



Need for New Hire Assessment Process

- Manual Assessment to determine hiring needs
 - Map the counties for the whole state
 - For each county:
 - Add 1) the number of individuals in the CL DB, excluding those individuals who will need an experienced CM, those with a Division of Aging waiver or those currently with a CM who will need a replacement, to 2) the number of individuals listed in the New to IPMG-Incomplete Intakes DB, excluding those who are transitioning from the FSW to CIH
 - Subtract number needed for any CM still in caseload development
 - Map out numbers to determine the best place to hire
- Keep in mind the following: CMs who are moving, employees changing positions, new hires who have not yet begun their employment, rate of intakes in the area, possible terminations/resignations
- Share information with HR as needed and on the monthly staffing email