

KaufmanHall

Enterprise Performance Management

Powered by



Productivity VCC

Updated 12.19.2014 for Version 1.10

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LAST UPDATE: 12/19/2014 for Version 1.10

Productivity Variance Comments Collection Process

Purpose

- Used to collect productivity variance explanations for correction on a biweekly basis.
- "One-stop shopping" for the department manager due to the availability of drill downs.
- Executive review report to view results of the productivity comments collection process.

Overview

- Set up Productivity Alerts tab in Productivity Alerts Table to define thresholds
- Confirm/Set up Security to support this process
- Add JComment to the JobCode Dimension and PComment to the PayType dimension that will be used to post comments to the database
- Manager/Directors enter comments and post to the database
- VP's and Finance review comments with the Current Period and Multi Period Comment review reports.

System Setup - ProductivityAlerts

ProductivityAlerts table - Setup the thresholds and paytypes for each category to post to the database with. There is also an Entity exception section if there are entities that will need different thresholds.

The table below is located from the KH Main Ribbon by selecting **Explorer | Table Library | Budgeting | System Setup | ProductivityAlerts**

KH KHA Home | BUD System Setup X

Productivity Labor Alerts

For Productivity Variance Comments Utility

Custom Filter for Alert Processing:

Default Settings

Productivity Index Low Threshold:(red) 90% Warning Threshold: 95% Paytype to store related comment: P0001		Target is derived from Budget or Benchmark? Benchmark Contract Labor as a % of Worked Warning Threshold: 2% High Threshold:(red) 5% Paytype to store related comment: PAGC	
Overtime as % of Worked Warning Threshold: 3% High Threshold:(red) 5% Paytype to store related comment: POVT		Education / Orientation as a % of Worked Warning Threshold: 5% High Threshold:(red) 10% Paytype to store related comment: P0009	
Labor Rate Index Warning Threshold: 1% High Threshold:(red) 10% Paytype to store related comment: Pcomment		Jobcode to store related comments: Jcomment	

Setup and Configuration – Dimensions – JobCode – JComment

Table Library | !Dimensions | Jobcode

KHA Home

JOBCODE X

	A	B	C	D	E	F	G	H	I	J	K	L	M
4	Data Type		String	String		Integer	Integer	Integer	String	String	String	String	String
5	String Length		25	100					50	50	10	25	10
6	Description												
8	Delete Rows	JOBCODE		Description		GLAcct	HrAcct	FICAAct	JobClass	GLClass	Variable	KHABgtCode	KHAInt
572		JComment		Productivity Comments		0	0	0	NA	NA	NA	JComment	NA

Setup and Configuration – Dimensions – PayType – PComment

Table Library | !Dimensions | Paytype

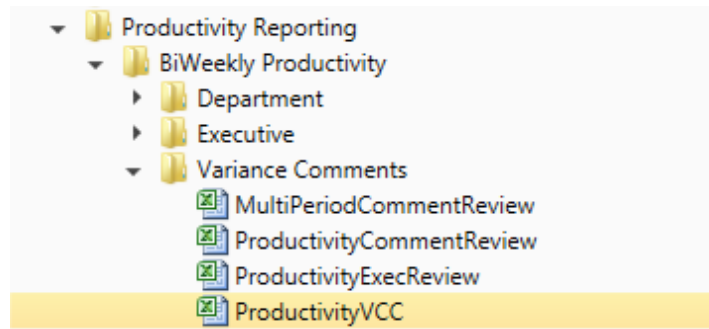
KHA Home

PAYTYPE X

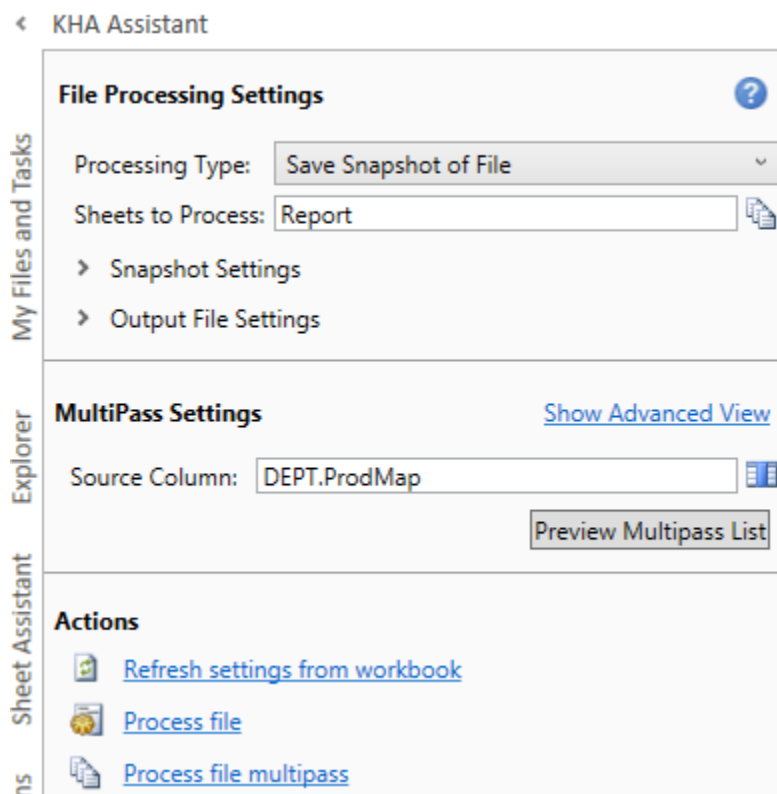
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
4	Data Type		String	String		String	String	String	String	String	String	Integer	Integer	String	String	String
5	String Length		25	100		15	15	15	5	15	10			25	25	25
6	Description															
8	Delete Rows	PAYTYP		Description		PaySummar	PayData	LaborDis	FTI	Empl_Data	KHAln	GLAcc	HrAcc	JobCod	Staffing	Employee
48		PComment		Productivity Comments		NA	NA	NA	NA	NA	NA	1000000	0	NA	NA	NA

