

Clairvia Web Update: New Schedule Coverage Report

WHEN: Effective Immediately

WHERE: The change will affect the following venue(s):

- Acute/Inpatient (to include ED & Peri-Op)

At the following NLH Member Organization(s):

- All NLH Member Organizations, including NLH Mayo Hospital

WHO: The change will affect the following staff at the above noted locations:

- House Supervisors
- Nurse Managers/Assistant Managers
- Nursing Leadership

WHAT: **Schedule Coverage Report**

- The addition of the **Schedule Coverage Report** will allow Nursing Leadership and Nurse Managers to view staffing on one single report for the entire facility.

WHY:

- Nursing Leadership has requested to see daily house-wide staffing to determine unit needs. The report will show if staffing is on target or if a unit is short-staffed and needs more help.

HOW: **Schedule Coverage Report**

Running the Report

- Sign into Clairvia Web
 - Select **Reports** → **Report**.



Schedule → **Schedule Coverage**

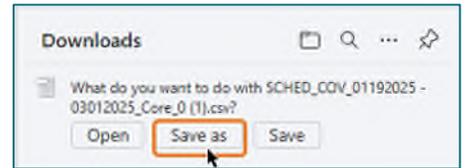
- Selection Criteria

- Select the appropriate **Service Line(s)**, **Facilities**, and **Profile(s)/Unit(s)**.
- Select the **Shift Category** and **Shift Category Partition(s)** for reporting.
- Select the **Global Skills** to include in the report.
- Select the **Start Date** and **End Date**.
- Select the **Coverage Option**.
 - Report on Over Coverage Only
 - Report on Under Coverage Only
 - Report on both Over and Under Coverage
- Select the method for calculating the report target with the **Compare Staff Count to** dropdown.
 - Options: Core Coverage (ADC Target) or Workload Planner (Staffing Grid Target)
- Enter a variance value in the **Report if variance is greater than** field.
 - This can be a number with up to two decimal places.



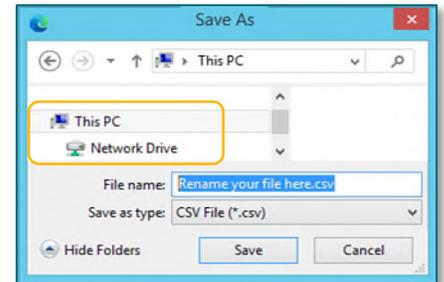
- Select **Run Report**.

- Click **Save As** on the download pop-up.
- Select **This PC** and navigate to the destination folder.



NOTE: It is recommended to select a folder on the network drive.

- Rename the file, removing brackets [] and special characters.
- Select **Save**.
- Navigate to the destination folder to open the file.



NOTE: It is recommended to save csv files as Excel upon opening.

- Default File Name Format:

- **SCHED_COV_[Start Date] – [End Date]_[Report Target]_[Variance Value].csv**

- Sample Report Output:

	A	B	C	D	E	F	G
1	PROFILE	8/25/2024 RN	8/25/2024 NT	8/26/2024 RN	8/26/2024 NT	8/27/2024 RN	8/27/2024 NT
2	3 North_0700-1900			-1.33	-0.33		1
3	4 South_0700-1900			-2			-2
4	6 West_0700-1900			1			-1
5	Total_0700-1900			-2.33			-2
6	3 North_1900-0700	-1	-1	-3			1
7	4 South_1900-0700			-1			1
8	6 West_1900-0700			-1			-2
9	Total_1900-0700		-1	-5	-2		0

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