



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Developmental Disabilities Administration

Michael S. Chapman, Director

**MEMORANDUM**

To: Executive Directors  
Community Service Providers

From: Michael S. Chapman, Director

Date: November 8, 2007

Subject: 1<sup>st</sup> quarter vacancy data rates

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To ensure we continue our mission to serve individuals with Developmental Disabilities in an efficient manner and provide the best quality of care possible, it is important that as an Administration we take a look at the staffing needs of our administrative offices as well as our agencies that provide care to consumers. It is imperative that the entire Administration and its affiliates, take great measure to not only employ qualified individuals, but to do all we can to retain qualified individuals as well.

To identify and address these staffing needs, I will be compiling vacancy data to be used to determine how to best move forward in implementing best practices procedures for hiring and retention of staff. It will be the responsibility of each agency to provide their vacancy data that will be used for quarterly reports prepared by my office. Please submit your data electronically via the vacancy data form provided on our website or you may send the file to us on a disk due by December 31, 2007.

You may download the vacancy data page from DDA's website ([www.ddamaryland.org](http://www.ddamaryland.org)). From the home page click the Forms & Resources for Providers tab on the left side of the page, right click on "1<sup>st</sup> Quarter Vacancy Data" and save the file to your computer's hard drive. Use the saved file to enter data-please do not enter data online. Once you have entered the data into the spreadsheet, please save a copy for your records and send the completed file to me as an email attachment to [vacancydata@dhmh.state.md.us](mailto:vacancydata@dhmh.state.md.us). As previously stated, the file may also be sent to me on a disk. Upon receipt of this data, a written confirmation will be sent.

If you have any questions, please do not hesitate to contact me at (410) 767-5600. Thank you for your cooperation with this important mater.

cc: Regional Directors