How to Run the Report

The Employee Productivity Report pulls productive hours worked for visit and non visit codes. The visit status code must be setup as Real Visit = Yes and the non visit code must be setup as Productive Time = Yes. Some non visit codes will get pulled regardless of the setup – ex. Travel time always gets pulled. This report will pick up visit assessment status incomplete, completed, locked and locked+chg.

This report works best when you assign productivity units to visit codes (Codes > Program Related Codes > Visit Status Codes). These units are used to help determine a comparable workload for a specific time period. An example of productivity units is marking the more complex visits with a unit higher than 1.0 to indicate a longer visit time.

From Barnestorm Office click on **Reports > Employees > 02.42 Employee Productivity Report**.

- From and Thru dates = visit date or non visit date.
- Program(s), Employee(s) = Filter which visit/non visits to pull.
- Use Assessments and Non-Assessment Visits = Check this box if your agency uses Point of Care to enter assessments.
- Use Visits Only = Check this box if your agency does NOT use Point of Care to enter assessments.
- Contract Employees = Check if you want to include contract employees. These employees are setup in Codes> Other Basic Codes > Employees with the Vendor field starting with **.
- Agency Employees = All noncontracted employees.
- All Employees, RN, PT, etc. = Filter which disciplines you want to select.
- Apply Program(s) Filter to the Employee Program Number = Check this if you want to combine all of each employee's time into their home program number, which is listed under Codes > Other Basic Codes > Employees.

- Exclude NonVisit Time = Check to exclude any non visit time entries from the time sheet.
- Use NonVisit Time Units = Uses the point system based out of Barnestorm Office > Codes > Program Related Codes > Non Visit Time> Pay Rate.
- Include Miles =Check this box to include mileage entered into the time sheet.
- Target points per week = The number of weekly productivity units to score the percentage in the report.

How to Read the Report

- Employee = Employee number and name.
- Pg = Program number.
- Visit Type = Visit status code description or the non visit code description.
- Count = The number of entries for the Visit Type.
- Points = The productivity unit scale listed under Codes > Program Related Codes > Visit Status Codes.
- Score = Multiply the Count by Points.
- Hours = Total hours for that visit or non visit code.
- % = See the detailed description below on how we pull this information.

How the % is calculated:

We use the score from the report and divide it by the target points to get the relative productivity measures.

To get the actual Target points when report is ran + / - 7 day increments

Target points * number of days ranon report / 7 (days in a week)

Example: 30.00 Target points x 29 days (Feb 1 – 29) divided by 7 days

This number will be your new target number

To get the percentage

Score from the report divided by the target = % on the report