

RESIDENTIAL CARE (RC) & COMMUNITY BASED  
ALTERNATIVES (CBA) ASSISTED LIVING (CBA AL)  
ATTENDANT COMPENSATION RATE ENHANCEMENT

Fiscal Year 2015  
Enrollment Worksheet Instructions

July 1 – 31, 2014 Enrollment  
for Proposed Levels to be Effective September 1, 2014

NOTE: This worksheet is provided for your own information and should be retained in your files for future reference.  
**Do not return.**

For assistance with the completion of these forms, contact Rate Enhancement Analyst for this program listed on the following webpage: <http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml>.

A project of  
The Texas Health and Human Services Commission

**INSTRUCTIONS**  
**RC & CBA AL**  
Attendant Compensation Rate Enhancement  
Enrollment Worksheet Instructions

**PURPOSE**

To allow providers to calculate spending requirements and potential differences between costs and revenues under the Attendant Compensation Rate Enhancement. This information can be used by providers to help them make an informed decision about participation in the enhancement program.

**REPORTING PERIOD**

Select a reporting period that is representative of your typical caseload and staffing and that is as close to the open enrollment period as possible. The reporting period may be of any length, although a minimum of one payroll period is recommended. For example, the reporting period might be one payroll period in June, one month (i.e., June 1 - June 30) or your most recent cost-reporting period. To check for inconsistencies in your data and errors in your calculations, it is recommended that you complete worksheets for two different reporting periods at least three months apart and compare the results. Large variances indicate either an error in completing the worksheets or large fluctuations in caseload and staffing. Any such fluctuations should be taken into account when making your enrollment decision.

**ELIMINATION OF GROUPING OF CONTRACTS**

Changes to 1 TAC §355.112(ee) were effective April 1, 2012 that changed the timing of requests for grouping. Providers will no longer be given the option of grouping during this Fiscal Year 2015 Open Enrollment, but instead they may request HHSC Rate Analysis to aggregate (also known as grouping) the contracts at the time of the submission of the cost report covering the fiscal year of the awarded enhancement level.

**LEVELS OF ENHANCEMENT**

Contracted providers must request an enhancement level at which they want to participate in this optional program. For providers delivering services to both RC and CBA AL clients in the same facility, the enhancement level must be the same for both programs. Please refer to the Enrollment Contract Amendment as the method for requesting a level. An increase to the RC Attendant Cost Area of the rate is proposed to be effective September 1, 2014. They are subject to approval by the Legislative Budget Board and the Executive Commissioner of HHSC. Providers may request a level within the proposed range; therefore, HHSC RAD recommends that you complete the worksheets for whatever level you want to request to inform your decision. Funds may not be available to grant all requests; therefore, please consult the Participation Status - Levels Awarded List to be posted on the HHSC RAD webpage for this program in mid-September 2014 to learn your final awarded level. No award letters will be distributed; the website is the sole source for information about awarded levels.

## DEFINITIONS

*ATTENDANT* - the unlicensed care giver providing direct assistance to the clients with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). The attendant may perform some nonattendant functions. In such cases, the attendant must perform attendant functions at least 80% of his or her total time worked. Staff not providing attendant services at least 80% of their total time worked are not considered attendants. Time studies must be performed in accordance with Title 1 Texas Administrative Code (TAC) §355.105 (b)(2)(B)(i) for staff that are not full-time attendants but perform attendant functions to determine if a staff member meets this 80% requirement. Failure to perform the time studies for these staff will result in the staff not being considered attendants. Attendants do not include the director, administrator, assistant director, assistant administrator, clerical and secretarial staff, professional staff, other administrative staff, licensed staff, attendant supervisors, cooks and kitchen staff, maintenance and groundskeeping staff, activity director and laundry and housekeeping staff. Attendants include drivers and medication aides.

*ATTENDANT CONTRACT LABOR* - nonstaff attendants. Nonstaff refers to personnel who provide services to the facility intermittently, whose remuneration (i.e., fee or compensation) is not subject to employer payroll tax contributions and who perform tasks routinely performed by employees. Contract labor hours must be associated with allowable contract labor costs as defined in 1 TAC §355.103(b)(2)(C).

## WORKSHEET A

### Step 1- Enter required data

Round all monetary amounts in Step 1 to the nearest whole dollar (with no zeros included for "cents"). For example, \$25.49 should be rounded to \$25 and \$25.50 should be rounded to \$26.

