

Labor Report Job Aid

The Labor Report is distributed weekly and is available in both PDF and Excel formats. The PDF format is ideal for mobile devices and printing, while the Excel worksheet offers detailed daily data and is best for desktop/laptop use. The date information can always be seen in the upper left-hand corner of the report (as seen below).

HRS IP Labor: January
Data From System as of: 1/7/2016
Data from Tacker as of: 1/8/2016

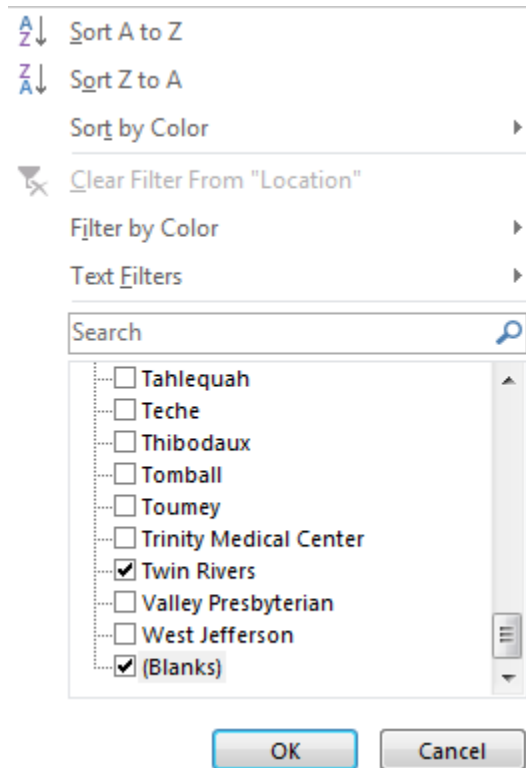
PDF and Excel Columns Explained:

- Facility ID – Program SAP ID.
 - Location – Program name.
 - Region – Current Regional Vice President.
 - Area – Current Area Director of Operations.
 - Month CMI – Case Mix Index for current month.
 - MTD Schedule Tracker Completion % - Checks the website tracker for month to date level of completeness. It is imperative that we receive 100% site participation 100% of the month.
 - Actual Census – Month to date sum of actual patient days.
 - Actual Therapy Hours – Month to date sum of actual therapy hours.
 - Actual Therapy Hours PPD – Month to date (actual) hours per patient day.
 - Scheduled Census – Month to date sum of scheduled patient days.
 - Scheduled Therapy Hours – Month to date sum of scheduled therapy hours.
 - Scheduled Therapy Hours PPD – Month to date (scheduled) hours per patient day.
 - Actual to Scheduled Census Var – Month to date sum of actual patient days minus scheduled patient days.
 - Actual to Scheduled Therapy Hours Var – Month to date sum of actual therapy hours minus scheduled therapy hours.
 - Actual to Scheduled Therapy Hours PPD Var – Month to date hours (actual) minus (scheduled) per patient day.
- An arrow pointing up indicates a higher actual hours PPD number than scheduled while an arrow pointing down means a lower actual hours PPD number than scheduled.

Schedule			Actual			Variance		
Scheduled Census	Scheduled Therapy Hours	Scheduled Therapy Hours PPD	Actual Census	Actual Therapy Hours	Actual Therapy Hours PPD	Actual to Scheduled Census Var	Actual to Scheduled Therapy Hours Var	Actual to Scheduled Therapy Hours PPD Var
4376	11288	2.58	10125	26508	2.62	5749	15994	0.04
244	585	2.40	243	578	2.38	-1	-7	-0.02
273	662	2.42	273	655	2.4	0	-7	-0.02
240	639	2.66	240	646	2.69	0	7	0.03
226	625	2.77	228	622	2.73	2	-3	-0.04
115	277	2.41	115	286	2.49	0	9	0.08
120	358	2.98	119	352	2.95	-1	-6	-0.03
214	429	2.00	215	432	2.01	1	3	0.01
170	470	2.76	168	480	2.86	-2	10	0.10
105	8	0.08	103	0	0	-2	-8	-0.08
199	706	3.55	200	710	3.55	1	4	0.00
73	251	3.44	73	253	3.46	0	2	0.02
113	352	3.12	113	344	3.04	0	-8	-0.08
245	674	2.75	243	669	2.75	-2	-5	0.00
230	591	2.57	229	590	2.58	-1	-1	0.01
191	464	2.43	193	459	2.38	2	-5	-0.05
226	506	2.24	225	513	2.28	-1	7	0.04
207	451	2.18	208	454	2.18	1	3	0.00
439	1143	2.60	439	1145	2.61	0	2	0.01
169	422	2.50	171	420	2.46	2	-2	-0.04
164	424	2.59	165	425	2.58	1	1	-0.01

Excel Hints, Tips & Tricks:

If a customized set of data is required you have the option to filter using any of the provided auto-filters in the column headers. Check or uncheck the boxes you need. *Note: '(Select All)' quickly deselects all boxes. Select your filter choice and (Blanks) in order for the filter row to work properly.*



The results of your customized filter can be seen on the green 'Filter Row' near the top of the worksheet. *Note: This row calculates automatically, but you may need to hit the 'F9' key if your workbook calculation setting is not set to automatic.*

100% if all data is entered			Schedule		
Location	January CMI	MTD Schedule Tracker Completion %	Scheduled Census	Scheduled Therapy Hours	Scheduled Therapy Hours PPD
Filter Row	1.2846	100%	4376	11288	2.58