

DAY ACTIVITY AND HEALTH SERVICES (DAHS)
ATTENDANT COMPENSATION RATE ENHANCEMENT

Fiscal Year 2014
Enrollment Worksheet and Instructions

July 1 – 31, 2013 Enrollment
for Proposed Levels to be Effective September 1, 2013

NOTE: This worksheet is provided for your own information and should be retained in your files for future reference.
Do not return.

For assistance with the completion of these forms, contact Rate Enhancement Analyst for this program listed on the following webpage: <http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml>.

A project of
the Texas Health and Human Services Commission

INSTRUCTIONS
DAHS Attendant Compensation Rate Enhancement
Enrollment Worksheet

PURPOSE

To allow providers to calculate spending requirements and potential differences between costs and revenues under the Attendant Compensation Rate Enhancement. This information can be used by providers to help them make an informed decision about participation in the enhancement program.

REPORTING PERIOD

Select a reporting period that is representative of your typical caseload and staffing and that is as close to the open enrollment period as possible. The reporting period may be of any length, although a minimum of one payroll period is recommended. For example, the reporting period might be one payroll period in June, one month (i.e., June 1 - June 30) or your most recent cost-reporting period. To check for inconsistencies in your data and errors in your calculations, it is recommended that you complete worksheets for two different reporting periods at least three months apart and compare the results. Large variances indicate either an error in completing the worksheets or large fluctuations in caseload and staffing. Any such fluctuations should be taken into account when making your enrollment decision.

ELIMINATION OF GROUPING OF CONTRACTS

Changes to 1 TAC §355.112(ee) were effective April 1, 2012 that changed the timing of requests for grouping. Providers will no longer be given the option of grouping during this Fiscal Year 2014 Open Enrollment, but instead they may request HHSC Rate Analysis to aggregate (also known as grouping) the contracts at the time of the submission of the cost report covering the fiscal year of the awarded enhancement level.

LEVELS OF ENHANCEMENT

Contracted providers must request a specific enhancement level if they want to participate in this optional program. Please refer to the Enrollment Contract Amendment as the method for requesting a level. Levels 26 through 35 and an increase to the Attendant Cost Area of the rate are proposed to be effective September 1, 2013. They are subject to approval by the Legislative Budget Board and the Executive Commissioner of HHSC. Providers may request a level within the proposed range; therefore, HHSC RAD recommends that you complete the worksheets for whatever level you want to request to inform your decision. Funds may not be available to grant all requests; therefore, please consult the Participation Status - Levels Awarded List to be posted on the HHSC RAD webpage for this program in mid-September 2013 to learn your final awarded level. No award letters will be distributed; the website is the sole source for information about awarded levels.

DEFINITIONS

ATTENDANT - the unlicensed care giver providing direct assistance to the clients with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). The attendant may perform some nonattendant functions. In such cases, the attendant must perform attendant functions at least 80% of his or her total time worked. Staff not providing attendant services at least 80% of their total

time worked are not considered attendants. Time studies must be performed in accordance with Title 1 Texas Administrative Code (TAC) §355.105(b)(2)(B)(i) for staff that are not full-time attendants but perform attendant functions to determine if a staff member meets this 80% requirement. Failure to perform the time studies for these staff will result in the staff not being considered attendants. Attendants do not include the director, administrator, assistant director, assistant administrator, clerical and secretarial staff, professional staff, other administrative staff, licensed staff, attendant supervisors, cooks and kitchen staff, maintenance and groundskeeping staff, activity director and laundry and housekeeping staff. Attendants do include drivers.

ATTENDANT CONTRACT LABOR - nonstaff attendants. Nonstaff refers to personnel who provide services to the facility intermittently, whose remuneration (i.e., fee or compensation) is not subject to employer payroll tax contributions and who perform tasks routinely performed by employees.

WORKSHEET A

STEP 1 - Enter required data

Round all monetary amounts in Step 1 to the nearest whole dollar (with no zeros included for "cents"). For example, \$25.49 should be rounded to \$25 and \$25.50 should be rounded to \$26.

Box A - Attendant Salaries and Wages: report accrued salaries and wages for attendants employed by the provider and for whom FICA contributions are made. Salaries and wages include overtime, cash bonuses and cash incentives paid from which taxes are deducted. See the Definitions section for requirements pertaining to staff members functioning in more than one capacity.

Box B - Driver Salaries and Wages: report accrued salaries and wages for drivers employed by the provider and for whom FICA contributions are made. Salaries and wages include overtime, case bonuses and case incentives paid from which taxes are deducted. See the Definitions section for requirements pertaining to staff members functioning in more than one capacity.

Box C - FICA and Medicare: report employer paid FICA and Medicare taxes for attendants and drivers. FICA and Medicare taxes may be allocated based upon percentage of eligible salaries.

Box D - State and Federal Unemployment: report both federal (FUTA) and state (TUCA) employer paid attendant and driver unemployment expenses. Unemployment expenses may be allocated based upon percentage of eligible salaries.

