



STATE OF MARYLAND

DHMH

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Developmental Disabilities Administration

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Fiscal 2014 Wage Survey Frequently Asked Questions (FAQs)

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The following document contains the DDA's responses to FAQs posed during the FY2014 wage survey webinars and via emails to the dda.cfo@maryland.gov email box.

FREQUENTLY ASKED QUESTIONS**1. Are provider's supposed to list individualized payroll information on the wage survey?**

- ◇ No. After careful consideration, DDA has decided that it will not collect individualized payroll information in the initial submission of the FY14 Wage Survey and DDA has distributed formal communication stating that previous guidance instructing providers to report individualized payroll information is no longer required. However, providers do still have to complete a wage survey that includes average data by direct support position and DDA reserves the right to request that a provider make available individualized payroll information for each direct support employee.

2. Would the DDA consider pushing back the due date for the wage survey?

- ◇ Yes, since DDA has revised the wage survey guidelines, the deadline to submit the wage survey has been extended to April 3, 2015.

3. Do providers list direct support positions for all DDA programs including FSS/ISS/IFC?

- ◇ No, like the cost report, the wage survey only captures information for the Fee Payment System (FPS) services, which include: Residential, Day Habilitation, Supported Employment, and Community Supported Living Arrangements (CSLA).

4. Are we filling out the wage survey for each FPS program and tying it into the totals on the cost report for each service or in total?

- ◇ Wages for all four FPS services are reported together on a single wage survey template and should tie to the cost report in total.

5. Should the reporting cover the provider's fiscal year or should it be the state's fiscal year?

- ◇ Like the cost report, the wage survey should cover the state's fiscal year, which is between July 1st and June 30th. For fiscal 2014, the dates are July 1, 2013 and June 30, 2014.

6. The fiscal year at the top of the individual wage survey and the position wage survey states "1904."

- ◇ For the fiscal year to update to the current year, the beginning and ending date on the Cover Sheet tab under the provider certification must be inputted.

7. What does SFY mean in the column title "End/Current Hourly Wage (End of SFY)?"

- ◇ SFY stands for state fiscal year.
- 8. Do providers report all employees on the wage survey?**
- ◇ No, the wage survey is only for reporting the wages of direct care staff providing DDA FPS services.
- 9. Do providers report benefits and payroll tax information in the wage survey?**
- ◇ No, this information is not captured in the wage survey since it was report on the cost report.
- 10. How should providers categorize an employee as direct support staff? Are supervisors of direct care staff, job coaches, or program coordinators considered direct support staff?**
- ◇ Providers should categorize employees in the same way they categorized them on their cost report. In other words if an employee's expenses were categorized as direct care staff on the cost report, this employee would need to be listed on the wage survey and vice versa.
- 11. What happens if direct care staff also work administrative duties or in Non-DDA programs?**
- ◇ In the event that a direct support staff works part of their time in non-direct care or in Non-FPS services, then that portion of their wages should not be reported in the wage survey. This allocation should be in alignment with how the direct care staff's wages were allocated on the cost report.
- 12. Are both part time and full time employees supposed to be reported in the wage survey?**
- ◇ Yes.
- 13. Are the position titles the same as historical procedures such as full time, part time, direct support staff, front line supervisor?**
- ◇ Providers may use historical job titles or providers may create job titles as they deem appropriate.
- 14. Does the "Total Wage Expense" column include holiday/sick/vacation time?**
- ◇ Any payable time should be included in the total wage expense column in alignment with how this information was reported on the cost report.
- 15. Should training hours conducted prior to doing direct care be included as direct care wages?**
- ◇ Providers should include these wages if they were allocated as expenses in the direct care cost center of their corresponding cost report.
- 16. Can a different template that captures the same data be used instead of the DDA Wage Survey template?**
- ◇ No, the DDA Wage Survey Template must be used.
- 17. What if a provider pays holiday time at a rate that is higher than the hourly wage for base pay?**
- ◇ The wage would be considered overtime.
- 18. Can we import data from our payroll system on to this sheet?**
- ◇ The sheet does not allow data to be directly imported; however the sheet does allow the user to copy and paste data.
- 19. What is an acceptable range for the percent difference from Cost Report for the wages?**
- ◇ There is no defined range. Any difference should be explained in the provided box.
- 20. If a provider takes issue with the current attestation wording, can the provider revise the wording of the attestation?**
- ◇ DDA has revised the wage survey attestation based on provider feedback. The new version has been published to the DDA website.
 - ◇ The provider may contact the email dda.cfo@maryland.gov to express their concerns with the attestation, or to request a revision. DDA will decide on a case by case basis what revisions are acceptable.
- 21. Is there any discussion about delaying the attestation requirements to FY2015 to help with costs since most agencies have already completed the cost reports, audits, etc. for FY2014?**

◇ No. The attestation is a statutory requirement.

22. With the recent cuts in the wage initiative and possible future cuts, is it still required to have the outside CPA certify the survey?

◇ Yes. The independent certification is still required by the statute.

23. Will DDA reimburse for the attestation cost?

◇ No.

24. Is the wage survey expandable?

◇ The wage survey has 125 rows for the position wage survey. If a provider needs more rows on either table, please email dda.cfo@maryland.gov with the subject title "Wage Survey."

25. What is the guideline for reporting the "Average Starting Hourly Wage" on the wage survey?

◇ Average all the starting hourly wages of individual's with the same position title. Use the below guidelines to determine the starting wages of individuals.

- i. If the individual started working prior to FY14, providers should use the starting hourly wage for that individual's position at the beginning of FY14, or July 1, 2013.
- ii. If the individual started working in FY14, providers should use the individual's actual starting hourly wage in FY14 at the date of hire.

26. What is the guideline for reporting the "Average Ending/Current Hour Wage" on the individual wage survey?

◇ Average all the ending or current hourly wages of individual's with the same position title. Use the below guidelines to determine the ending /current hourly wages of individuals.

- i. If the individual is still employed, then providers should use the individual's current hourly wage.
- ii. If the individual has been terminated, then providers should use the individual's hourly wage at the date of termination.

27. How do providers account for employees with multiple positions with different wages?

◇ Data for each position that the individual holds should be accounted for when averaging data for that position in the wage survey. As an example, if an individual was direct support worker and was paid \$12/hour, and then also worked as a first line supervisor at \$20/hour, their wage as a direct support worker would be averaged into the direct support worker position, and their wage as a supervisor would be averaged into the supervisor position.

28. Will DDA be looking at the "Average Starting Hourly Wage" and "Average Ending/Current Hourly Wage" and comparing that to the Direct Support Wage Factor (minimum wage increases) in future years?

◇ The DDA will review all submitted data. However, in alignment with Health General 7-306.3, this wage information will only be used to measure provider application of rate increases when other assessments stipulated in the statute are not met by a provider.

29. How do providers account for employees that work two positions, where one position is a non-direct care or Non-FPS service?

◇ If the employee worked in another Non-DDA program, non-direct support or in a non-FPS DDA service, then the employee data relating only to direct care work in a DDA FPS program should only be calculated in the position data.

30. How should employees with wage changes through the fiscal year be reported?

◇ If an individual had a wage change within the fiscal year for the same position it should be reflected in the individual's ending wage. The total wage expenses should reflect that one part of the year was at a higher wage than the other part of the year.

- ◇ If an individual had a wage change due to a position change, then two rows need to be completed: one for the individual's old position and one for the individual's current position.

31. Should the total number of vacancies over the course of the year be reported in the wage survey? How are they reported in the report?

- ◇ On the positions wage survey, there is a column for number of vacancies, which should be the number of vacancies at the end of the state fiscal year.