

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, creating a modern, professional look.

Assisted Living Program (ALP) Minimum Wage Reconciliation Survey Tutorial 2017-2020

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Reason for Webinar and Objectives

- ▶ DOH minimum wage reconciliation surveys issued over past several years were confusing
- ▶ Survey questions subject to individual ALP provider's interpretation
 - ▶ Varying approaches in responses
- ▶ Lead to questions re: validity of data submitted by ALPs, resulting in Medicaid rate adjustments received and taken back in some cases multiple times
- ▶ Survey issued by DOH for 2017-2019 was another attempt to gather accurate data
- ▶ ESAAL conducted member webinar and it was clear there was still confusion

Reason for Webinar and Objectives (cont'd)

- ▶ ESAAL and DOH collaborated and created a survey developed from the perspective of the ALP provider that also provides DOH with the information it needs to accurately calculate individual ALP MW add-ons
- ▶ ESAAL with input from DOH and Lori Sievers, Hinman Straub developed a new survey
- ▶ Simplified, understandable and user-friendly
- ▶ This is to walk you through the survey
- ▶ Submit questions during the webinar and Cara Groff will field them

General Concepts, Goals & Instructions

- ▶ Once file received, download and save before entering data
- ▶ Save as “facility name, 2017-2019, minimum wage reconciliation”
- ▶ Information kept strictly confidential-given to DOH only
- ▶ Surveys for 2017, 2018,& 2019 - separate tabs for each year within the spreadsheet
- ▶ Fields with gray backgrounds are auto-calculated to save time and reduce human error
- ▶ In advance of doing the survey, gather
 - ▶ Accurate census numbers
 - ▶ Wage and hour information for individual employees/positions impacted by the MW
 - ▶ Incurred cost of PTO, Vacation, Sick, Holiday is included with wage and hour

Instructions (cont'd)-prepare in advance Census totals for each year

- ▶ Total days of care as reported on your annual financial cost report (this includes all beds)
- ▶ For 2019 use same process as you would for completing the annual financial cost report
- ▶ Total Medicaid billable days of care as reported on your annual financial cost report
- ▶ Total Private Pay (non-Medicaid) ALP days of care

Instructions (cont'd)-prepare in advance

Fringe Benefits

- ▶ Fringe benefits include employer cost of social security, Medicare, unemployment, workers comp, health, dental, 401K, etc.
 - ▶ For more information, consult your tax professional
 - ▶ For purposes of this survey, cost of PTO, Vacation, Sick, Holiday is not included in fringe benefits. Instead, simply include those hours for each employee in their total hours worked.
- ▶ Determine your fringe benefit percentage for each year
- ▶ Fringe benefit % is total employer cost of providing those benefits as a percentage of your total labor cost for the year
- ▶ Example: If \$1 million in payroll and total fringe benefit cost was \$150,000
 - ▶ $\$150,000$ divided by $\$1,000,000 = 15\%$

Instructions (cont'd)-prepare in advance Info on Employees to include

- ▶ Name of employee, position, full or part time status, their rate of pay, and hours worked (include all hours for year)
- ▶ Eligible employees: any employee that worked in in the ALP and delivered Medicaid Services
- ▶ This might include HHAs, PCAs, nurses, administrative staff working for the ALP (bookkeeper, Medicaid biller, etc.
 - ▶ Most likely your nurses and managers would be above MW
- ▶ Of eligible employees, determine which ones were below minimum wage as of the last pay period in the previous year and had to be given a raise to meet the new MW
- ▶ Those employees will be listed on the survey

Instructions (cont'd)-prepare in advance Info on Employees to include

- ▶ **IMPORTANT:** If that employee did not work the entire year, you will also include the hours of the employee(s) that replaced that person for the year you are completing
- ▶ The total hours of all employees filling that position for the year will be used along with the minimum wage increase needed as a determination of total cost incurred

Opting Out and Attestation

- ▶ If you do not have employees below minimum wage you can opt out by either not completing the survey or by selecting “Yes” to the question:
 - ▶ “Do you want to opt out?”
- ▶ Remember there are multiple years and you can opt out for one year and complete other years as appropriate.
- ▶ Make sure you either opt out or complete the survey for each year
- ▶ Attestation: The Department will send an attestation that you will be required to print, sign and return to DOH

QUESTIONS?

And contact info

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- ▶ DOH: Laura Rosenthal and/or Ann Foster alp-rates@health.ny.gov