



Adaptive LRP Checklist for Hospitals and Clinics

Adaptive Planning is the new tool with Workday used for Forecasting, Budgeting, and Long-Range Planning. This checklist contains high-level, step-by-step instructions for completing your LRP in Adaptive.

Key Points for LRP

Labor:

Fixed and Variable Salary Expense per FTE Growth (merit) has been pre-populated with 3.5% for all labor types with some exceptions within the faculty labor type. FTE growth has been loaded at 2% except for some Operating Entities within AE/VMG. Market assumptions will be entered by the budget team for each division.

Non-Labor/Other Revenue Growth Assumptions:

Are pre-populated based on the image below. All accounts that fall under these corporate account groupings are populated with these growth percentages.

Corporate Roll Up	2026	2027	2028	2029
Corporate: Academic and research revenue	4.0%	4.0%	4.0%	4.0%
Corporate: Other operating revenue	4.0%	4.0%	4.0%	4.0%
Corporate: Medical supplies	3.5%	3.5%	3.5%	3.5%
Corporate: Non-medical supplies	4.0%	4.0%	4.0%	4.0%
Corporate: Drug costs	3.3%	3.3%	3.3%	3.3%
Corporate: Supplies and drugs	4.0%	4.0%	4.0%	4.0%
Corporate: Facilities, equipment, and technology	4.0%	4.0%	4.0%	4.0%
Corporate: Services and other	4.0%	4.0%	4.0%	4.0%

Key Dates:

- Finalize Volumes by 6/7
- Revenue Team to begin work on 6/10
- Everything final by 6/28

Getting Started

Logging in

- Log into **Workday**
- Select the **Menu**
- If you have not already added Adaptive Planning to your menu:
 - Select **+ Add Apps**
 - Type **Adaptive Planning** to the search tool
 - Select the **+ icon**
 - Go back to the **Menu**
- Select the **Adaptive Planning App**
- Select **Adaptive Planning**



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Statistics

Navigate to **Dashboards** → **LRP-Statistics**

Inpatient Statistics Tab

- Expand and Read the Instructions.
- LRP Bed Plan
 - No action can be taken directly on this sheet, however, if adjustments need to be made, use the LRP Bed Plan Adjustment sheet below.
- LRP—Bed Plan Adjustment Sheet
 - To make adjustments to the Bed Plan, you will add a row and enter all of the necessary information, including the Operating Entity, Bed Project, Bed Plan, Description, and the amounts per year.
 - You can also copy an existing row and update the data.
 - Save when finished and the information will populate to the Bed Plan sheet above.

Adjusted Discharges Tab

- Expand and Read the Instructions
- LRP—Adjusted Discharges Sheet
 - No action needs to be taken if you want the information on the sheet to equal the budget.
 - If you want to make changes, you can scroll through the Discharge Types and either override the Patient Day Mix or the ALOS in the row marked Override.
 - Save when finished.

Key Procedures Tab

- Expand and Read the Instructions
- LRP—Key Procedures Sheet
 - Scroll through the Accounts and add percentages where needed to the Annual % Change row.
 - After saving, the Final Plan row will change.

Other Stats Tab

- Expand and Read the Instructions
- LRP—Other Outpatient Stats Sheet
 - Similar to Key Procedures but with only three subsets: IP Surgeries, Deliveries, and ED Visits. If you do not have data in one or more of the subsets, they will appear blank.
 - Enter percentages to the Annual % Change row as needed.
 - After saving, the Final Plan row will change.



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Ambulatory Volumes Tab

- Expand and Read the Instructions
- LRP—Ambulatory Volumes Sheet
 - On this sheet, you can add the Baseline Growth % based on your growth assumptions for FY26-FY29.
 - Select Save when finished.
- LRP—Ambulatory Volumes Adjustments Sheet
 - Similar to the LRP—Bed Plan Adjustments sheet, you can add rows to this sheet giving growth assumptions for Ambulatory Volumes. For example, if you know that there is a clinic opening or closing in the coming years, you can add information on that here by adding a new row and entering the appropriate information.
 - Save when finished.



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Revenue

Navigate to **Dashboards** → **LRP-Revenue**

Inpatient Revenue Tab

- Expand and Read the Instructions
- LRP—IP revenue (Gross + Net) Sheet
 - Only the Central Revenue Team will update inputs on this sheet.
 - To make changes, expand each category and review the information under Patient Days. Three fields can be overridden by the Central Revenue Team. They are: Payer Mix Gross %, Gross Revenue per Discharge, and Net Revenue per Discharge. Use the rows labeled Override to do so.
 - Save when finished.

