

Introduction

Special Act 18-5 allows the Office of Policy and Management to allocate funds to increase the wages of certain employees of Department of Developmental Services (DDS) funded private providers. The special act requires providers to submit documentation that such funds will be used to:

1. increase the minimum wage paid to employees to \$14.75 per hour by January 1, 2019 and
2. provide a wage increase (up to 5%) to employees earning between \$14.76 and \$30.00 per hour by January 1, 2019

DDS is providing the attached template for your organization to populate.

DDS will upload all responses into a database for analysis. The upload process includes a data validation, so please use the provided template without modification to worksheet names, column and row names, and column and row order. Do not include any blank rows before the end of your response. The payroll data upload script stops running when it encounters an empty cell in Provider PIN column. Note that information provided on additional worksheets, in additional columns on the payrollData worksheet or in additional rows in the fringeAndOther worksheet will not be loaded into the database and therefore will not be reviewed. The Department will return your response for correction for the following issues:

1. The workbook does not contain both the payrollData and fringeAndOther worksheets.
2. Changes to column names or order in the payrollData worksheet.
3. Non-numeric values entered in columns H – N on the payroll data worksheet or in column B on the fringeAndOther.
4. Values less than 0 or greater than 1 in any field entered as a percent. Remember that 100% = 1 and 5% = 0.05.
5. Regular wages / Regular hours, Overtime Wages / Overtime hours, or Holiday Wages / Holiday hours equal less than \$10.10.
6. Changes to row titles or order in column A on the fringeAndOtherWorksheet.

Please submit your completed response to scott.mcwilliams@ct.gov no later than September 9, 2018.

Instructions

The template has two worksheets:

1. payrollData: The payroll data worksheet should be populated with employee level detail for fiscal year 2018. The survey should include all staff funded fully and partly funded by DDS, include administrative and managerial staff and vacancies. Do not include contracted staff that are not employees of your organization.

The payrollData worksheet has 14 fields:

- a. Provider PIN: Populate with the unique DDS ID for your organization
 - b. Position title: Position title for employee
 - c. Employee ID: This field can be populated with a sequence starting at 1
 - d. New Program: Choose True if program is opening between 7/1/2018 and 6/30/2019
 - e. Vacant: Choose True if position is currently vacant
 - f. Staff Type: Indicate if staff is asleep or probationary, leave field blank for neither. Include a line for each category applicable for the staff person during the year. We are requesting this information in case it's decided the 14.75 does not apply to asleep or probationary staff.
 - g. Service Type: DDS service type. If employee works in multiple service types break hours and wages into multiple lines. Admin and allocated staff should have a Service Type of Allocated.
 - h. Staff Category: Category for employee. Administrative staff should be coded to admin.
 - i. DDS Funding Percent: Percent of funding provided by DDS
 - j. Fiscal year 2018 Total Regular Wages: Include sick, vacation, and personal time
 - k. Fiscal Year 2018 Total Regular Hours: Include sick, vacation, and personal time
 - l. Fiscal year 2018 Total Overtime Wages: Include holiday over-time for staff that work on the holiday
 - m. Fiscal year 2018 Total Overtime Hours: Include holiday over-time for staff that work on the holiday
 - n. Fiscal year 2018 Total Holiday Wages: Include paid time off for the holiday
 - o. Fiscal year 2018 Total Holiday Hours: Include paid time off for the holiday
 - p. % Increase for Staff Over \$14.75 (and under \$30) Per Hour: Indicate percent increase you plan to provide to each staff person making over 14.75. The maximum increase for each employee is 5%.
2. fringeAndOther: The fringe and other worksheet should be populated with percentages for expense items that vary directly with payroll. In addition, please include your vacancy rate.

Frequently Asked Questions

Section 1 - Wages

1. Q: We have two types of holiday pay – one for paid time off for the holiday (day staff) and one for holiday overtime pay for the staff who work on a holiday (residential staff). For the hours and wages paid to the residential staff (at their overtime rate) who work on a holiday, should that be in the overtime column or the holiday column?

A: Put it in the overtime column.
2. Q: Column g - Does that include all wages? - Holiday and overtime wages or is it regular wages with sick, vacation and personal time only. If left under interpretation you may get skewed numbers, the same question applies to Column h in relation to hours.

A: Column should not include overtime or holiday wages. The sum of the wage columns (column G, I and K) should equal the total amount paid to the employee (except for shift differential)

3. Q: Is there any consideration given to 3rd shift or will that be included in regular wages?

A: We did not request shift differentials because we did not think it would impact the calculations.

4. Q: How do we report incentive or bonus payments?

A: Do not include incentive or bonus payments.

5. Q: Is the 14.75 being treated as an absolute minimum wage? Are agencies not going to have the flexibility to pay peoples less than that under any circumstance (i.e. within probationary period, training rate, overnight asleep rate?)

A: We want to look at the data before deciding if certain employee groups can be excluded from the 14.75 minimum.

Section 2 - Staff

6. Q: What if someone changed positions during the year?

A: List the person for each position.

7. Q: We will be redacting any identifying information so the column with Employee ID will not be populated.

A: Please populate this field. You can use a sequence starting at 1.

8. Q: Regarding staff category, please confirm that these are positions that provide direct care to the people we serve.

A: We want all staff fully and partially funded by DDS.

