

Trinity County Productivity Cheat Sheet

Everything a Provider needs to know in just one page to achieve their goal of 60% productivity!

May 1, 2018

- The standard and the expectation @ TCBHS is that each provider staff will generate 60% of their paid time with billable activity.
- A full-time employee is paid 2080 hours per year, and 60% means an employee will bill for 1248 hours each year to meet their goal.
- This formula still leaves 832 of paid time for vacations, sick leave, holidays, trainings, jury duty and meetings when there is no need to generate any billing.
- After we subtract out 50 days for time off including vacations, sick leave, holidays and training, and 104 days for week-ends, there are still 211 workdays left in a year.
- In order to produce 1248 hours of billable time in 211 days, the employee will need to generate 355 minutes each 8-hour day.
- This basically boils down to having six one-hour sessions each working day.
- Our “No Show” dashboard reveals that about 10% of our scheduled consumers do not make their appointments.
- In order to account for this fact, providers really need to schedule seven one-hour sessions each day knowing that there will be a free hour somewhere in the schedule, but not knowing exactly when in the day this opening will happen.
- If by chance all seven come, that is a bonus, because there will be days when there will be two or three “no shows”.
- The only possible way a provider can meet this goal is to have a minimum of 35 active cases, or a willingness to take on new assessments regularly to fill these time slots.
- Another way of saying this is that in order to have seven scheduled hours of time each day during a five-day work week, is to have 35 consumers in which to schedule.
- The exception of course is to do longer sessions, as in groups, travel time to a consumer’s home or school, Case management that is longer in duration or schedule in two-hour intakes regularly.