

## PARTICIPANT HANDOUTS

# CHAMPS HOW TO COMPLETE THE 2024 SALARY SURVEY TOOL WEBINAR



### **PRESENTER**

Andrea Martin, Workforce Development & Member Services Director  
Community Health Association of Mountain/Plains States

### **LIVE BROADCAST DATE/TIME**

Thursday, March 14, 2024

12:00-1:30PM Mountain Time / 1:00-2:30PM Central Time

### **TARGET AUDIENCE**

Region VIII health center and Primary Care Association staff responsible for working on the 2024 Region VIII Health Center Salary, Benefits, Turnover, and Vacancy Survey.

### **EVENT OVERVIEW**

This 90-minute webcast will provide information and tips to help Region VIII health centers submit data for the 2024 Region VIII Health Center Salary, Benefits, Turnover, and Vacancy Survey. CHAMPS will review both the survey instructions (PDF) and the survey tool (Excel), emphasizing key instructions while highlighting new 2024 features and addressing common errors. The presentation will be recorded for future reference.

### **EVENT RECORDING**

This event will be archived online. The recording will be posted as soon as possible after the live event and will be available throughout the data collection period for this survey. For information about all CHAMPS archives, please visit <https://champsonline.org/events-trainings/distance-learning/online-archived-champs-distance-learning-events>.

### **SUPPLEMENTAL MATERIALS**

- Survey Tool: <https://champsonline.org/assets/files/Docs/2024-CHAMPS-RVIII-SalarySurveyTOOL.xlsx>
- Survey Instructions: <https://champsonline.org/assets/files/Docs/2024-CHAMPS-RVIII-SalarySurveyInstructions.pdf>
- Handouts: <http://champsonline.org/assets/files/Events/DistanceDocuments/SSHowTo-March2024-ParticipantHandouts.pdf>
- Event Evaluation: <https://www.surveymonkey.com/r/2024HowToEval>

### **HANDOUT CONTENTS**

Page 2: Description of CHAMPS, Speaker Biography, Related CHAMPS Resources

Pages 3-7: Slides

## **DESCRIPTION OF CHAMPS**

Community Health Association of Mountain/Plains States (CHAMPS) is a non-profit organization dedicated to supporting all Region VIII (CO, MT, ND, SD, UT, and WY) federally-designated Community, Migrant, and Homeless Health Centers so they can better serve their patients and communities. Currently, CHAMPS programs and services focus on education and training, collaboration and networking, workforce development, policy and funding communications, and the collection and dissemination of regional data. Staff and board members of [CHAMPS Organizational Members](#) receive targeted benefits in the areas of business intelligence, networking and peer support, recognition and awards, recruitment and retention, training discounts and reimbursement, and more. **For over 35 years, CHAMPS has been an essential resource for Community Health Center training and support!** Be sure to take advantage of CHAMPS' programs, products, resources, and other services. For more information about CHAMPS, please visit [www.champsonline.org](http://www.champsonline.org).

## **SPEAKER BIOGRAPHY**

Ms. Martin has worked with CHAMPS for almost 20 years, developing, presenting, and coordinating educational events for human resources and other staff members at community, migrant, and homeless health centers across Region VIII (CO, MT, ND, SD, UT, and WY). Additionally, she oversees the collection and analysis of a wide variety of health center workforce metrics to assess the environment of the region, support health center efforts to improve recruitment and retention programs and financial performance, and guide future CHAMPS support programs. Prior to joining CHAMPS, Ms. Martin provided educational programming for a variety of non-profit institutions in the Denver area, including the Denver Museum of Nature and Science and the Downtown Aquarium. She has a Bachelor of Arts degree from Luther College in Decorah, Iowa, with a Certification in Museum Studies.

## **RELATED CHAMPS RESOURCES**

- CHAMPS Region VIII Health Center Salary & Benefits Survey Reports:  
<https://champsonline.org/resources/publications-e-communications/champs-publications#salary>
- CHAMPS Region VIII Health Center Salary Survey Companion Reports – Clinical Staffing, Provider Productivity Expectations, and Workforce Metrics:  
[https://champsonline.org/resources/publications-e-communications/champs-publications#staffing\\_expectations](https://champsonline.org/resources/publications-e-communications/champs-publications#staffing_expectations)
- CHAMPS Recruitment and Retention Resources:  
<https://champsonline.org/resources/rrresources>
- CHAMPS Job Opportunities Bank:  
<https://champsonline.org/job-bank>
- About the CHAMPS Workforce Development Program:  
<https://champsonline.org/about/workforce-development>

**2024 Region VIII Health Center  
Salary, Benefits, Turnover, &  
Vacancy Survey**



**C**ommunity  
**H**ealth  
**A**ssociation of  
**M**ountain/  
**P**lains  
**S**tates

*How to Complete the  
2024 Salary Survey Tool*  
Distance Learning Event

**Thursday, March 14, 2024**

12:00-1:30PM Mountain Time  
1:00-2:30PM Central Time

*Thank you for joining us!  
The event will begin shortly.*

**Presented by:**

Andrea Martin, CHAMPS Workforce Development & Member Services Director  
[andrea@championline.org](mailto:andrea@championline.org)

*This event is being recorded. Participants will be joined in listen-only mode.*

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*Audience Question*

How many people  
are watching this event at  
your computer  
(including yourself)?