OP Gross/PB wRVU Growth Tab

- Expand and Read the Instructions
- PB wRVU Growth Assumption Sheet
 - If you have PB Revenue in your entity, you can use this sheet to enter your growth percentages for Clinic Visits, OR Cases, and Other.
 - After saving, the new percentage will populate on the PB Revenue Tab.

OP Gross Revenue Tab

- Expand and Read the Instructions
- LRP—OP Gross Revenue Sheet
 - On this sheet, you can make adjustments to the dollar amount in the Amount Adjustment (\$\$). An adjustment adds or subtracts from the Final Plan amount. This process may require some math if you need to make any adjustments.
 - Select Save when finished.

Academic, Research, and Other Revenue Tab

- Expand and Read the Instructions
- LRP—Academic, Research, and Other Revenue Sheet
 - If you have other revenue, you can plan for it on this sheet.
 - Other Operating Revenue is account **4300**.
 - Where you have existing data, you can override the Final Plan using the Override row.
 - After saving, the Final Plan row will change.



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PB Revenue Tab

- Expand and Read the Instructions
- LRP—PB Revenue Sheet
 - Ensure you select a Department to use this sheet.
 - On this sheet, you can override the wRVU/ASA, Charges—Average Rate, and Collection—Per wRVU using the labeled override rows.
 - After saving, the Final plan will change for each category.
 - Note that if you want to make changes to the Growth %, you will need to return to the OP Gross/PB wRVU Growth Tab.

Consolidated Revenue Tab

- Expand and Read the Instructions
- LRP—Consolidated Revenue Sheet
 - This sheet will contain data from the Revenue sheet including any new data you have updated. Review by scrolling through the sheet.
 - Select the three dots and then select Download to save a copy for your records.



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Expense and Labor

Navigate to **Dashboards** → **LRP-Expense and Labor**

Non-Labor Expense Tab

- Expand and Read the Instructions
- Non-Labor Growth % Sheet
 - This sheet contains the baseline growth in each account from the pre-population. If you need to override these numbers, you can do so under each applicable account in the Override row.
 - After saving, the Final Plan row will change.

Labor Expense Assumptions Tab

- Expand and Read the Instructions
- LRP—Non Labor Expense Sheet
 - For each Labor Type, you can change the FTE Growth % and the Salary Expense per FTE Growth % by adding percentages to those rows for both Variable and Fixed Staff.
 - Select Save when finished.

Labor Tab

- Expand and Read the Instructions
- LRP—Labor Growth by OE Sheet
 - No action needs to be taken on this sheet but ensure you review all of the data under Labor Type.

Fringe Benefits Tab

- Expand and Read the Instructions
- LRP—Fringe Benefits Sheet
 - The historical Fringe will be extrapolated for all periods but if you need to override the fringe, you can do so on this sheet in the Fringe % - Override row. You will be overring the Fringe Rate (Baseline from Budget) row.
 - After saving, the Final Fringe Rate row will reflect those changes.

Consolidated Expense Tab

- Expand and Read the Instructions
- LRP—Consolidated Expense Sheet
 - This sheet contains the information from the various Expense and Labor sheets, including any changes made. Review by scrolling through the Sheet.
 - Select the three dots and then select Download to save a copy for your records.



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Allocations

Navigate to **Sheets → LRP – Allocations: History Method**

- Expand and Read the Instructions
- These accounts are either elimination accounts or true allocations. If you have history in an account, you can either choose to do adjustment or override the total number this is prepopulated in the appropriate rows.
 - Adjustments: add or subtract from the Plan at Budget row.
 - Override: replaces the number in the Plan at Budget row.
- Select Save when finished.

Navigate to **Sheets → LRP – Allocations: Percent of Revenue**

- Expand and Read the Instructions
- On this sheet, you can take the historical trended percentage and apply it to your revenue. To make changes, you can either choose to override the percent of Revenue row using the Override Percent of Revenue row or you can adjust the Actuals/Budget/Forecast/LRP row using the LRP Adjustment row.
- After saving, the Final LRP Row will change.



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Reports

Navigate to **Reports** → **Shared** → **06.LRP Reports** → **Corp FP&A**

- LRP01_Summary Target—Office Connect

Navigate to **Reports** → **Shared** → **06.LRP Reports** → **MCA, Hospitals and Clinics**

- Many reports available that may be helpful.

Resources

- [Training Hub - LRP](#)
- [Presentation](#)
- [LRP Volume Stat Planning Example](#)

Questions?

- Email becky.carie@vumc.org