Comments will be stored with the JComment JobCode and PComment PayType.

Select Productivity Reporting | BiWeekly Productivity | Variance Comments | Productivity VCC

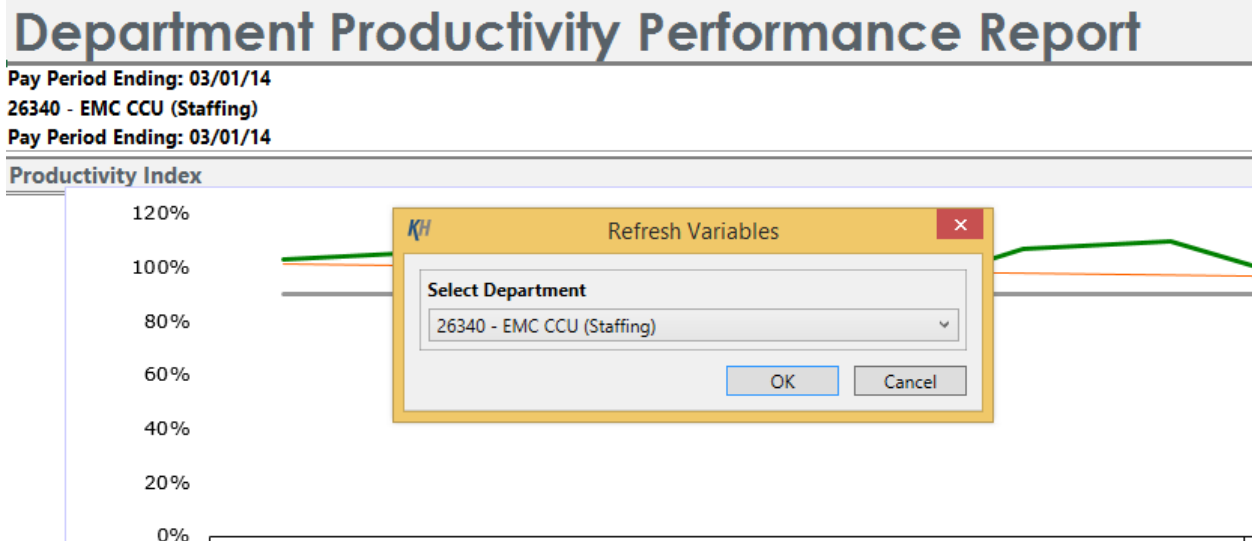


- This report is set to process by Dept.ProMap. As the Administrator, you need to process the report for the month prior to the Managers filling in their variance comments. To do this, select, Process file multipass from the File Processing Task Pane.



- This updates AlertFlag for current month results
- Resets AlertPeriod to current
- Deletes AlertCommentPre3 for Rollback
- Rollback of comments from AlertCommentCur to AlertCommentPre1
- Rollback of comments from AlertCommentPre1 to AlertCommentPre2
- Rollback of comments from AlertCommentPre2 to AlertCommentPre3
- Clears AlertCommentCur for entry

Once processed, the Managers will log into KaufmanHall Budgeting as a user – Refresh the Report Data - Select "Refresh Data" on the KH Main ribbon. Select the department to analyze from the refresh variable. You can then enter comments and drill on each category for more detail



Once the report populates, fill in the following comments if necessary:

