

Lunch & Learn

March 11, 2021

FY22 Budget Process

Today's focus

1. Budget process overview
2. Nursing Specific Timeline
3. Operating budget specifics:
 - Volume/Revenue
 - OTPS
 - Staffing Plan

Housekeeping

- Feel free to type questions in the chat as we go along and we will address them at the end – Kathy Berardi will facilitate

Budget Process Overview

January – Operating Budget kicks off

February – Volume assumptions are worked on, New programs/Initiatives are identified, Staffing Plan assumptions are reviewed/approved

March – Volumes finalized, New programs are finalized, FTE by officer are decided, Staffing Plans go out to Directors/Managers

Budget Process Overview

April – Staffing plans reviewed w Directors/Managers, FTE's are finalized within Nursing and turned into Fiscal, Strata opens for FTE and OTPS input (into early May)

May – Strata closes, Draft completed budget goes to the officers for review

June – Final budget is presented to Dr Dewan, UHGC and finally, Finance Committee

July 1, 2021 – new fiscal year starts!

Nursing Specific Timeline (tentative)

2/25/21 – Staffing Assumptions presented and approved at CNOCab

3/26/21 – Preliminary Staffing plans complete

3/31/21 – Preliminary staffing plans distributed to Directors/Managers

4/1 – 4/9/21 – Meetings with Directors/Managers to review staffing plans and update as needed

4/12 – 4/16/21 – CNOCab to review final staffing plans and make any final adjustments needed to meet the approved FTE for Nursing

4/22 – 5/4/21 – Strata is open for input – FTE's and OTPS

- Managers – 4/22 – 4/27/21

- Directors – complete review/approval by 4/29/21

- NBO – complete review by 5/3/21

- Nancy Page – submits final Nursing budgets on 5/4/21

Volume/Revenue

Things to keep in mind:

- Both volumes and revenue will be projected for you; you are not expected to make any changes to these sections.
- Historical data will also appear so you are able to see how the projection compares to prior years.
- If there is a number in either section that doesn't look right reach out to me and we will contact Fiscal together.

To prepare ahead of time:

- Have your June 2020 and/or January DOSS reports handy in order to check that volumes and revenue align with what you see month to month on these reports.

OTPS budget

Things to keep in mind:

- OTPS will be projected for you (based on the last 7-8 months of ACTUAL spend) – you will review to see if the dollars are sufficient or need to be adjusted
- Historical data will also appear so you are able to see how the projection compares to prior years.
- OTPS detail supporting the number projected is also provided in Strata – please be sure to review this.

To prepare ahead of time:

- Have your January DOSS report handy and know what is in each category (you can also have the OTPS detail reports printed for each month)
- Run your ICBM Report from Business Objects for the last 12 months – this report will help you with the Medical Supplies line

Staffing Plan

Things to keep in mind:

- All departments that report through Nursing will have a Staffing Plan prepared by NBO.
- Staffing plans are split into 4 files – UH Inpatient, UH Non-Inpatient, CH Inpatient, CH Non-Inpatient; each department will have a “SP” and “Strata” tab for their area
- Staffing plans are either built on a set of inputs (inpatient/EDs areas) or will be assumed at the current staffing plan level in Position Control (Admin and Non-inpatient areas).
- Staffing Plan inputs – Bed count/Visits, MFC, ADT, SACO/SUWA and Action OI 50th data
- Areas that use a Float Pool – 9.5% is given to the Pool to derive the FTE for the Pool; 10.5% stays on the unit

Staffing Plan

Things to keep in mind:

- Staffing Plan template sections
 - Unit Input/Assumptions
 - Calculations (for HPPD using Action OI)
 - Workload Planner
 - **Position** Results (will compare to FY21 Staffing Plan in PC) –
- Strata tab
 - Formula-driven; will pull over the numbers needed from the Staffing plan tab
 - Calculates the **Paid FTE's (Funded FTE)** for your account (to include OT, Temp Agency, Float Pool staff floating in, SACO/SUWA
 - Compares to the Fiscal Opening FTE – will tell us if we are going up or down compared to the number projected by Fiscal (actual FTE's from Jul-Feb)

Staffing Plan

To prepare ahead of time:

- Review the staffing plan template
- Review your current Staffing Plan (from PC), by title
- Review the SACO/SUWA report – projection will come from the actual FTE's used and will calculate into your Indirect HPPD and is part of your Total HPPD
- Review the latest Action OI report for your area – a four-quarter average of the 50th HPPD will be used to calculate your HPPD/positions
- Review you DOSS reports, especially for OT/Recall usage (for the Strata tab) and Temp Agency/TN usage
- A Vacancy Factor will (likely) need to be applied to the Funded FTE (Strata tab) – funding for less than 100% of positions/FTE's –based on certain level of vacancies/turnover and to meet the approved FTE for Nursing (without sacrificing positions).

Look at the Staffing Plan Template

Recap

After Budget Process

Monitoring of reports:

MTD Report

NS Productivity Report

Pay Period Report

DOSS reports

SACO/SUWA Report

THANK YOU!

Call or email anytime with questions:

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