

2005 CNA Turnover Report

The calculation of CNA annual turnover is the total number of CNA terminations divided by the average number of CNAs.

Indicate the **average number of CNAs** on payroll and **number of CNA terminations** on the last day of the month:

January	February	March	April	May	June
Average: _____	Average: _____	Average: _____	Average: _____	Average: _____	Average: _____
Terms: _____	Terms: _____	Terms: _____	Terms: _____	Terms: _____	Terms: _____
July	August	September	October	November	December
Average: _____	Average: _____	Average: _____	Average: _____	Average: _____	Average: _____
Terms: _____	Terms: _____	Terms: _____	Terms: _____	Terms: _____	Terms: _____

For annual calculation, add all average #s of CNAs above: _____

Divide by 12: _____ = average # of CNAs⁽¹⁾

Total number of 2005 CNA terminations (Total from January-December): _____⁽²⁾

Total number CNA terminations divided by average # CNAs: _____ = annual turnover (%)

⁽¹⁾ Example: Total number of CNAs on the last day of every month looked like this:

$$51 + 56 + 46 + 55 + 47 + 51 + 53 + 43 + 58 + 49 + 55 + 52 = \underline{616 \text{ CNAs}}$$

$$12 \text{ months} = 51.33 \text{ average \# CNAs}$$

⁽²⁾ Termination = an employee departure, either due to firing or quitting, whereby the employee receives a final paycheck. Example: 10 + 5 + 4 + 5 + 7 + 1 + 3 + 8 + 8 + 9 + 5 + 2 = 67 CNA terminations

Places to collect the data: Oftentimes the organization has a separate form that must be completed for each termination. The payroll reports also may list terminations. The average number of CNAs at the end of every month can be calculated by counting the CNAs on the payroll report.

If total number of annual CNA terminations is 67, divide 67 terminations by 51.33 (average number of CNAs) to calculate turnover rate of 1.305 or 131%.

Name of Nursing Home: _____

Completed By: _____

Phone: _____

E-Mail: _____

Please submit report by the 5th of each month to:
Joe Bestic, NHA, BA, HSAG Clinical Quality Specialist
jbestic@azqio.sdps.org or fax to 602.241.0757

Final 2005 report due January 13, 2006

2005 CNA Turnover Report

Frequently Asked Questions (FAQs):

1. What about CNA agency staff? Do they count in any of the calculations?
 - No. Agency CNAs are not on staff and, therefore, are not included.

2. Why does a part-time or per diem CNA count equally as a full-time CNA termination?
 - The calculation is a measurement of all CNA turnover, regardless of their employment status.

3. What about a CNA who changes his/her job title or becomes an LPN and stays in the organization? Does that count as a termination?
 - No. Do not count this individual as a termination.

4. What if a CNA works at two facilities owned by the same corporation and leaves one of the facilities but stays at the other?
 - The CNA would be coded as a termination by the facility he or she departed.

5. What if a CNA cuts his/her hours from full-time to per diem? Does that count as a termination?
 - No. They are still employed by the facility.

6. What about an employee who goes on unpaid leave or who is still employed but did not work any hours in the month or pay period?
 - They are still employed and would continue to be included in the denominator.

7. What if an employee leaves (termination) and then is re-hired 3 weeks later?
 - This employee would count as a termination for consistency in data collection.

8. If a home has 30 budgeted CNA positions but only 25 of the positions are filled, is the average number of CNAs 25 or 30?
 - 25 is the average number of positions.