

Direct Support Professional Wage Verification Survey Guidance

General Rules

The survey collects compensation costs for direct support professional (DSP) incurred in the delivery of routine homemaker/personal care (HPC). DSPs for the purposes of this cost survey are employees that provide routine HPC directly to individuals with intellectual or developmental disabilities (IDD).

It is understood that chart of accounts greatly vary among providers. It is also understood that the ability to differentiate DSPs between different services may be difficult for some (e.g. routine HPC vs HPC On-Site, On-Call, employment, etc.). Please keep in mind that the goal of this survey is to collect as accurate information without being an undue burden. Your agency is not being asked to completely redo how it does business to align with this cost survey. However, it is requested that you do your best to provide accurate information.

A direct care hour includes the hours of service provided in the home or other appropriate location by direct care staff. Program support staff and administrative staff may also provide direct care hours when working with individuals in the home or other appropriate location. Direct care hours do not include administration, program support, or staff supervision hours. For example, if a program support staff member relieves direct care staff in the home or fills in for an absent staff member, the hours provided are considered direct care. However, if program support staff spend hours in the home reviewing an individual's records, these hours are not considered direct care hours.

The following general instructions apply as you complete the survey tool:

1. DSPs hired through a temporary personnel agency or contract workers should be excluded while reporting data.
2. Direct care costs should only include hourly wages, salary, employee-related expenses, and/or other DSP compensation for delivering routine homemaker/personal care (HPC) services in a HCBS (Home and Community Based Services) waiver setting. However, if your DSPs provided on-site/on-call (OSOC) or other services in addition to routine HPC and you are not able to separate direct care cost and hours for delivering routine HPC services from OSOC or other services delivered, you can report them in aggregate form and select, in question 5, the type of service for which direct care cost and hours are reported.
3. You may use your own chart of accounts to complete the survey. The accounts should be allocated to the major categories of the survey to the best of your ability.
4. Providers will vary on their accounting methods between cash and accrual basis. Report expenses under whatever accounting method you use. Where possible, cash basis is the preferred method.

5. For any category where no cost was incurred, please enter zero (0).
6. Dollar figures should be rounded to the nearest whole dollar. For consistency \$0.49 and less should be rounded down; \$0.50 and greater should be rounded up.

DSP Compensation Definitions

1. **Starting Wage**-The base hourly wage paid to a new hire with minimum qualifications. If the base starting wage changed during the reporting period, report the most recent starting wage.
2. **Regular Wages/Hours**-Wages paid at the regular hourly or pre-determined amount while delivering homemaker/personal care services. This does not include bonuses, overtime, paid training, or paid-time off.
3. **Overtime Wages/Hours**-Wages paid at no less than the regularly hourly rate plus 50% for hours worked in excess of 40 per work week while delivering homemaker/personal care services. This does not include bonuses, paid training, or paid-time off.
4. **Bonuses**-Additional monetary payment(s) made to DSPs for the delivery of homemaker/personal care services. Bonuses are in addition to hourly wages/salary. Common examples of bonuses include signing, holiday, longevity, profit-sharing, **hazard pay** and reinvestment of any provider rate increase.
5. **Fringe Benefits-Employer-paid** non-wage DSP compensation for the delivery of homemaker/personal care services in addition to hourly wages/salary. Examples of costs reported here include, but are not limited to, employer-paid insurance (health, dental, life, vision, disability, etc.), retirement contributions, employee assistance programs, education reimbursement, and/or childcare. This does not include bonuses, paid training, or paid-time off.
6. **Workers' Compensation**-Premiums paid to the Ohio Bureau of Workers' Compensation, self-insurance programs, actual incurred claims, and/or other similar costs. If these costs are not tracked by position, costs can be allocated based on percentage of payroll, hours, or other methodology.
7. **Payroll Taxes**-Payroll-related expenses incurred which include the employer's portion of FICA and Medicare taxes, state unemployment taxes or self-insurance funds for unemployment compensation, and federal unemployment taxes. If some of these costs are not tracked by position, costs can be allocated based on percentage of payroll, hours, or other methodology.
8. **Training** - **Wages paid to DSPs for attending or providing training /orientation and other training costs (e.g. cost of supplies, materials, certificates, conference fees and/or contracted fees etc.)".**

9. **Paid Time Off/Hours**-Wages paid for time away from work. Examples of paid time off include vacation, sick, holidays, bereavement, and/or personal.
10. **All Other Compensation/Hours**-All other compensation or relevant hours worked delivering homemaker/personal care services that do not fall into the other categories. Please note that it is expected that this cost category would be used infrequently.

Direct Support Professional Workforce Composition

General Rules

1. All workforce composition information should be as of 12/31 of the reporting year.
2. It is understood that providers may have different definitions of what distinguishes a full-time employee from a part-time employee. Report workforce information based on how your agency differentiates between full-time and part-time.
3. When determining longevity, it is suggested that you use the below assumptions for the calculation. However, if your agency already tracks longevity in a different manner it is not necessary to change what you do. Simply convert your information to months in a reasonable way and enter it in the survey.
 - a. Days of employment divided by 30.42 average days per month
 - b. Weeks of employment divided by 4.33 average weeks per month
 - c. Years of employment multiplied by 12 months per year

Question 26. in the survey can be used to provide additional details on things like how the increased reimbursement for delivering HPC services were utilized to benefit DSPs etc.