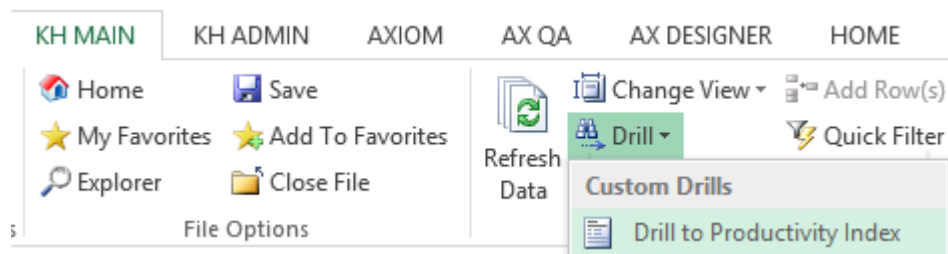
- Productivity Index
- Overtime per Productive Hour
- Contract per Productive Hour
- Education/Orientation per Hour
- Labor Rate Index

If the comment field is yellow, then that category has exceeded the threshold, and a comment is required. Comments can still be posted to the database for categories that do not exceed a threshold and the comment field is white

Select the **Save** from the KH Main Ribbon to post the comments to the database

Four consecutive quarters will be stored (Current period and 3 previous periods)

The Manager/Director can use the Drill option from the KH Main Ribbon to drill down for various analysis (described later in this document under the Comment Review Feature)



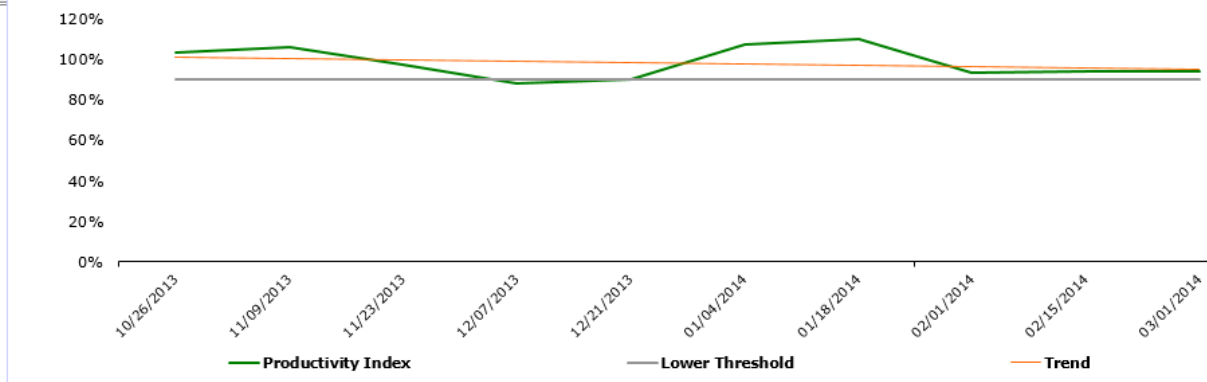
Department Productivity Performance Report

Pay Period Ending: 03/01/14

26340 - EMC CCU (Staffing)

Pay Period Ending: 03/01/14

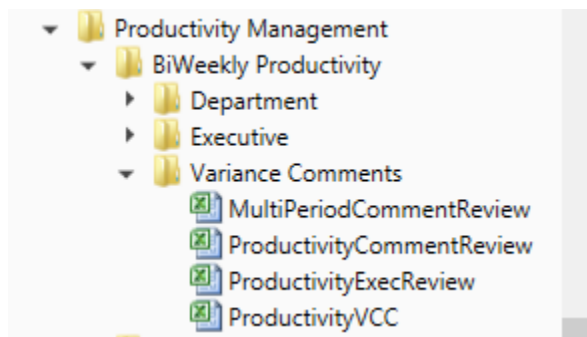
Productivity Index



Period Results	Current Period	Last 4 Periods	Year-To-Date	Comments
Productivity Index	93.46% ●	97.51% ●	99.77% ●	Minimum staffing requirement to maintain 2:1 staffing ratio.
Actual Worked Hrs Per Unit	22.729	21.783	21.292	
Target Worked Hrs Per Unit	21.242	21.242	21.242	
Overtime per Productive Hour	8.10% ●	8.74% ●	7.59% ●	Had to use OT to cover for vacancy.
Contract per Productive Hour	0.00% ●	0.00% ●	0.00% ●	
Education/Orientation per Hour	1.32% ●	1.32% ●	1.43% ●	

Current Period Comment Review

Select Productivity Management | BiWeekly Productivity | Variance Comments | ProductivityExecReview



1. Select "Refresh Data" on the KH Main ribbon to select all depts or select "Quick Filter" on the KH Main ribbon to filter for selected data.

