



# Workforce Management

## Clairvia Reports

September 24, 2020

There are several reporting options available through Clairvia CVM and Clairvia Web. The most commonly used reports have been identified and explained. Information on any other reports can be found by using the Help option in the associated platform.

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## Clairvia CVM Reports

### Float

- **Float In:** Will display how frequently staff from other units were used on the identified profile.
- **Float Out:** Will display how frequently staff on the identified profile were sent to staff other units.

Float In  
Float Out

### Employee

- **NOTE:** The top four reports are useful when creating a Unit Call Down list.
- **Holiday History:** Displays names of staff who worked holidays. This does not consider staff who were scheduled but did not work the shift. This report can be filtered to view staff who requested holidays off.
- **Absence:** Information regarding how many absences an employee had during an identified time frame. This will also show how frequently an employee had a time variance from the scheduled shift.

Employee Information Detailed
Employee Information
Contact Information Address/Phone
Contact Information Phone/Skill/FTE
Employee Email Accounts
Hours Worked in Alternate Home Profile
Concurrent Jobs
Concurrent Skills
Employee Overtime
Competency Expiration
User Defined Fields
Requests Detail
Absence
Holiday History
Employee Seniority by Skill
Group Definition
Incompatible Employees
Employee Patterns

### Administrative

- **Schedule Data Audit:** This report will provide information about the schedule changes and is useful to review when staff do not show for shift or arrive, but not on the schedule.

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## Clairvia Staffing Views Reports

**Enterprise Staffing View:** Nursing supervisors/House Administrators can generate this report to determine staffing needs across the organization based on patient acuity levels and the skill mix. This will display which staff members have recently floated, as well as those who have been down-staffed. However, this report does not show staff who are on PTO.

<b>Staffing Views</b>
Enterprise Staffing
Who's Here

- **Who's Here View:** A list of time clock punch times for staff captured within 30 minutes of the report being generated. This will show if an employee punched out for lunch, but not back in for instance.

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## Clairvia Web Reports

### Schedule

- **Daily Staffing Board:** Displays who is working on the identified day as well as who has been floated onto the unit
  - The Demand and Outcome option will show staffing needs based on acuity.

Daily Staffing Board
Daily Staffing Board for Demand and Outcomes-driven Acuity
Schedule
Housewide Staffing
Housewide Staffing for Demand and Outcomes-driven Acuity
Group Staffing
Staff Finder
Filled Opportunities

## Demand

- Target/Schedule Analysis: Used to trend staffing requirements based on specific intervals of time, patient events and utilization by skill.
- LOS Analysis by Location: Summary of the Expected LOS compared to the Average LOS
- Census by Hour of Day: Graph view of ADT index to determine movement on unit
- Patient List by Expected Departure: This report will mirror the CareView Dashboard information, assisting Charge Nurses with anticipated patient flow on their unit.
- Patient Events Report: This will display any manually entered Events in Patient Pattern Management during the identified timeframe.

Census by Hour of Day  
 Level Of Care  
 Level of Care by Location  
 LOS Analysis by Location Pattern  
 Patient List by Expected Departure  
 Patient List  
 Pattern Library  
 Manual ADT Activity  
 Total Length Of Stay By Criteria Pattern  
 Target/Schedule Analysis  
 Demand Configuration by Location  
 Patient Events Report

## Acuity

- Acuity Interrater Reliability: Compares the original nurse documentation to the auditor's review.
- Acuity Summary: Graph view of the acuity of patients on the unit for the identified time period
- Monthly Average Acuity: Displays trends for identified months
- Outcome Rating: NOC summary in a Likert display
- Acuity Compliance: Displays number of patients with complete/incomplete assessments and assessments occurring over eight hours of arrival on unit. End of report will show Average/High/Low times for assessment completion.
- Monthly Acuity Audit: Managers can generate to ensure the required monthly audits are being conducted.

ClinDoc Assessment by Patient  
 Patient Acuity Levels By Time Of Day  
 Acuity Compliance  
 Acuity Interrater Reliability  
 Assessment Percent Complete  
 Acuity Interrater Reliability Analysis by Assessor  
 Outcome Rating Summary  
 Outcome Sets  
 Acuity Summary  
 Acuity Validation  
 Monthly Average Acuity Level  
 Monthly Acuity Audit

## Patient Assignment

- Patient Assignment Compliance: Review of number of patients being fully assigned for each patient. The goal is 100%
- Patient Assignment Equitability: View of role and hours to determine fairness of assignments. Closer to 0 is an indicator of fair assignments.

Assignment By Patient  
 Assignment By Caregiver  
 Care Hours by Role  
 Patient Assignment Compliance  
 Patient Assignment Equitability  
 Audit

## Management

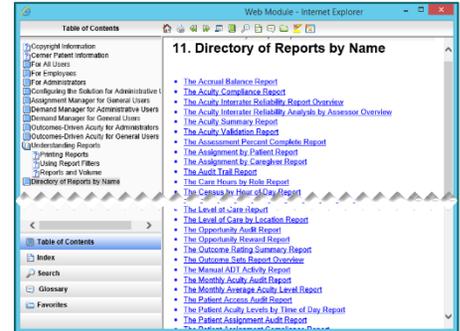
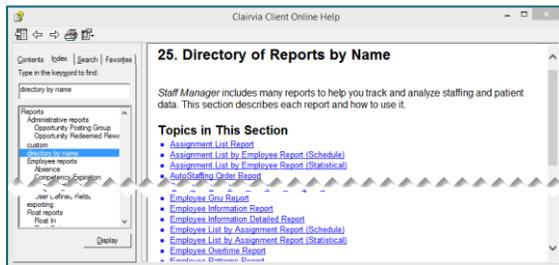
- Staff Utilization: Displays hours Over or Under FTEs, Overtime and Incidental time to consider fatigue management. Use of Travelers is also seen on this report.
- Productivity Paid Hours: Calculations display for all paid hours on the identified unit. These metrics can be used to analyze productivity as well as determine the need for changes to the workload matrix or core coverage numbers.
- Productivity for Demand and Outcomes-driven Acuity: Summary of target hours and average acuity
- Productivity Summary: Executive level staff can request information to be emailed showing productivity by unit
- Staffing Needs: Summary of Consider Me, Schedule Me, Open Shifts and Shift Alerts during the identified time frame

Productivity Report  
 Productivity in Hours by Date  
 Productivity with Payroll Report  
 Productivity for Demand and Outcomes-driven Acuity  
 Productivity Paid Hours  
 Productivity Summary  
 Staffing Needs  
 Position Control  
 Accrual Balance  
 Turnover  
 Shift Swap  
 Opportunity Reward  
 Staff Utilization  
 Consecutive Shifts

## Directory of Reports by Name

### Help Option

- Clairvia CVM and Web will display a list of all reports available and include a hyperlink for more detailed information regarding each report. This will display a sample report.



### Reports Spreadsheet

- Click [this link](#) to view more information about who should be generating each report type and the desired timeframe for creation.