

COMMUNITY LIVING ASSISTANCE  
AND SUPPORT SERVICES (CLASS) – DIRECT SERVICE  
AGENCY (DSA)  
ATTENDANT COMPENSATION RATE ENHANCEMENT

Fiscal Year 2017  
Enrollment Worksheet Instructions

July 1 – 31, 2016 Enrollment  
for Levels to be Effective September 1, 2016

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-svs/contacts.shtml>.

A project of  
the Texas Health and Human Services Commission

## INSTRUCTIONS

### Community Living Assistance and Support Services (CLASS) – Direct Service Agency (DSA) 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 2017 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. 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 by September 15, 2016, 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 caregiver providing direct assistance to the clients with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). Attendants do not include the director, administrator, assistant director, assistant administrator, clerical and secretarial staff, professional staff, other administrative staff, licensed staff or attendant supervisors unless they are delivering attendant services that cannot be delivered by another attendant, to prevent a break in service. To be allowable for the Attendant Compensation Rate Enhancement, attendant expenses must be direct costed. Direct costing requires daily timesheets documenting time spent performing attendant services for the contract.

## 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. Attendants cannot be contracted employees. 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 – Other Staff delivering Attendant services:** report salaries and wages for other staff delivering attendant services when necessary to prevent a break in service. 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 C – Contract Attendant payments:** report payments to contracted attendants.

**Box D – Contract Other Staff delivering Attendant services:** report payments made to contracted other staff delivering attendant services when necessary to prevent a break in service.

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

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

**Box G - 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. Workers' compensation premiums may be allocated based upon percentage of eligible salaries.

**Box H - Workers' Compensation Paid Claims:** report medical claims paid for employee on-the-job injuries for attendants. Paid claims may be allocated based upon percentage of eligible salaries or direct costed.

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

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

**Box K - Other Employee Benefits:** report any employer-paid disability insurance and retirement

contributions for attendants. 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.

Box L - Mileage Reimbursement: report the mileage reimbursement paid to an attendant for use of his/her personal vehicle and which is not subject to payroll taxes. The maximum allowable mileage reimbursement is as follows:

9/1/2015 through 12/31/2015 = 57.5 cents per mile

1/1/2016 through 8/31/2016 = 54 cents per mile

Box M - Total Attendant Cost: sum Boxes A through L.

Box N - Report the total number of units of CLASS services **PROVIDED** by your attendants to all individual clients during the reporting period. **This does not mean the number of CLASS hours of service billed!** In addition to the billed units of service, you should include units of service provided for which you may never be reimbursed (e.g., service provided to a client whose doctor's orders are not up to date). Report units of service to two decimal places. For example, 175.5 units of service should be reported as 175.50 and 174 units of service should be reported as 174.00.

**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 M 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 CLASS Payment Rates worksheet to obtain the attendant rate for each participating level.**

STEP 3 - Determine proposed 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 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 proposed 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 proposed attendant rate component for participating at level 1 and the required attendant compensation spending for participating at level 1.

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 1.

STEP 4 - Determine proposed 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 proposed 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 proposed 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 proposed 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 proposed 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 proposed 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.