The screenshot shows the 'Quick Filter' dialog box. At the top, it says 'Edit the Quick Filter for the active sheet or workbook.' Below this is a section titled 'Data Hierarchies' with a link to 'Advanced Filter'. A text box above the hierarchy list contains '<type here to filter values>'. The hierarchy list includes 'Entity', 'Financial Structure', 'PAY', and 'Responsibility'. Under 'Responsibility', several VP roles are listed with checkboxes: 'VP Dana Calhoun', 'VP Dr Johnson', 'VP Howard Burns', 'VP Sally Klein' (checked), 'VP Sarah Falkner', 'VP Scott Johanson', 'VP Steve Jackson', 'VP Steve Smith', and 'VP Tom Gilbert'. Below the hierarchy list is a 'Filter:' section with a text box containing 'DEPT.VP = 'Sally Klein'' and a 'Clear Filter' button. At the bottom, there is an 'Apply Filter To:' section with radio buttons for 'Workbook' (selected) and 'Active Sheet'. 'OK' and 'Cancel' buttons are at the bottom right.

Quick Filter

Edit the Quick Filter for the active sheet or workbook.

Data Hierarchies [Advanced Filter](#)

<type here to filter values>

- Entity
- Financial Structure
- PAY
- Responsibility
 - ☐ VP Dana Calhoun
 - ☐ VP Dr Johnson
 - ☐ VP Howard Burns
 - ☒ VP Sally Klein
 - ☐ VP Sarah Falkner
 - ☐ VP Scott Johanson
 - ☐ VP Steve Jackson
 - ☐ VP Steve Smith
 - ☐ VP Tom Gilbert

Filter: [Clear Filter](#)

DEPT.VP = 'Sally Klein'

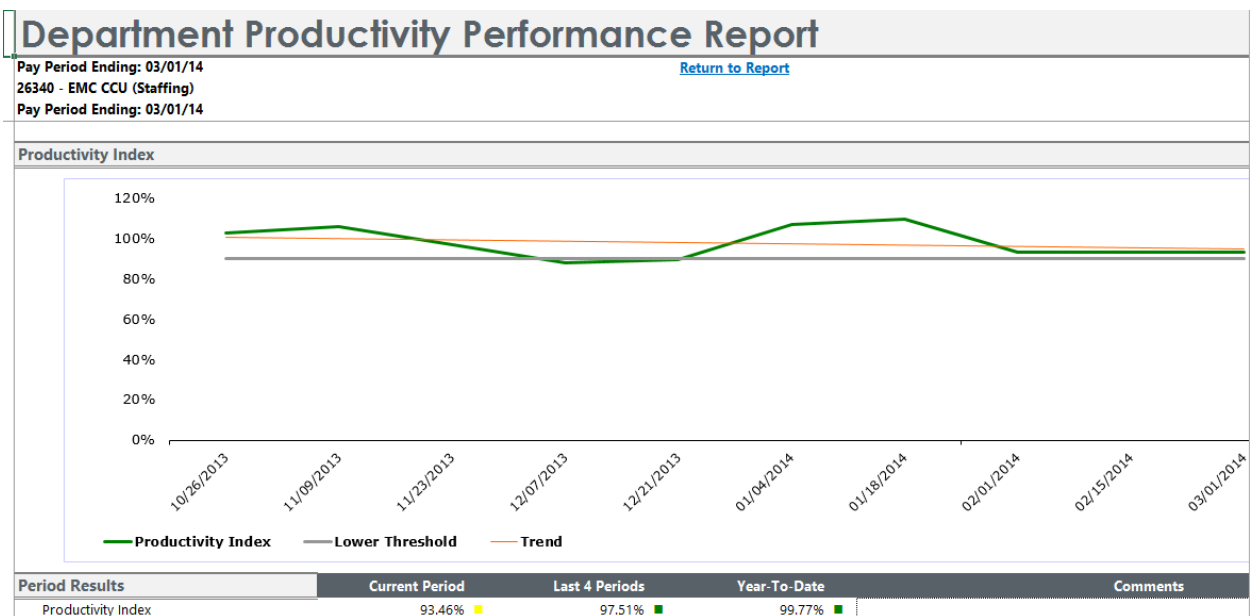
Apply Filter To: ☒ Workbook ☐ Active Sheet