Box A - Attendant Salaries and Wages: report salaries and wages for attendants, medication aides and drivers. Report only salaries and wages for individuals employed by the provider for whom FICA contributions are made. Salaries and wages include overtime, bonuses, and taxable fringe benefits such as accrued/taken vacation, accrued/taken sick leave from which taxes are deducted. See the Definitions section for requirements pertaining to staff members functioning in more than one capacity.

Box B - FICA and Medicare: report employer paid FICA and Medicare taxes for attendants, drivers and medication aides. FICA and Medicare taxes may be allocated based upon percentage of eligible salaries.

Box C - State and Federal Unemployment: report both federal (FUTA) and state (TUCA) employer paid attendant, driver and medication aide unemployment expenses. Unemployment expenses may be allocated based upon percentage of eligible salaries.

Box D - Workers' Compensation Insurance Premiums: report premiums for workers' compensation insurance, industrial accident policies and other similar types of coverage for employee on-the-job injuries for attendants, drivers and medication aides. Workers' compensation premiums may be allocated based upon percentage of eligible salaries.

Box E - Workers' Compensation Paid Claims: report medical claims paid for employee on-the-job injuries for attendants, drivers and medication aides. Paid claims may be allocated based upon percentage of eligible salaries or direct costed.

Box F - Employee Health Insurance: report employer-paid health insurance for attendants, drivers and medication aides. Employer-paid health insurance premiums must be direct costed. Paid claims may be allocated based on percentage of eligible salaries or direct costed.

Box G - Employee Life Insurance: report any employer-paid life insurance for attendants, drivers and medication aides. Employer-paid life insurance costs must be direct costed.

Box H - Other Employee Benefits: report any employer-paid disability insurance and retirement contributions for attendants, drivers and medication aides. These benefits must be direct costed. The contracted provider's unrecovered cost of meals and room-and-board furnished to direct care staff, uniforms, staff personal vehicle mileage reimbursement, job-related training reimbursements and job certification renewal fees are not to be reported as benefits unless they are subject to payroll taxes, in which case they are to be reported as salaries and wages. Other than mileage reimbursement for client transportation, costs that are not employee benefits and are not subject to payroll taxes are not to be reported. Employee benefits must be reported in accordance with 1 TAC §355.103(b)(1)(A)(iii)(II).

Box I – Mileage Reimbursement: report the mileage reimbursement paid to an attendant/driver for use of his/her personal vehicle and which is not subject to payroll taxes. The current maximum allowable mileage reimbursement is 56.5 cents per mile.

Box J - Attendant Contract Labor: report the total costs for contract labor functioning as attendants. See the Definitions section for a definition of reportable contract labor.

Box K - Total Attendant Cost: sum boxes A through J.

Box L - RC Units of Service: report the total number of resident days during the reporting period for RC clients. Include both supervised living clients and emergency care clients.

Box M - CBA AL Level 1 Units of Service: report the total number of resident days during the reporting period for CBA AL clients in Level 1, which include Resource Utilization Group (RUG) groups RAD, SE3, SE1, SSC, CC2, CC1 and PE2.

Box N - CBA AL Level 2 Units of Service: report the total number of resident days during the reporting period for CBA AL clients in Level 2, which include RUG groups RAC, RAB, RAA, SE2, SSB, CB2, CB1, PE1 and PD2.

Box O - CBA AL Level 3 Units of Service: report the total number of resident days during the reporting period for CBA AL clients in Level 3, which include RUG groups CA2, IB1, BB1 and PC1.

Box P - CBA AL Level 4 Units of Service: report the total number of resident days during the reporting period for CBA AL clients in Level 4 which include RUG groups SSA, IB2, BB2, PD1 and PC2.

Box Q - CBA AL Level 5 Units of Service: report the total number of resident days during the reporting period for CBA AL clients in Level 5 which include RUG groups CA1, PB2 and PB1.

Box R - CBA AL Level 6 Units of Service: report the total number of resident days during the reporting period for CBA AL clients in Level 6 which include RUG groups IA2, IA1, BA2, BA1, PA2 and PA1.

Box S - Private and Other Units of Service: report the total number of resident days during the reporting period for private pay individuals, individuals receiving respite care, Veterans' Administration (VA) clients, Adult Protective Services (APS) clients and Adult Foster Care (AFC) clients. Include here any units of service you provided for which you may never be reimbursed (i.e., nonbillable units). **Do not report bed hold days.**

Box T - Total Units of Service: sum boxes L through S.

