

Additional Guidance: Staffing Questions in the Annual Program Surveys

The staffing questions have multiple pieces: 1) was this discipline a part of your team during the reporting year; 2) the number of people within that discipline (headcount); and 3) their full-time equivalent (FTE). You want to respond in a way that represents your program, on average, across the reporting year – as closely as possible.

1. Question: how do I report my clinicians that cover two different locations?
If you have a clinician who splits their time between two different care settings (e.g., three days a week with the hospital inpatient program and two days a week at the outpatient clinic in the cancer center), you would report their time separately for each location. In the hospital survey, this clinician would have a headcount of one and 0.6 FTE. In the community survey's staffing section on office practices or clinics, this clinician would have a headcount of one and 0.4 FTE.
2. Question: *how do I report one of my clinicians who was only with our team for part of the year?*
If any discipline had at least one active member some time during the reporting year, then you would check-off that discipline and provide how many people filled that role (e.g., three APRNs were on our team). If a team member was only present for a portion of the year (e.g., six months), then you would take that into consideration for the FTE calculation. For example, if one APRN was hired full-time (1 FTE), but was only with the team for the last three months of the reporting period, they would count as: $1 \text{ FTE} / 12 \text{ months} \times 3 \text{ months} = 0.25 \text{ FTE}$. If your team had one full-time APRN for six months and one full-time APRN for nine months, they would be combined as 2 APRNs (headcount) with 1.25 FTE (0.5 for the first and 0.75 for the second).
3. Question: *how do I report my staffing if my program only saw patients for nine months?*
This is a slightly different situation. In the beginning of the survey, you will indicate that you are not entering a full year of data, and if not, how many months you are entering. This will be taken into account for all of the subsequent questions you answer in the survey. Therefore, you would report your staffing for those months you were in operation. If your team consisted of one full-time (1 FTE) physician and one half-time (0.5) social worker for the nine months you were in operation, you would report 1 physician (headcount) at 0.75 FTE and one social worker (headcount) with 0.375 FTE.
4. Question: *My program provides care across 12 local nursing homes - our time at each location is based on patient need and we do not track how many hours we spent at each nursing home. How do we submit FTE data?*
For Nursing Home (as well as patient's home and office/clinic), you only submit 1 annual survey per setting type. Rather than submitting a separate survey for each of the 12 nursing homes your program provides care in, you just submit 1 annual nursing home survey. In that survey you will enter your staffing across all of the nursing homes. If your program has 5 full-time nurses that provide care in the nursing homes, even if they spent varying amounts of times at each nursing home, you would enter 5 for head count for registered nurse and 5.0 for FTE.