OK Cancel

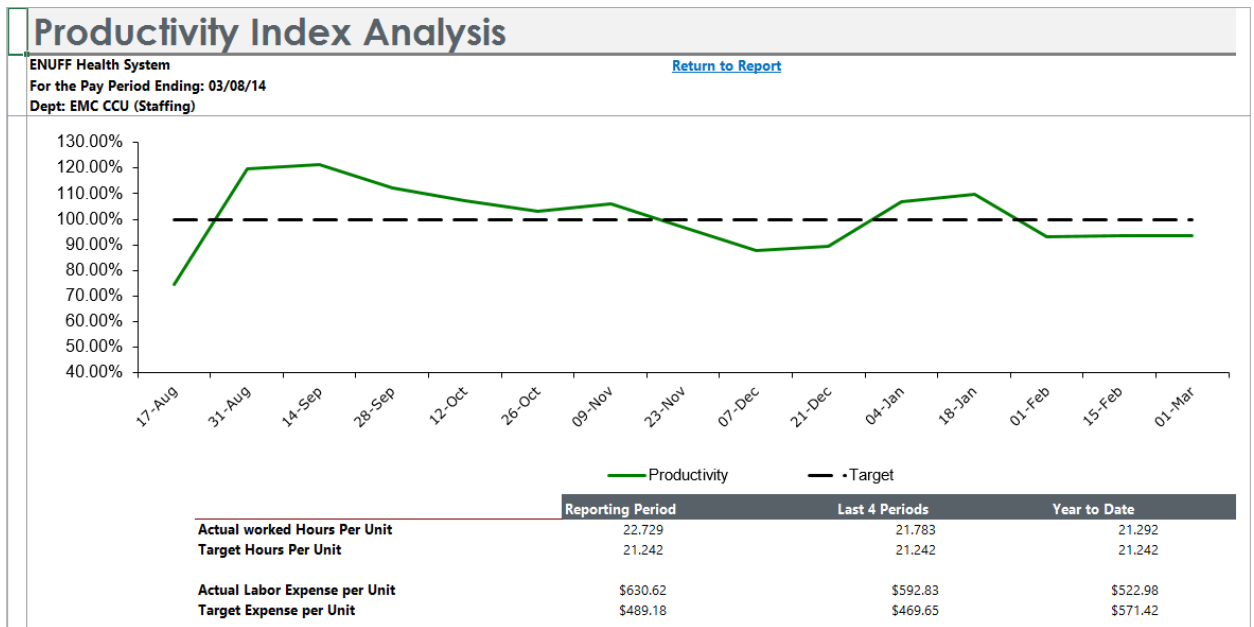
2. Select a department by placing your cursor on that row, and select Drill from the KH Main Ribbon. This report is meant to be used online only to view comments and drill to supporting detailed information.

Productivity Executive Review						
ENUFF Health System For The Pay Period Ending: 03/01/14						
Dept	Description	Productivity Index	Overtime Usage	Contract Labor	Labor Rate	Productivity Index
26100	EMC Nursing Administration	▼	▶	▲	▼	88.53%
26140	EMC Emergency Room (CDM)	▲	▼	▲	▲	124.83%
26230	EMC CVS	▲	▲	▲	▲	100.17%
26310	EMC 3 East	▲	▼	▲	▲	114.87%
26320	EMC 3 West	▲	▼	▲	▲	106.05%
26340	EMC CCU (Staffing)	▼	▼	▲	▶	87.25%

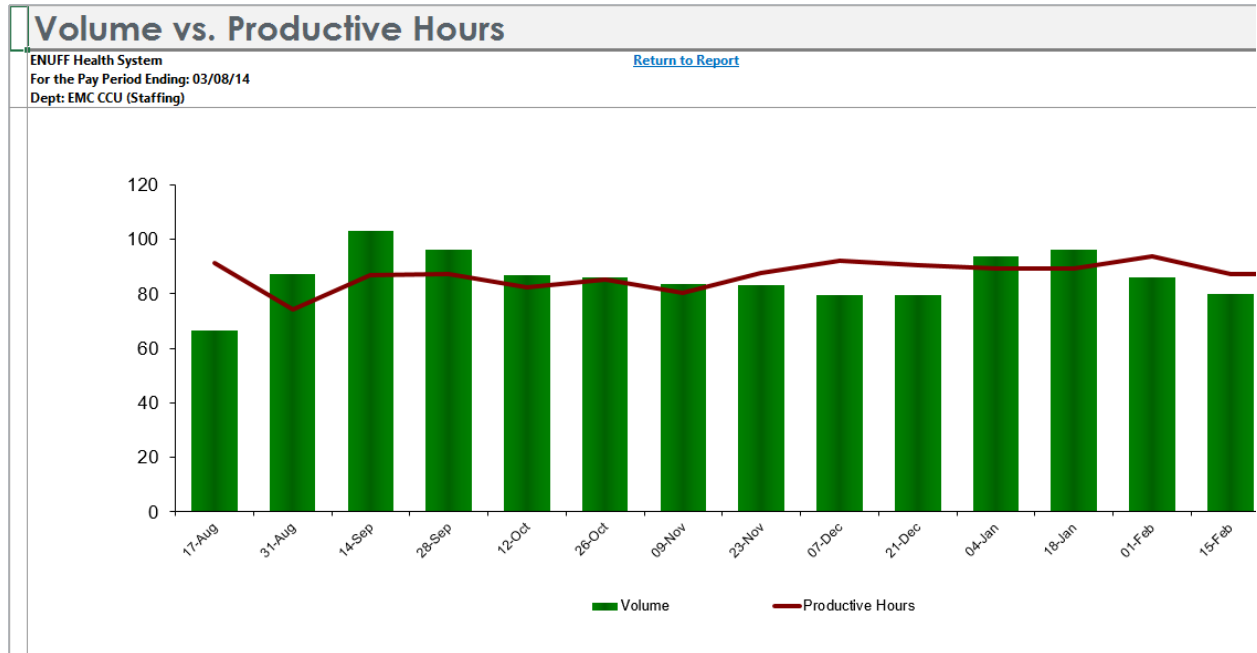
- Place your cursor on one department, and select drill from the KH Main Ribbon to drill into the detail. The first drill is to the Drill to Department Performance.