*Use the Q&A feature to reply.*

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## 2024 Salary Survey Advisory Committee

<b>Ann O'Neal</b>	Uncompahgre Medical Center	CO
<b>Anna Smith</b>	Montana Primary Care Association	MT
<b>Jamie Dixon</b>	Partnership Health Center	MT
<b>Jessica Weber</b>	Horizon Health Care, Inc.	SD
<b>Kila Shepherd</b>	PureView Health Center	MT
<b>Kirk Hindoien</b>	Alluvion Health	MT
<b>Maddox Ormiston</b>	Association for Utah Community Health	UT
<b>Megan Neuf</b>	Association for Utah Community Health	UT
<b>Megan Hansen</b>	Wyoming Primary Care Association	WY
<b>Michelle Gable</b>	Wyoming Primary Care Association	WY
<b>Mickayla Walters</b>	Colorado Community Health Network	CO
<b>Samantha McGregor</b>	Family HealthCare	ND
<b>Sarah Macrander</b>	Colorado Community Health Network	CO
<b>Shelly Hegerle</b>	Community HealthCare Association of the Dakotas	ND
<b>Shlisa Hughes</b>	Association for Utah Community Health	UT
<b>Stephanie Grover</b>	One Health	MT

*With additional input from Alfonso Baroz (Valley-Wide Health Systems, Inc., CO), Eileen Squires (Pueblo Community Health Center, CO), Tara Bly and Team (Salud Family Health, CO), Andrea Martin, Jen Anderson, and Kayla Evans (CHAMPS), and Sonia Handforth-Kome, Robyn Weiss, and Noomi Odabashian (Northwest Regional Primary Care Association/NWRPCA).*

**Thank You!**

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## Audience Poll

How many times have you personally used the CHAMPS tool to submit data for this Region VIII salary, benefits, etc. project?

- Never Before
- 1-2 Times
- 3+ Times

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## Ongoing Assistance

- A **recording of this event** will be available
- Upcoming **Office Hours / Q&A Sessions**
  - Thursday, March 28, 2024; 12-1PM MT / 1-2PM CT
  - Thursday, April 18, 2024; 12-1PM MT / 1-2PM CT
- Additional Questions?
  - Region VIII (MT, ND, SD, UT, WY):  
[andrea@champsonline.org](mailto:andrea@champsonline.org) (Andrea Martin)
  - Region VIII (CO):  
[smacrander@cchn.org](mailto:smacrander@cchn.org) (Sarah Macrander)

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## Survey Materials

### 2024 Region VIII Salary Survey Tool

- <https://champsonline.org/assets/files/Docs/2024-CHAMPS-RVIII-SalarySurveyTOOL.xlsx>

### 2024 Region VIII Salary Survey Instructions

- <https://champsonline.org/assets/files/Docs/2024-CHAMPS-RVIII-SalarySurveyInstructions.pdf>

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# Summary of 2024 Updates

## Tab 1 – Contact and Organizational Information

- No changes from 2023 survey.

## Tab 2a – Employee Salary/Benefits

- New/updated titles:

Administrative	Updated	Coordinator, Quality Improvement
Administrative	New	Coordinator, Risk/Compliance
Administrative	Updated	Director, Quality Improvement
Administrative	New	Director, Risk/Compliance
Administrative	Updated	Manager, Quality Improvement
Administrative	New	Manager, Risk/Compliance
Clinical	New	Assistant, Behavioral Health

- **Tab 2a now uses drop-down menus for selecting appropriate titles.**
  - Job Description Summaries now available on **Tab 2b**. Can be sorted/filtered.
- New data review features in rows 13 and 14.

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# Summary of 2024 Updates

## Tab 3 – Expanded Benefits

- New question about FTE threshold/requirement to qualify for benefits.
- New question about other types of leave offered.

## Tab 4 – Turnover

- Updated to collect calendar year 2023 figures.

## Tab 5 – Additional Recruitment & Retention Questions

- Question gathering top reasons for employee turnover in the past 12 months (#5) has been turned into check-boxes (instead of a text box).
- Updated questions and instructions for provider productivity expectations questions (#8-#11) for clarity. No longer requesting administrative vs. patient contact hours for individual physician specialties (#9).

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*Thank You for  
Participating in the Survey  
and Joining Us Today!*

- Email your completed spreadsheet to [andrea@champsonline.org](mailto:andrea@champsonline.org).
- Due Date: Wednesday, April 24, 2024

*Questions?*



Evaluate this event:

<https://www.surveymonkey.com/r/2024HowToEval>

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