel hired as a result of DSRIP, exclusive of personnel who are redeployed (see definition below). New Hires include all new employees who support the DSRIP projects and PPS infrastructure, including but not limited to executive and administrative staff, professional and para-professional clinical staff, and professional and para-professional care coordination staff.

Redeployed Personnel: Redeployed employees are people who are currently employed by any PPS partners in DSRIP Year 1 and who transition into another job title, including those who transition to another job with the same employer.

Retraining: Retraining is defined as training and skill development provided to current employees of PPS partners for the purpose of redeployment or to employees who are at risk of lay-off. Skill development includes classroom instruction whether provided by a college or other training provider. It can include, particularly for at-risk employees, longer term training to support transition to high demand occupations, such as Care Manager or Nurse Practitioner.

Training: For the purposes of DSRIP, training includes all formal skill development provided to any employees who provide services for the PPS selected projects or central support for the PPS. Skill development includes classroom instruction whether provided by a college or other training provider. It can include longer term training to build talent pipelines in high demand occupations, such as Nurse Practitioner. Training includes skill development provided to incumbent workers whose job titles do not change but who are expected to perform new duties. Training also includes skill development for new hires.

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Module 2: Staff Impact

- PPSs will provide details on annual staffing impact broken down by staff type (note that these are not the same as the provider types under Speed and Scale since these include personnel not captured through Medicaid billing

- Reporting will be entered into a matrix of *Job Titles* vs. *Facility Types:*

	Facility Type 1	Facility Type 2	…	Facility Type X
Job Title 1				
Job Title 2				
Job Title 3				
Job Title 4				
…				
Job Title Y				

- This table will be built into MAPP for PPS reporting

- The lists of Job Titles and Facility Types are provided in the following slides

Job Titles in Module 2

Physicians
Primary Care
Other Specialties (Except Psychiatrists)
Physician Assistants
Primary Care
Other Specialties
Nurse Practitioners
Primary Care
Other Specialties (Except Psychiatric NPs)
Midwives
Nursing
Nurse Managers/Supervisors
Staff Registered Nurses
Other Registered Nurses (Utilization Review, Staff Development, etc.)
LPNs
Other
Clinical Support
Medical Assistants
Nurse Aides/Assistants
Patient Care Techs
Clinical Laboratory Technologists and Technicians
Other

Behavioral Health (Except Social Workers providing Case/Care Management, etc.)
Psychiatrists
Psychologists
Psychiatric Nurse Practitioners
Licensed Clinical Social Workers
Substance Abuse and Behavioral Disorder Counselors
Other Mental Health/Substance Abuse Titles Requiring Certification
Social and Human Service Assistants
Psychiatric Aides/Techs
Other
Nursing Care Managers/ Coordinators/Navigators/Coaches
RN Care Coordinators/Case Managers/Care Transitions
LPN Care Coordinators/Case Managers
Social Worker Case Management/ Care Management
Bachelor's Social Work
Licensed Masters Social Workers
Social Worker Care Coordiantors/Case Managers/Care Transition
Other

Patient Education
Certified Asthma Educators
Certified Diabetes Educators
Health Coach
Health Educators
Other
Administrative Staff -- All Titles
Executive Staff
Financial
Human Resources
Other
Administrative Support -- All Titles
Office Clerks
Secretaries and Administrative Assistants
Coders/Billers
Dietary/Food Service
Financial Service Representatives
Housekeeping
Medical Interpreters
Patient Service Representatives
Transportation
Other
Janitors and cleaners

Health Information Technology
Health Information Technology Managers
Hardware Maintenance
Software Programmers
Technical Support
Other
Home Health Care
Certified Home Health Aides
Personal Care Aides
Other
Other Allied Health
Nutritionists/Dieticians
Occupational Therapists
Occupational Therapy Assistants/Aides
Pharmacists
Pharmacy Technicians
Physical Therapists
Physical Therapy Assistants/Aides
Respiratory Therapists
Speech Language Pathologists
Other

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Facility Types in Module 2

For each Job Title, workforce impact should be reported against the most appropriate Facility Type from this list:

- Outpatient Behavioral Health (Article 31 & Article 32)
- Article 28 Diagnostic & Treatment Centers
- Article 16 Clinics (OPWDD)
- Home Care Agency
- Hospital Article 28 Outpatient Clinics
- Inpatient
- Non-licensed CBO
- Nursing Home/SNF
- Private Provider Practice

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Module 3: Prescribed Milestones

- For each of five prescribed milestones, PPSs will provide sub-step tasks in the DY1 Q3 quarterly reports.
  - This will provide a baseline against which PPSs will update on progress in future quarterly reports.

- For milestones that are due within the reporting period, documentation will be required to provide evidence of milestone achievement.
  - Any explanations regarding altered or missed target commitments will be included within a textbox.

The 5 Prescribed Milestones

1. Define target workforce state (in line with DSRIP program's goals)
   - Finalized PPS target workforce state, signed off by PPS workforce governance body
2. Create a workforce transition roadmap for achieving defined target workforce state
   - Completed workforce transition roadmap, signed off by PPS workforce governance body
3. Perform detailed gap analysis between current state assessment of workforce and projected future state
   - Current state assessment report & gap analysis, signed off by PPS workforce governance body
4. Produce a compensation and benefit analysis, covering impacts on both retrained and redeployed staff, as well as new hires, particularly focusing on full and partial placements
   - Compensation and benefit analysis report, signed off by PPS workforce governance body
5. Develop training strategy
   - Finalized training strategy, signed off by PPS workforce governance body

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Module 4: PPS-Defined Milestones

- In this section, PPSs will be able to input their own milestones and sub-tasks

- This allows PPSs to track their own progress against self-defined targets

- The Independent Assessor won't evaluate the PPS against these self-defined milestones by the independent assessor

Questions?

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