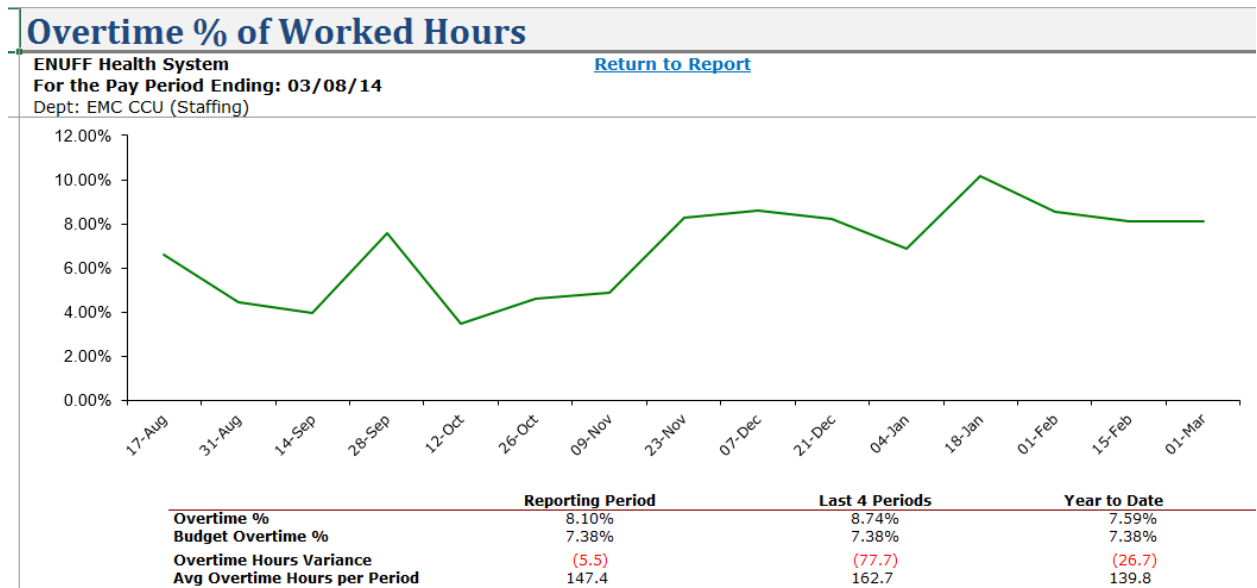
- The next drill is to analyze the Productivity Index. From the KH Main Ribbon, select Drill to Productivity Index.



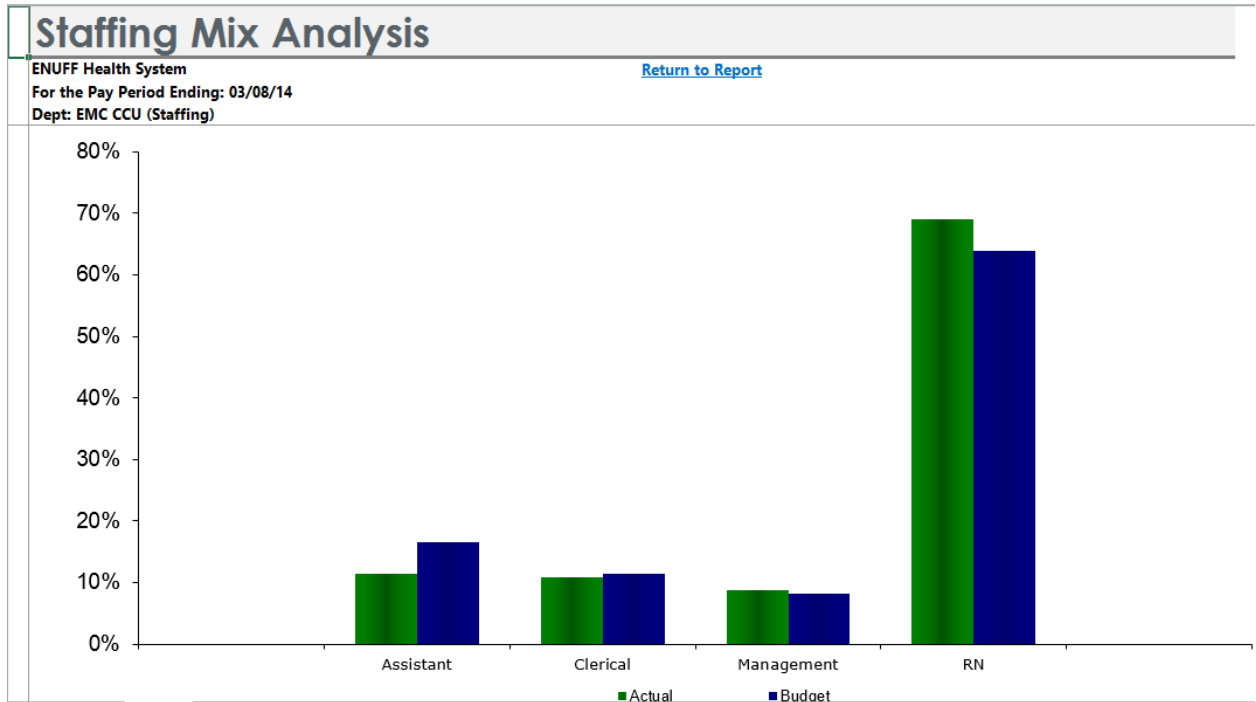
- The next drill is to analyze volume. From the KH Main Ribbon, select Drill to Volume Analysis.



