Workforce Survey Workbook – User Manual

This manual provides instructions for completing the Workforce Survey Workbook. It explains the purpose of the survey, how to enter information on each sheet, and submission requirements. The workbook may be completed using Microsoft Excel or Google Sheets.

1. Workbook Overview

The workbook consists of three sheets, each serving a unique purpose to guide providers through accurate and complete data entry:

Sheet Name	Purpose
Instructions	Overview of the survey, participation guidance, and key reporting notes.
2026 Workforce Survey	Main data entry sheet for workforce information by job category and service type.
Definitions	Job definitions and clarifications to ensure consistent reporting.

2. Instructions Sheet

The Instructions sheet outlines who should complete the survey and provides important notes before entering data.

All Kansas aging-service organizations should complete the survey, including:

- Nursing Facilities and/or Nursing Facilities for Mental Health
- Long Term Care Units of Hospitals
- Assisted Living and/or Residential Healthcare Facilities
- Home Plus and/or Boarding Care Homes
- Hospice (serving patients 65+)
- Home Health (serving patients 65+)
- Programs of All-Inclusive Care for the Elderly (PACE)

Key points:

- Review the entire Instructions sheet before beginning.
- In the Provider Type field on the '2026 Workforce Survey' tab, list all services provided, separated by commas.
- Corporations should list all DBAs (Doing Business As) and aggregate data across all buildings by license type.
- Include all paid employees (full-time, part-time, per diem, and PRN).
- A separation includes any voluntary or employer-initiated termination, including retirements or deaths.

3. 2026 Workforce Survey Sheet

This is the primary data entry area of the workbook. Only complete the sections corresponding to the license types held by your organization.

Top Section – Provider Information:

Field	Description
Provider Name (DBA)	Enter the facility or DBA name. Corporations may submit aggregated data for multiple DBAs.
Provider Type	Enter all services your organization provides (e.g., Nursing Facility, Assisted Living, Hospice). Separate multiple services with commas.
Contact Name / Email	Enter the name and email of the person responsible for completing the survey.
Counties Served	List all Kansas counties served across all licensed services, separated by commas.

Below the provider information section, each service type has a table where workforce data should be entered by job title.

For each job title, fill in the following columns:

- FTEs on September 30 – Active full-time equivalent positions.
- Number of Employees (Headcount) – Number of individuals employed.
- Number of Contract Employees – Contracted or agency staff counts.
- Vacant FTEs – Budgeted full-time equivalent positions currently unfilled.
- Vacant Positions – Total number of open positions.
- Separations (Oct 1, 2024 – Sept 30, 2025) – Employees who left the role during the year.
- Average Hourly Rate (Full-Time Staff) – Average pay rate for directly employed staff.
- Average Hourly Rate (Agency/Contract Staff) – Average pay rate for contract staff.
- Employee Vacancy (%) – Auto-calculated vacancy rate, if applicable.

Tips:
- Enter data only in the gray input cells.
- Do not overwrite formula or protected cells.
- Leave blank cells if no data applies.
- Skip sections not applicable to your license type.

4. Definitions Sheet

The Definitions sheet provides SOC job codes, categories, and explanations for each role. Use it to verify which job title aligns with your staff positions.

Columns include:
• SOC Job Code – The standard occupational classification code.
• Category – Job family or department.
• SOC Definition – The federal definition for the role.
• Common State/Federal Explanations – Kansas-specific or regulatory clarifications.
• Notes – Additional clarification where needed.

5. Submitting Your Completed Workbook

1. Save the completed workbook using the format: [OrganizationName]_WorkforceSurvey2026.xlsx
2. Review all entries for accuracy.
3. Submit your completed file by email or form upload as directed.

Submit to:

• Kylee Childs – Director of Government Affairs (kylee@leadingagekansas.org)

• CC: workforce@leadingagekansas.org

6. Support

For questions, assistance, or clarification on how to complete the workbook, contact LeadingAge Kansas at:

Email: workforce@leadingagekansas.org
Website: www.leadingagekansas.org