Box E - Workers' Compensation Insurance Premiums: report premiums for workers' compensation insurance, industrial accident policies and other similar types of coverage for employee on-the-job injuries for attendants and drivers. Workers' compensation premiums may be allocated based upon percentage of eligible salaries.

Box F - Workers' Compensation Paid Claims: report medical claims paid for employee on-the-job injuries for attendants and drivers. Paid claims may be allocated based upon percentage of eligible

salaries or direct costed.

Box G - Employee Health Insurance: report employer-paid health insurance for attendants and drivers. Employer-paid health insurance premiums must be direct costed. Paid claims may be allocated based on percentage of eligible salaries or direct costed.

Box H - Employee Life Insurance: report any employer-paid life insurance for attendants and drivers. Employer-paid life insurance costs must be direct costed.

Box I - Other Employee Benefits: report any employer-paid disability insurance and retirement contributions for attendants and drivers. These benefits must be direct costed. The contracted provider's unrecovered cost of meals and room and board furnished to direct care employees, uniforms, job-related training reimbursements and job certification renewal fees are not to be reported as Other Employee Benefits.

Report the mileage reimbursement paid to an attendant/driver for use of his/her personal vehicle and which is not subject to payroll taxes. The current maximum allowable mileage reimbursement is 56.5 cents per mile.

Box J - Attendant/Driver Contract Labor: report the total costs for contract labor functioning as attendants and drivers. See the Definitions section for a definition of reportable contract labor.

Box K - Total Attendant Cost: sum boxes A through J.

Box L - Title XIX and XX DAHS Units of Service: report the total number of units of service for those Title XIX and XX clients for whom you have received payment from DADS or for whom you expect to bill DADS and to receive payment, even though payment has not yet been received. Include units of service for those Title XIX clients who participate in the Community Based Alternatives Waiver (CBA) Program.

Box M - Private and Other Units of Service: report total number of units of service for private clients and other clients, respite clients and STAR+PLUS clients.

Report your private client units of service in the same manner as the DADS units of service, which may require conversion of private client units to the DADS unit of service definition. Report units of service provided for any type of clients that you served who later decided that they did not want to participate in DAHS services. You must report these units of service even if you know you will not be paid for serving the client. Report units of service for DADS XIX or XX clients whom you served prior to their eligibility determination, even if you do not expect to be paid for the services provided during that time.

Box N - Total Units of Service: sum Boxes L and M.

NOTE: All monetary calculations in Steps 2 - 4 should be carried out to **two decimal places**.

STEP 2 - Determine attendant cost per unit of service

Divide total attendant costs from Box K by total units of service from Box N. Enter the result in Box O. This is your estimated attendant cost per unit of service.

For Steps 3-5, please refer to the attached DAHS Payment Rates worksheet to obtain the attendant rate for each participating level.

STEP 3 - Determine attendant rate and attendant spending requirement for participating at level 1.

Enter in Column E, your current attendant cost per unit of service from Box O, Step 2. Subtract Column E from Column B. Enter the result in Column D.

Column B shows the attendant rate component participating at level 1.

Column C shows the required attendant compensation spending for participating at level 1.

Column D shows the difference between the attendant rate component for participating at level 1 and the required attendant compensation spending for participating at level 1.

Column E shows your current attendant spending.

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at level 1.

STEP 4 - Determine attendant rate and attendant spending requirement for participating at level 25.

Enter in Column E, your current attendant cost per unit of service from Box O, Step 2. Subtract the value in Column E from Column C. If the result of this operation is less than zero, set the result equal to zero. Enter the result in Column F.

Column B shows the attendant rate component for participating at level 25.

Column C shows the required attendant compensation spending for participating at level 25.

Column D shows the difference between the attendant rate component for participating at level 25 and the required attendant compensation spending for participating at level 25.

Column E shows your current spending on attendant compensation.

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at level 25.

STEP 5 - Determine attendant rate and attendant spending requirement for requested participating level.

In Column A enter the level of enhancement at which you will request to participate.

Enter in Column B, the attendant rate component for the level of enhancement at which you will request to participate. To calculate the required spending for participating at the enhancement level requested, take the amount in Column B and multiply by 0.90. Enter the result in Column C.

Enter in Column E, your current attendant cost per unit of service from Box O, Step 2. Subtract the value in Column E from Column C. If the result of this operation is less than zero, set the result equal to zero. Enter the result in Column F.

Column D shows the difference between the attendant rate component for the enhancement level you have requested and the required attendant compensation spending for that requested level.

Column E shows your current spending on attendant compensation.

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at the level you requested.

STEP 6 - Things to consider when making your participation decision.

Step 6 lists various aspects of your business situation to consider in making your participation decision. The list is not all-inclusive, and there may be other facts to consider in deciding whether or not to participate.

STEP 7 - Check all calculations to insure accuracy.