

## Labor Website Job Aid

Navigate to <http://iplabor.amslat.com>

Note: The above website is compatible with web browsers on your PC/Mac as well as your mobile device. The calculator embedded on the webpage is designed for PC/Mac use only.

There are several tips located on the top of the webpage that will help you correctly enter your data.

1. You should be filling out “tomorrow’s” projection “today”. If you were to use the tool this afternoon you should enter tomorrow’s date in the “Reporting Date” field, enter tomorrow’s projected midnight census and tomorrow’s projected therapy hours. Remember, if you wait until the following morning to enter your data for the same day, the server may reject your submission.
2. Data needs to be entered for the weekends on time. If you do not intend to login to the website Saturday and Sunday (for Sunday/Monday projections) then we suggest you enter Saturday/Sunday/Monday projections on Friday. That will require three separate submissions.
3. Do not resubmit past the cutoff time (11:59PM PST). This means do not come in the next morning, see that there is a delta from what you entered the previous night and enter new labor data. If this happens there is a good chance both entries will be invalidated by the server.
4. Enter data for all days. If there are no therapy hours scheduled for the upcoming day, simply enter '0' for projected therapy hours, but still fill out the projected midnight census for tomorrow.

Next enter your full name and pick your facility from the dropdown box. If your facility is not listed, please contact [nicholas.talsma@lifepointhealth.net](mailto:nicholas.talsma@lifepointhealth.net)

Fields

Your Name \*   
*Enter your full name here (Ex. John Smith)*

Facility ID \* Please Select Your Facility

Reporting Date (Weekdays & Weekends) \* Please Select Your Facility

Projected Midnight Census \* 490G - Amita Joliet

Projected Therapy Hours \* 300J - Anderson Meridian

308J - Arkansas Methodist

307J - Bayhealth Sussex Campus

305J - Baystate Noble Hospital

303J - Bella Vista

286J - Community Hospital

Then pick a report date from the pop-up calendar. If you are filling this report out on time, (close of business today), then it should be tomorrow’s date. This form should be filled out 7 days a week.

Fields

Your Name \*   
*Enter your full name here (Ex. John Smith)*

Facility ID \* Please Select Your Facility

Reporting Date (Weekdays & Weekends) \*

Projected Midnight Census \*

Projected Therapy Hours \*

This is page 1 of 3. You must c  
[E-mail](#) us with any questions.

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Enter your projected midnight census, but skip to the below scheduling calculator section before entering your therapy hours for tomorrow. All fields are required. Enter '0' if applicable for any field.

Fields	
Your Name *	<input type="text"/> <i>Enter your full name here (Ex. John Smith)</i>
Facility ID *	Please Select Your Facility <input type="button" value="v"/>
Reporting Date (Weekdays & Weekends) *	<input type="text"/> <input type="button" value="calendar"/> <i>Enter the date that corresponds with your projected data (usually tomorrow)</i>
Projected Midnight Census *	<input type="text"/> <i>Needs to correspond with the reporting date. Enter full census number.</i>
Projected Therapy Hours *	<input type="text"/> <i>Needs to correspond with the reporting date. Use the calculator below to assist with your therapy projection. Select a productivity level (75-95%) an copy one of the results in the green row to this field. Round to the nearest whole number.</i>

Use the scheduling calculator to assist in filling out the projected therapy hours. Please review the tips below.

- Start by entering your projected census in the top yellow field. This number should be the same as what was entered in the tracker above.
- Therapist time and patient time may differ if group or concurrent methods are being used. Please use therapist time when filling out treatment hours. You will need to add up all of the (therapist) hours required for PT, OT and ST and enter them into their corresponding fields in the calculator. This should exclude aide coverage and non-patient care coverage.
- Use your best judgment when accounting for new patients/admits.
- Review last week's labor report to see CMI data for your site which may aid in the appropriation of therapy hours.
- Only enter projected treatment hours. Do not input indirect time. Non-treatment hours are accounted for through the range of productivity levels.
- Select a productivity percentage that you believe is appropriate and copy the number found in the green row to the Projected Therapy Hours field in the tracker.

*Note: Productivity percentage should be based on historical performance. We assume that even a perfect therapist is not 100% productive, so we have several levels for you to select from.*

<u>Staffing Tool</u>		FTE Requirement for Productivity Benchmark					
		Productivity %	75%	80%	85%	90%	95%
1 FTE = 8 Hours Worked		Adj PT FTEs:	-	-	-	-	-
		Adj OT FTEs:	-	-	-	-	-
		Adj ST FTEs:	-	-	-	-	-
Projected Census <input type="text"/>		Therapy FTEs:	-	-	-	-	-
		Tech/CC FTEs:	-	-	-	-	-
		Total FTEs:	-	-	-	-	-
		FTEs PPD:	-	-	-	-	-
		FTE Converted to Hours Worked Needed					
		Productivity %	75%	80%	85%	90%	95%
Physical Therapy <input type="text"/>		Adj PT Hours:	-	-	-	-	-
Occupational Therapy <input type="text"/>		Adj OT Hours:	-	-	-	-	-
Speech Therapy <input type="text"/>		Adj ST Hours:	-	-	-	-	-
		Therapy Hours:	-	-	-	-	-
		Tech/CC Hours:	-	-	-	-	-
Tech / Clinical Coordinator <input type="text"/>		Total Hours:	-	-	-	-	-
Total Hours		Hours PPD:	-	-	-	-	-
Hours worked PPD			-	-	-	-	-

Click 'Continue' after your information has been entered.

This is page 1 of 3. You must complete all steps in order for your submission to be processed. Please click continue.

Continue

Submit your information by clicking 'Continue' one more time. You are now finished!

This is page 2 of 3. You must complete all steps in order for your submission to be processed. Please click continue.

Continue