- The next drill is to analyze Overtime. From the KH Main Ribbon, select Drill to Overtime Analysis.



7. The next drill is to analyze the Staffing Mix. From the KH Main Ribbon, select Drill to Staff Mix.



8. The next drill is to analyze the JobCodes. From the KH Main Ribbon, select Drill to JobCode Analysis.

Department Payroll Summary - By Job Code				
ENUFF Health System		Return to Report		
Dept: 26340-EMC CCU (Staffing)				
Select a Jobcode below to use the Employee drill				
Job Code	Description	1/25/14 PP-15 Hours	2/8/14 PP-16 Hours	2/22/14 PP-17 Hours
Productive Hours		03/08/2014 PP-18 Hours		
J00595	Clinical Director	80	80	80
J00303	Manager-Nursing	80	80	80
J00772	Patient Care Associate	221	213	203
J00345	Patient Care Provider/Ext	-	-	-
J00973	Staff Nurse/Clinical Lead	-	-	-
J00318	Staff RN	1,111	1,206	1,107
J00324	Unit Clerk II	178	208	199
Total - Productive (excluding OT)		1,671	1,787	1,669
Total FTEs-Productive (excluding OT)		20.88	22.34	20.87
Overtime Hours				
J00303	Manager-Nursing	3	2	1
J00772	Patient Care Associate	13	0	1
J00973	Staff Nurse/Clinical Lead	-	-	-
J00318	Staff RN	157	156	146
J00542	Staff RN	-	-	-
J00324	Unit Clerk II	16	9	-
Total - Overtime		189	167	147

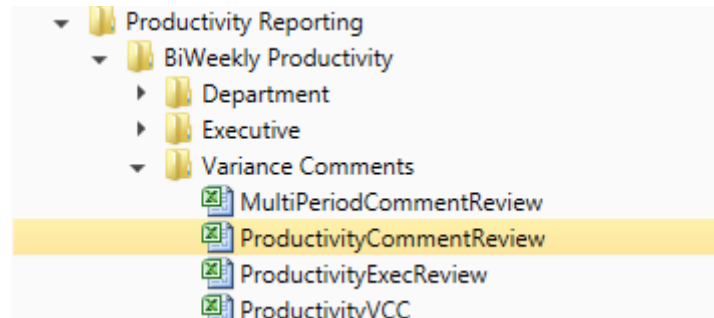
- The last drill is to analyze the Employees. To do this, you have to place your cursor on a JobCode row. From the KH Main Ribbon, select Drill to Employee.

Department Payroll Summary - By Employee								
ENUFF Health System Dept: 26340-EMC CCU (Staffing) Jobcode: J00318-Staff RN					Return to Report			
Pay Period Ending:					1/25/14	2/8/14	2/22/14	03/08/2014
Job Code	Description	Employee Name	ID		PP-15	PP-16	PP-17	PP-18
					HRS	HRS	HRS	HRS
Productive Hours								
J00318	Staff RN	Alexander, Ezekiel	27064		44.45	66.20	52.70	52.76
J00318	Staff RN	Ashcraft, Amy J.	24626		0.00	0.00	0.00	0.00
J00318	Staff RN	Baker, Gwendolyn	24624		62.40	67.35	37.45	37.49
J00318	Staff RN	Banks, Phoebe	27728		77.65	77.40	77.25	77.34
J00318	Staff RN	Brewer, Jamie L.	22402		77.00	61.90	33.15	33.19
J00318	Staff RN	Carey, Summer	11999		80.00	80.00	72.10	72.19
J00318	Staff RN	Chadwick, Arthur	14088		77.65	37.00	51.10	51.16
J00318	Staff RN	Dixon, Eleanor	16641		80.00	80.00	60.25	60.32

