

DRAFT

September 3, 1998

Human Resources

Data Elements

XI. HUMAN RESOURCES DATA ELEMENTS [Data reported once but may be corrected as needed.]:

Item	FN-11	Source	Other	← ----- Committee Recommendation ----- →	
#	Data Element	Document	Name	Definition	Workgroup Comments
1	Organization Identifier	EE #34 FN-10 p.149		Federal ID Number or Nation Provider ID Number	Linkage
2	Provider Identification	EE #35 FN-10 p.132		Federal ID Number or Nation Provider ID Number	Linkage
3	Staff Unique ID	FN-10 p.70	Staff/ record identifier	A unique identifier that corresponds to a staff member independent of the organization reporting. May be same as Provider ID	Linkage
4	Staff's Date of Birth	FN-10 p.70		The staff member's date of birth. (mm/dd/yyyy)	Staff analyses; client-staff match/appropriateness issues
5	Staff's Gender	FN-10 p.70	Sex	The staff member's gender. (male/female)	Staff analyses; client-staff match/appropriateness issues

6	Staff's Ethnicity (Check all that apply)	FN-10 p.70	Race	The US Census definition. American Indian/Alaskan Native Asian or Pacific Islander Black/African American White Other	Staff analyses; client-staff match/appropriateness issues
7	Staff's Hispanic Origin	FN-10 p.71		The US Census definition. Hispanic origin Not of Hispanic origin	Staff analyses; client-staff match/appropriateness issues
8	Date of employment/ affiliation	FN-10 p.71		The most recent date when current employment or affiliation with this organization began. (mm/dd/yyyy)	

Item	FN-11	Source	Other	←----- Committee Recommendation -----→	
#	Data Element	Document	Name	Definition	Workgroup Comments
9	Discipline/ Training/ Profession	FN-10 p.71		The staff member self-selects one category that best reflects the major discipline, training, or occupation for which they have been trained or hired:	Resource allocation

	Psychiatrist	
	Other physician	
	Psychologist	
	Social worker	
	Clinical mental health counselor	
	Substance abuse counselor	
	Other mental health professional	
	Mental Health worker with less than a bachelor's degree	
	Registered nurse	
	Licensed practical or vocational nurse	
	Vocational rehabilitation counselor	
	Schoolteacher	
	Activity therapist (e.g., art, music, dance , recreational, or occupational therapist)	
	Public, hospital, or business management/ administration	
	Speech therapist	
	Dietician	
	Pharmacist or assistant	

				Dentist or dental assistant Other physical health professional or assistant Medical records administrator or technician Other worker (support, maintenance, administration)	
10	Highest degree/ education level	FN-10 p.72	Highest degree/ education level as of date of report	The staff member's education level as of the reporting date. Less than high school diploma or GED High school diploma or GED Some college Associate degree Bachelor's degree Master's degree Doctorate (e.g., M.D., Ph.D., Sc.D., J.D., Ed.D., D.O.)	Appropriateness; standards

Item	FN-11	Source	Other	←----- Committee Recommendation -----→	
#	Data Element	Document	Name	Definition	Workgroup Comments
11	License/	FN-10 p.72		Licensed to practice in this profession:	

	certification			<p>in this State (yes/no)</p> <p>in another State (yes/no)</p> <p>in another country (yes/no)</p> <p>If a physician:</p> <p>board certified in specialty (yes/no)</p> <p>Not applicable</p>	
12	Employment/ affiliation status	FN-10 p.73	Employ- ment/ affiliation status with this organization	<p>The staff member's employment/affiliation status within the organization:</p> <p>Salaried, payroll employee (full or part time)</p> <p>Paid under contractual arrangement</p> <p>Student, trainee, resident, intern</p> <p>Volunteer</p> <p>Attending</p>	
13	Languages other than English	FN-10 p.74		<p>The staff member selects the primary language, other than English, the staff member can use for communication in service delivery.</p> <p>Spanish</p> <p>Sign</p> <p>Other</p>	

14	Percent of full time equivalents	Workgroup		Percent of employee's full time (2030 hours/year) s/he works for this employer/organization	
15	Separation date	FN-10 p.75		If applicable, the month during which the relationship/affiliation between the individual and the organization was terminated.	