



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Lawrence J. Hogan Jr., Governor – Boyd K. Rutherford, Lt. Governor – Van Mitchell., Secretary

Developmental Disabilities Administration (DDA)

Bernard Simons, Deputy Secretary of Developmental Disabilities

## Wage Survey for Services Funded by the Developmental Disabilities Administration (DDA), *Version 3*

Transmittal #: DDA2015012

### WAGE SURVEY REGULATORY REQUIREMENTS

The wage survey requirement applies to services funded by the Fee Payment System for Licensed Residential, Day and Supported Employment Programs (COMAR 10.22.17) and the Community Supported Living Arrangements Payment System (COMAR 10.22.18).

As required by law (Health-General Article, § 7-306.1 and § 7-306.3) and defined in COMAR 10.22.17.05 and 10.22.18.03, providers that receive funding from the Developmental Disabilities Administration (DDA) for services regulated by the Administration must submit a wage survey.

Pursuant to Health-General Article § 7-306.3(a)(2), the survey must:

- Allow the Department to accurately assess the level of wages and benefits paid by a community provider to direct support employees who provide services funded by the administration
- At a minimum include:
  - The starting wage and the average wage paid by the community provider to direct support employees
  - The expenditures made annually by the community provider for direct support employee wages
  - The costs and expenditures for mandatory and voluntary fringe benefits
  - The average tenure and turnover of direct support employees
- Include an attestation by an independent certified public accountant that the data in the wage survey is accurate
- At the request of the Department, a community provider shall make available to the department individualized payroll information for each direct support employee of the community provider.

The law permits the Administration, after notice and an opportunity to be heard, to impose a **penalty not exceeding \$500 per day** on providers that fail to comply with the wage survey requirements (Health- General Article, §7-910(c), Annotated Code of Maryland).

### SUBMISSION INFORMATION

To be in compliance with the wage survey requirements outlined in the state law and regulations referenced above, providers must submit the following documents to DDA:

1. Wage Survey Form
2. Attestation to the accuracy of the wage data by an independent CPA

The DDA Wage Survey Form must be used. It is located on the DDA website, under the Provider tab, under DDA Forms for Provider, under Cost Report and Wage Survey (<http://dda.dhmd.maryland.gov/SitePages/costreports.aspx>). **Do not alter the format in any way and make sure that you are using the 2014 template as it has changed from the 2012 template.** Submit two copies of the wage survey one in Microsoft Excel format (.xls, .xlsx) and one in Adobe Acrobat format (.pdf).

For the Attestation, the accepted electronic format is Adobe Acrobat (.pdf). The attestation letter template must be used, and is located on the DDA website with the wage survey template.

A provider agency must complete and must submit a wage survey by the later of:

- (i) 60 Days after the last day of the pay period for which the data is requested; or
- (ii) 60 Days after receipt of a request from the Administration for wage survey information

According to the statute, for fiscal year 2014, the wage survey documentation is due to DDA by March 2, 2015, which is 60 days after the last day in quarter two, the pay period in which DDA has requested the data.

**(Modified Guidance, Effective 03/17/2015)**

Since DDA revised the wage survey guidelines and after further feedback, the administration will grant an extension of the deadline to **May 1, 2015** to allow providers time to revise their wage survey. All electronic documents must be submitted to: [DDA.reconciliations@maryland.gov](mailto:DDA.reconciliations@maryland.gov).

## WAGE SURVEY DATA FORM INSTRUCTIONS

This survey collects wage data on direct support workers, such as aides, service workers, first line supervisors, and house managers, including base hourly wages, bonuses, and overtime. The survey also collects information on staffing, such as vacancies, separations, and tenure.

The Wage Survey Data Form excel workbook is composed of three worksheets, identified by a tab and tab title at the bottom of the workbook. These instructions are organized by the tabs in the Wage Survey Data Form workbook. Please enter values into corresponding blank cells that can be selected. The spreadsheets include cells that automatically calculate values, which are identified by a grey coloring.

### COVER SHEET

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The cover sheet serves two purposes:

1. To gather basic information necessary for the DDA to identify and communicate with your provider agency.
  - a. Please ensure that both a contact person and an alternate contact person are listed with their corresponding information.
2. To certify that the report is complete and accurate.

### POSITIONS WAGE SURVEY

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Direct support workers are employees who provide direct support services to consumers (e.g. aides, service workers, first line supervisors, house managers.). You must provide the job title and enter the requested information for each type of direct support worker you employ.

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### SECTION 1: SUMMARY

These sections will automatically calculate summary wage information.

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## SECTION 2: COST REPORT RECONCILIATION

Enter the total salaries and wage expenses reported in the cost report. This can be located on Schedule I, cell G17 in the Totals column of the cost report. Please provide a brief description of any difference between the direct support salaries & wages in the cost report and those in the wage survey (cell D17 of the wage survey).

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## SECTION 3: POSITION WAGE INFORMATION

- 1) Position
  - Enter the job title for each type of direct support worker you employ.
- 2) Average Starting Wage
  - The average initial amount that an employee in that position can expect to be paid for each regular hour worked, before any payroll deductions, and exclusive of overtime, shift differentials, or any other type of wage supplement. ***It also does not include agency fees for contract workers employed through placement agencies.***
- 3) Average Ending /Current Hourly Wage
  - The average amount that employees in that position are paid for each regular hour worked, before any payroll deductions, and exclusive of overtime, shift differentials, or any other type of wage supplement. This would be either the wage at the end of their employment or their current hourly wage. ***It also does not include agency fees for contract workers employed through placement agencies.***
  - Average hourly wage at end of the state fiscal year.
- 4) Number of Employees with Job Title (start of SFY)
- 5) Number of Employees with Job Title (end of SFY)
- 6) Number of Vacancies
  - For each position, enter the number of vacancies.
  - Vacant positions are open, budgeted positions that a provider is actively trying to fill. This does not include positions that may be budgeted but that you are not hiring for because of financial or other reasons.
- 7) Number of Terminations
  - For each position, the total number of terminations, regardless of the reason, over the course of the year.
- 8) Annual Average Tenure
  - For each position, enter the average number of years that individuals have been employed.
- 9) Total Wage Expenses
  - The total annual amount paid to employees in that position for regular hours worked, before any payroll deductions, and exclusive of overtime, shift differentials, or any other type of wage supplement. ***It also does not include agency fees for contract workers employed through placement agencies.***
- 10) Total Bonus Expenses
  - The total annual bonus amount paid to employees in that position.
- 11) Total Overtime Expenses
  - The total amount paid to employees in that position for overtime hours worked.
- 12) Total Compensation
  - This field is automatically calculated as the sum of the total wage expense, bonus, and total overtime expense.