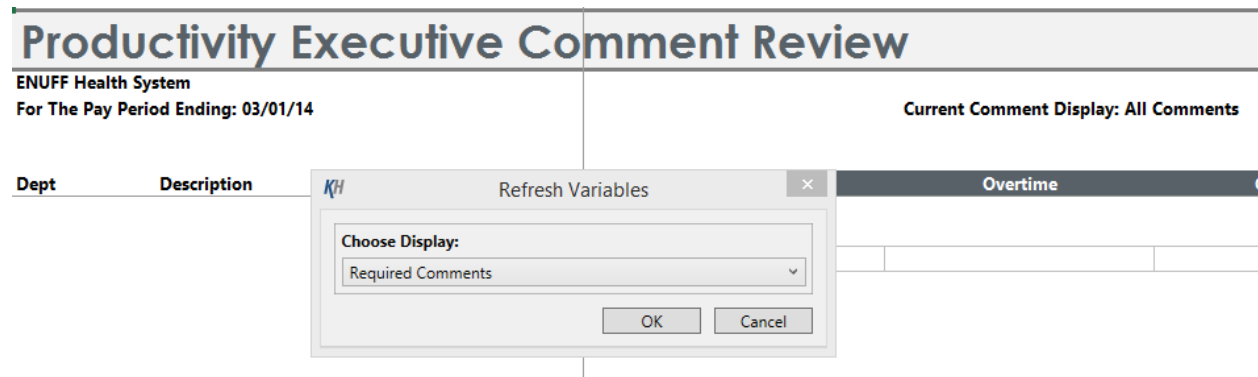
- The return to Report hyperlink will link you back to the previous drill page. You can also close all drills by selecting the red X to close.

Productivity Comment Review

Select Productivity Reporting | BiWeekly Productivity | Variance Comments | ProductivityCommentReview



This report displays comments for the current period for all categories. Refresh the Report Data - Select "Refresh Data" on the KH Main ribbon. Select the Comment Metric to process, then select ok.



Productivity Executive Comment Review

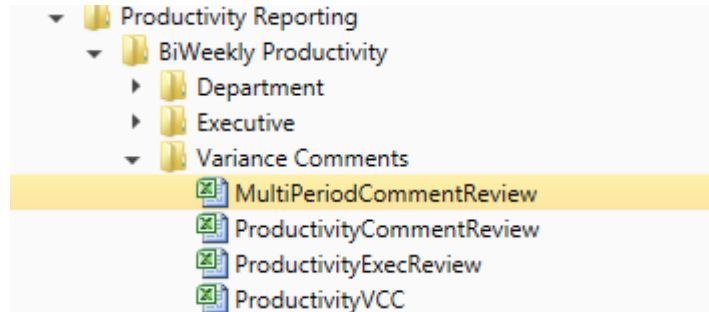
ENUFF Health System
For The Pay Period Ending: 03/01/14

Current Comment Display: Required Comments

Dept	Description	Productivity	Overtime	Contract
26230	EMC CVS			
26340	EMC CCU (Staffing)		Had to use OT to cover for vacancy.	
27200	EMC Radiology - MRI (JobCode)			
27210	EMC Radiology - CT Scan		Investigating a per-diem type staffing. Issue now is no extra staff to adjust for volume or vacations	
27220	EMC Radiology - Nuc Med (JobCode Target)		Incremental overtime.. Have discussed with Staff to clock out appropriately	
27230	EMC Radiology - Vascular Procedure	Maybe it's time to get some external advice.	Since Nov 10 we've just gone downhill. Made recent changes to staffing plan. Should be reflective next period	
27240	EMC Radiology - Diagnostics		Down 3 FTEs due to turnover. 1 on maternity leave.	Down 3 FTEs due to turnover. 1 on maternity leave.
		I don't even know where to begin.. We are improving and should be at our productivity benchmark by year-end. (I hope)	Unpredictable volumes. Opportunities for labor savings if we can arrive at a solid plan	Was able to reduce from past 4 periods. Volume accounted for the need for contract labor.

Multi Period Comment Review

Select Productivity Reporting | BiWeekly Productivity | Variance Comments | MultiPeriodCommentReview



This report displays comments for the current period and previous 3 periods for all categories. Refresh the Report Data - Select "Refresh Data" on the KH Main ribbon. Select the Productivity Comment Metric to process, then select ok.

Productivity Multi-Period Comment Review		
ENUFF Health System For The Pay Period Ending: 03/01/14		Current Comment Display: Educat
Dept	Description	Current Period
		<div> <div>KH Refresh Variables</div> <div> Select Display: Productivity </div> <div> OK Cancel </div> </div>

Productivity Multi-Period Comment Review		
ENUFF Health System For The Pay Period Ending: 03/01/14		Current Comment Display: Productivity
Dept	Description	Current Period
		Prior Period
	26340 EMC CCU (Staffing)	<div> Minimum staffing requirement to maintain 2:1 staffing ratio. </div> <div> Late discharges caused low volume numbers, when actual patients on unit required a higher level of staffing. </div>