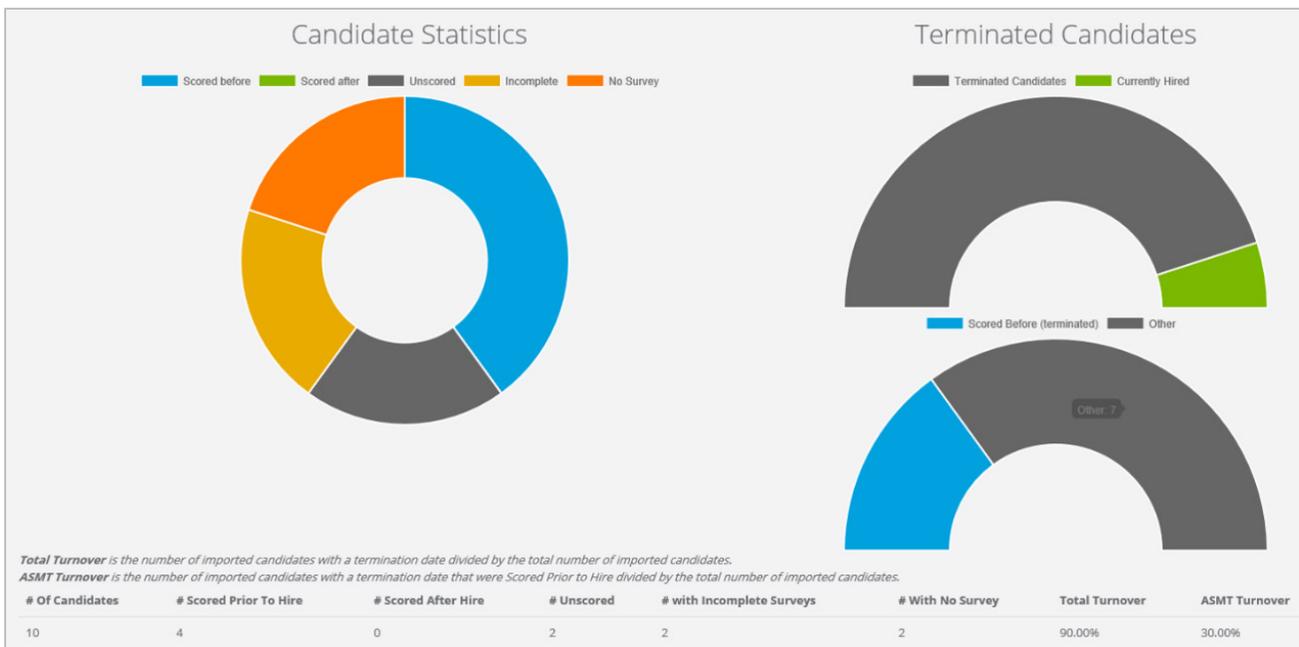


Feature Overview

Turnover Summary Report

As much as you love your personnel and hope they pledge unwavering loyalty to your organization, employee turnover is something we still, unfortunately, must occasionally deal with.

To this effect, HealthcareSource Staff Assessment now includes Turnover Summary reporting capabilities. With this report, your organization receives a clear picture of how many employees are staying, how many are going, and can help you determine if there's any correlation of these departures with their Staff Assessment survey results.



What is it exactly?

The Turnover Summary Report summarizes turnover data, imported via an Excel spreadsheet, to allow you to quickly view your employee retention and turnover criteria. In addition to the visual display, the report also generates a downloadable spreadsheet containing all the turnover data for each employee. This spreadsheet also includes employees' Staff Assessment survey scores to allow further analysis, enabling you to examine any potential correlations between Assessment scores and retention data (among other things).

This report, when examined with its exported Staff Assessment survey scores, can be used to show utilization of the Staff Assessment system during the hiring process, and any potential correlation between survey scores and staff retention.

How do I use it?

Once the feature has been activated, users complete the report generation process from the *Reports* page. After uploading a spreadsheet file containing your employee turnover data (in .csv format) and mapping column headings to field names, the data is processed.

A report can be generated after quickly and easily assigning your field names.

| SAVE TO: | **Full Name** | Job Title | Employee Number (id) | Status |
|----------|--------------------|---------------------------|----------------------|--------|
| HEADER: | LNAME | JOB DESCRIPTION | EMPNO | |
| 1. | Sample, Sally | Environmental Technician | 76763 | |
| 2. | Hunt, Jones | Patient Food Service Asst | 76781 | |
| 3. | Candidate, Allison | Business Intel Developer | 76758 | |
| 4. | Jones, Anne | Security Officer | 76784 | |
| 5. | Sample, Sample | Food Service Supervisor | 76789 | |
| 6. | Buzarakos, Jason | Clinic Coordinator 2 | 76770 | |
| 7. | Fusee, Bethany | Clinic Coordinator 2 | 76747 | |
| 8. | Lynch, Paul | Support Associate | 76784 | |
| 9. | Sample, Jason | Gift Shop Sales Associate | 76781 | |
| 10. | Harmon, Cindy | Phlebotomist | 76769 | |

| File Name | Total Rows | Processed | Uploaded at | Processed File | Status | Summary |
|-------------------------------|------------|-----------|---------------------|----------------------------|----------------------------|--------------------------|
| PB Healthcare Turnover.csv | 10 | 10 | 2017-07-07 07:55:09 | roi_data_595f769d3842a.csv | roi_data_595f769d3842a.csv | Saved Process file first |
| import_retention_template.csv | 3 | 3 | 2017-07-17 09:59:34 | roi_data_596cc2c680d9a.csv | roi_data_596cc2c680d9a.csv | Generate Summary |
| PB Healthcare Turnover.csv | 10 | 10 | 2017-07-17 10:12:09 | roi_data_596cc5b99c7fd.csv | roi_data_596cc5b99c7fd.csv | Saved Generate Summary |

After these simple steps, your turnover summary report is available from the *Import Status* page. There are two methods of viewing this information. Clicking **Generate Summary** displays the report on-screen within Staff Assessment. Alternately, clicking the .csv file link under the *Status* column lets you download a spreadsheet containing more detailed Staff Assessment data, including each employee's assessment survey scores.

The Fine Print

Nothing to worry about, just some of the finer details you should be aware of regarding this feature.

- The Turnover Summary report is available free of charge for all existing HealthcareSource Staff Assessment users.
- The ability to generate these reports is controlled by a user-level permission setting. Before activating this feature, it may be helpful to know beforehand which members, departments, and/or facilities within your organization would benefit from this report.
- To activate this feature in your organization, please reach out to a HealthcareSource Support specialist by calling (800) 869-5200 or emailing hsasupport@healthcaresource.com.