

Calculation of CNA Annual Turnover Rate: Annual Baseline Rate

Facility: _____ Completed by: _____

CNA Annual Turnover Rate is the total number of CNA terminations divided by the average number of CNAs.

To calculate the CNA Annual Turnover Rate:

Step 1: Indicate the total number of CNAs employed on the first day of each month (enter in the grid below).

January	February	March	April	May	June
July	August	September	October	November	December
Step 2: Add the numbers for each month (Jan - Dec)			Total CNAs employed:		
Step 3: Divide the total by twelve			Average no. of CNAs¹:		

Step 4: Indicate the total number of CNA terminations² within each month (enter in the grid below).

January	February	March	April	May	June
July	August	September	October	November	December
Step 5: Add the numbers for each month (Jan - Dec)			Total CNA terminations:		
Step 6: Divide by the Average no. of CNAs (See answer for Step 3)			Annual Turnover Rate:		
Step 7: Multiply by 100 for the percentage			Annual Turnover Percentage:		

¹ Example: Sum of total number of CNAs on the first day of each month (51+56+46+55+47+51+53+43+58+49+45+54 = 608) divided by 12 months = 50.6 for average no. of CNAs.

² Termination = an employee departure, due to firing or resigning, whereby the employee receives a final paycheck. Places to collect the data: Your organization may have a separate form completed for each termination. Payroll reports may also list terminations.

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Facility: **Random Care Facility**

Completed by: **Jane Smith**

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To calculate the CNA Annual Turnover Rate:

Step 1: Indicate the total number of CNAs employed on the first day of each month (enter in the grid below).

January	February	March	April	May	June
53	51	49	50	47	51
July	August	September	October	November	December
53	48	58	49	45	54
Step 2: Add the numbers for each month (Jan - Dec)			Total CNAs employed:		608
Step 3: Divide the total by twelve			Average no. of CNAs:		51

Step 4: Indicate the total number of CNA terminations within each month (enter in the grid below).

January	February	March	April	May	June
2	3	1	3	5	4
July	August	September	October	November	December
6	2	2	2	3	5
Step 5: Add the numbers for each month (Jan - Dec)			Total CNA terminations:		38
Step 6: Divide by the Average no. of CNAs (38 / 51)			Annual Turnover Rate:		.75
Step 7: Multiply by 100 for the percentage			Annual Turnover Percentage:		75%

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Frequently Asked Questions

1. What about CNA agency staff? Do they count in any of the calculations?
 - No. Agency CNAs are not on staff and therefore are not included.
2. Why does a part-time or per diem CNA count equally as a full-time CNA termination?
 - The calculation is a measurement of all CNA turnover, regardless of their employment status.
3. What about a CNA who changes his/her job title or becomes an LPN and stays in the organization? Does that count as a termination?
 - No. Do not count this individual as a termination.
4. What if a CNA works at two facilities owned by the same corporation and leaves one of the facilities but stays at the other?
 - The CNA would be coded as a termination by the facility he or she departed.
5. What if a CNA cuts his/her hours from full time to per diem? Does that count as a termination?
 - No. They are still employed by the facility.
6. What about a CNA who goes on unpaid leave, or who is still employed but did not work any hours in the month or pay period?
 - He/she is still employed and would continue to be included in the denominator.
7. What if a CNA leaves (termination) and then is re-hired three weeks later?
 - This employee would count as a termination.
8. If a home has 30 budgeted CNA positions but only 25 of the positions are filled, is the average number of CNAs 25 or 30?
 - The average number of CNAs is 25.

Adapted from material developed by Quality Partners of Rhode Island.

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