9. Q: Email indicates Day or Res employees... please confirm that these are employees with direct care responsibilities and does not include Administration and Day and Res Management.

A: We want all staff. For Administrative Staff, please use the "Admin" category in the dropdown.

10. Q: On the wage survey – what employees are you looking for? Just the caregivers that care for our DDS clients or all the office staff as well?

A. All the staff

11. Q: Our agency moved its nursing from an outside consultant to staff during the year so how would you like it represented for this survey?

A. Only report direct nursing wages. The expenses paid to an outside consulting firm are not included in this survey.

12. Q: Should we include on the spreadsheet staff earning more than 30.00 per hour?

A: You can, they will not be included in the calculations.

Section 3 – Vacancies/Turnover

13. Q: In terms of the turnover rate I think they need to be clear how they want this calculated. Given that people do this very differently. Part Time/Full time, Subs included, people that leave prior to or subsequent to probationary period.

A: The vacancy rate should be reported as a percent of regular wages.

14. Q: Can we calculate the vacancy rate based upon a snap shot of vacant positions at a certain time?

A: Yes.

15. Q: % of open positions does not accurately reflect staffing needs – some open positions are full time, part time, management, etc. Open direct care hours would reflect more accurately what we would need to fill. In many cases, as you mentioned, this is covered on our spreadsheet for substitutes working those hours when an exempt manager is not filling in.

A: Please see response to previous question.

16. Q: I think the template includes the items we discussed. I am wondering if giving a separate bullet to the vacant positions or new programs that are contracted but not open yet may make it more visible and clear that all agencies should include them to capture that

A: Positions associated with programs opening in fiscal year 2019 should be reported as vacancies with annual hours and wages, both the new program and vacant fields should be set to True. Positions associated with programs that opened in FY 2018 should report actual hours

and wages. In addition, positions associated with programs opened in FY 2018 should enter vacancies with estimated hours and wages for the months the program was not open. For example, a home that opened on October 1, 2017 should report wages and hours for the months July – September as vacancies.

17. Q: There needs to be a way to indicate program growth within the 2018 FY (as Sherri mentioned), after the 2018 FY, and beyond. For example, we took over three public operated group homes, however the annual salaries are not realized on this spreadsheet due to the timing of the conversions. In the same respect, loss of programs and services should be reflected.

A: See response to previous question.

18. Q: We could list what our Plan (operational budget) dollars should be for the year per position vs what our gross dollars were for 2018, so that we can account for our open positions.

A: We are still considering how to handle vacant positions. We are asking providers to populate the spreadsheet with vacant positions and to provide a vacancy rate. We understand that vacancies reported on the payroll data will be overlapping with the vacancy rate. Our initial plan is to look at both and then make a decision about which we will use.

19. Q: We are currently reimbursed by the people we support, hours/days of support and the types of services we provide. This is a daily moving target. Figuring out what we paid each employee last year will not be the most accurate method to figure out the reimbursement we will need for the future.

A: It was our understanding that the group agreed to use fiscal year 2018 actuals adjusted to include program growth and vacancies was an acceptable methodology. We are still open to other suggestions.

Section 4 - Benefits

20. Q: I believe it would be prudent to note how many eligible employees opt out of our medical insurance plan due to other coverage or choice. These people will most likely not be eligible for Husky/Medicaid and will have to opt on. As an example we have over 250 full time employees who do not select our plan, if they all choose to, that would be an additional 1.8 million dollars.

A: Increased participation in employer health plans was not covered in the bill and is not included in the funding.

Section 5 - Other

21. Q: What provider's aren't able to see are the calculations that occur once this data is given over to DDS. Perhaps a bit more explanation is necessary to calm some concerns. My assumption is that DDS is calculating individual provider data prior to placing the data into the larger pool with the other providers. This would allow DDS to capture provider specific program closings, openings both current and future. I am also assuming that DDS has devised a formula where "Potential Units" are used and not "Actual Units" or utilization percentages.

A: We will be performing calculations on individual providers.

22. Q: I think they should be asking for the agency A&G rate in order to capture this expense.

A: We are not requesting A&G information. Administrative staff should be reported on the payroll data worksheet.

23. Q: The service type column is a little confusing – Shared Living is not included in drop downs, Adult Day is a separate selection from DSO – I do not see IHS. Is it sufficient to break down into a main categories –

- Adult Day,
- 24/7 Residential,
- CCH/Shared Living,
- Less than 24/7 supports,
- Behavioral Support Services,
- Admin and General.

A: The service type categories were pulled directly from the Op Plan which flows into the same service categories on the 8 Month Report and Annual Report. IHS is included in the drop downs.

24. Q: Would it be helpful to add a SIDS column to program related jobs to be sure that the job being performed is actually in a program that this increase is subject to? We should at least mention that this does not apply to ICF Residential and Day Staff to avoid confusion.

A: Since services roll up into SID, adding this column would be redundant.

25. Q: We have figured out LON rates which work for our 5 and 6 bed CLAs that reflect the increased amount we may need to be paid in order to comply with the wage bill – shouldn't we be looking at this in well in case we can determine a formula that works across the board? We are an agency within LON Rates. Of course this will not correct under and over LON rate providers.

A: It is unlikely we will adjust the LON rates in FY 2019. It is likely we will make adjustments to the LON rates in FY 2020.