

## MIECHV & HOPES Workforce Report Guide



This guide provides an overview of information present on the MIECHV Staff Profile environments in DAISEY.

The Iowa Workforce Report allows family support professionals and program managers to view the workforce demographics pulled from the MIECHV Staff Profile environments in DAISEY. The report provides a list of employees funded under the home visiting grant along with their position category, FTE, planned caseload capacity, email address, current age, home visitor certification date, months employed, and position hire date. Also included in the Position Category dashboard of the report is the total FTEs and a breakdown of the workforce by position category with number and percentage.

### Workforce Dashboard

Reflects individual level data entered on MIECHV Staff Profiles.

### Report Filters

Parameters will be applied to each dashboard when modified (Figure 1). Users will only be able to access data according to their access assignment(s) in DAISEY. The following filters and parameters can be used to change the data displayed in the report. Report filters allow the report to be refined based on the following categories: date, grantee, organization, position category, model, gender, race, ethnicity, highest level of education, languages spoken, and funding source. All filter data points are taken from the data entered on the MIECHV Staff Profile.

Start Date	End Date	Grantee	Organization	Position Category	Model
10/1/2022	9/30/2023	(All)	(All)	(All)	(All)
Gender	Race	Ethnicity	Highest level of education	Languages spoken	Funding source
(All)	(All)	(All)	(All)	(All)	(All)

Date Parameters are based on the employment start and end dates entered on the FSSD Staff Profile. The date range will show anyone who was employed during the range. Dates will default to the current fiscal year.

**\*To see everyone who was employed as of a specific date, the start and end dates should both reflect the desired date.**

Grantee allows selection of one or more DAISEY grantees, with access limited to only grantees assigned to the DAISEY user.

Organization allows selection of one or more DAISEY organizations, with access limited to only organizations assigned to the DAISEY user.

## Report Table Definitions

Name reflects what was entered onto the Environment Name field on the FSSD Staff Profile.

Position Category field has three options: Supervisor, Home Visitor, and Other. These options were influenced by reporting needs and chosen by Iowa Health & Human Services.

FTE represents the full-time equivalent of the employee. This entry should reflect the FTE stated in the organization's contract. Full-time employees would be represented by 1.0. Part-time employees should be reflected by an appropriate decimal number of less than 1.0 based on number of hours worked. When an employee serves an organization in multiple roles, they should have a separate entry for each role. For example, if an employee is .5 FTE home visitor and .5 FTE supervisor, that would indicate the need for two environment forms to be created for that employee.

Planned caseload capacity reflects the planned caseload capacity in accordance with the grant.

Age is calculated from the birthdate entered on the profile.

Home visitor certification date reflects the date entered on the profile. NULL values will appear when no date has been entered.

Months employed is calculated from the position hire date entered on the profile, which should reflect the employee's first day in the position.

DAISEY ID is available if the cursor is hovering over the blank space at the far right of the report. It reflects the ID that DAISEY automatically assigned to the MIECHV Staff Profile environment when it was created.

## Position Category Dashboard


This dashboard reflects the position category breakdown by number and percentage. It also displays the total number of FTEs as well as a breakdown of the "Other" category selections.

## Report Filters

Parameters will be applied to each dashboard when modified (Figure 2). Users will only be able to access data according to their access assignment(s) in DAISEY. The following filters and parameters can be used to change the data displayed in the report. Report filters allow the report to be refined based on the following categories: date, grantee, organization, position category, model, gender, race, ethnicity, highest level of education, languages spoken, and funding source. All filter data points are taken from the data entered on the MIECHV Staff Profile.

Workforce | Position Category

### Workforce Report



Start Date	End Date	Organization	Position Category	Model	
7/1/2023	6/30/2024	(All)	(All)	(All)	
Gender	Race	Ethnicity	Highest level of education	Languages spoken	Funding source
(All)	(All)	(All)	(All)	(All)	(All)

Dashboard represents total FTE based on the filters selected as well as total workforce numbers based on Position Category field selection and a breakdown of the “Other” category selections (Figure 3).

