

Your Survey ID is: «SurveyID»

«Report_for»

«Legal_Name»
«Trade_Name»
«Mail_Contact»
«Address1»
«Address2»
«City», «State» «Zip» «ZipPlus»

Dear Employer:

During the 2020 legislative session, the West Virginia Legislature passed House Bill 4434 implementing a West Virginia Health Care Workforce Sustainability Study to be conducted by the West Virginia Department of Commerce.

This study mandates that all private and public healthcare-related employers provide information on health care occupations. This information includes but is not limited to number of current positions, full/part time status, number of vacancies, and length of time the positions have been unfilled. According to HB 4434 section (j), "Any material, data, or other writing made or received by the department for the purpose of conducting the research, survey, study, or report, is deemed to be confidential trade secrets which are exempt from disclosure under the provisions of §29B-1-4 of this code."

These data will be used to issue a report on the existing workforce in the continuum of care as well as anticipated future workforce needs. This report will be published and provided to the Legislative Oversight Commission on Health and Human Resources Accountability (LOCHHRA).

Please take a few minutes to provide us with information on all current healthcare occupations. Your response is important and will help us understand the current and future needs of healthcare employers. .HB 4434 also states that ***"Any entity, government agency, health care provider, health care facility, or private third-party in receipt of a survey or request for information from the department shall comply with the request and provide any and all requested information pertinent to the research, survey, and study"***.

Thank you for your prompt reply!

Scott Adkins, Acting Commissioner
WorkForce West Virginia

West Virginia Health Care Workforce Sustainability Study

Please direct this survey to your Personnel Manager or Human Resource Department.

You have multiple options available to respond to this survey:

- Reply online at www.surveymonkey.com/r/OURSURVEY (Use Survey ID: «SurveyID» to complete this survey online)
- Return the survey in the enclosed postage-paid envelope
- Contact us at (304) 558-2660 to report by telephone
- Email us at WVHealthCareStudy@wv.gov

Healthcare Occupations

List all Health Care Related Occupations									
Job title(s) <small>List all positions for healthcare occupations, filled or vacant</small>	Total Number of Positions	Number of Positions Currently Filled	Number of Vacancies		Days position has been open	Full Time or Part Time	Education Level Required	License or certification required	Previous experience required
<ul style="list-style-type: none"> • Include contract, agency, traveling or specialists • If you have multiple positions for one job title, break out part time and full time in separate rows. 			Due to expansion	Due to separations	On average if multiple positions	Enter one of the following codes: FT = full time PT = part time (per diem?) CT = Contract TR = Traveling	Enter only one code: 1 = No requirement 2 = High school diploma 3 = Some college no degree 4 = Assoc. or Voc. Degree 5 = Bachelor's degree 6 = Graduate degree (Ph.D., MA, MD, etc.) 7 = Other (specify)	Please fill in YES or NO ● ●	Please fill in YES or NO ● ●
Example: Registered Nurse	8	7	0	1	15	PT	5	● ○	● ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○
								○ ○	○ ○

Workforce West Virginia
 Research, Information and Analysis
 PO Box 428, Charleston, WV 25322
 Phone: 304-558-2660; Fax: 304-558-1343
 Email: WeNeedanEmail@wv.gov

Contact Information
 Name: _____
 Title: _____
 Phone: _____
 Email: _____