**NOTE:** All monetary calculations in Steps 2 - 6 should be carried out to **two decimal places**. If you complete the spreadsheets on your computer rather than on printed sheets, many of these calculations will occur automatically after you enter values in Step 1.

STEP 2 - Determine attendant cost per unit of service

Divide total attendant costs from Box K by total units of service from Box T. Enter the result in Box U. This is your estimated attendant cost per unit of service.

**For Steps 3-5, please refer to the attached RC & CBA AL Payment Rates worksheets to obtain the attendant rates for each participating level.**

STEP 3 - Calculate average attendant rate component participating at level 1.

- A. For RC and each level of CBA AL, enter in Column A the units of service provided during your selected reporting period as reported in Boxes L through R on page 1 of

Worksheet A. Do not include "Private and Other" units of service.

- B. For RC and each level of CBA AL, multiply the units of service from Column A by the associated participant attendant rate component for level 1 from Column B. Enter the products in Column C.
- C. Sum the units of service for RC and CBA AL Levels 1 through 6 in Column A. Enter the result in Box V.
- D. Sum the contents of Column C for RC and CBA AL Levels 1 through 6. Enter the result in Box W.
- E. Divide Box W by Box V. Enter the result in Box X. Box X is an estimate of the average attendant rate component per unit of service participating at level 1 for this facility. Note that this estimate is based on the distribution of the facility's units of service by program and RUG levels as captured by the worksheet. If the distribution changes, the average participant attendant rate component per unit of service will change as well.

STEP 4 - Calculate average attendant rate component participating at level 35.

- A. For RC and each level of CBA AL, enter in Column A the units of service provided during your selected reporting period as reported in Boxes L through R on page 1 of Worksheet A. Do not include "Private and Other" units of service.
- B. For RC and each level of CBA AL, multiply the units of service from Column A by the associated participant attendant rate component for level 35 from Column B. Enter the products in Column C.
- C. Sum the units of service for RC and CBA AL Levels 1 through 6 in Column A. Enter the result in Box Y.
- D. Sum the contents of Column C for RC and CBA AL Levels 1 through 6. Enter the result in Box Z.
- E. Divide Box Z by Box Y. Enter the result in Box AA. Box AA is an estimate of the average participant attendant rate component participating at level 35 for this facility. Note that this estimate is based on the distribution of the facility's units of service by program and RUG levels as captured by the worksheet. If the distribution changes, the average participant attendant rate component per unit of service will change as well.

STEP 5 - Calculate average attendant rate component participating at level of choice.

- A. For RC and each level of CBA AL, enter in Column A the units of service provided during your selected reporting period as reported in Boxes L through R on page 1 of Worksheet A. Do not include "Private and Other" units of service.

- B. For RC and each CBA AL level, enter in column B the Attendant Rate that is associated with the chosen Participant Level from the Payment Rate schedules located at the end of this worksheet. For example, if you chose a Participant Level 5, you would enter the RC and CBA AL rates from Participant Level 5 on the Payment Rate schedule.
- C. For RC and each level of CBA AL/RC, multiply the units of service from Column A by the associated participant attendant rate component from Column B. Enter the products in Column C.
- D. Sum the units of service for RC and CBA AL Levels 1 through 6 in Column A. Enter the result in Box BB.
- E. Sum the contents of Column C for RC and CBA AL Levels 1 through 6. Enter the result in Box CC.
- F. Divide Box CC by Box BB. Enter the result in Box DD. Box DD is an estimate of the average participant attendant rate component participating for that particular level. Note that this estimate is based on the distribution of the facility's units of service by program and RUG levels as captured by the worksheet. If the distribution changes, the average participant attendant rate component per unit of service will change as well.

STEP 6 - Determine attendant rate and attendant spending requirement for participating at level 1.

- A. Enter in Column B, your estimated average attendant rate participating at level 1 from Box X, Step 3.
- B. Multiply Column B by 0.90 and enter the result in Column C.
- C. Subtract Column C from Column B and enter the result in Column D.
- D. Enter in Column E, your current attendant cost per unit of service from Box U, Step 2.
- E. Subtract Column E from Column C. If the result is less than zero, set the result equal to zero. Enter the result in Column F.
- F. Use the following information to interpret the results of Step 6.

Column B shows the average attendant rate for participating at level 1.

Column C shows the required attendant compensation spending for participating at level 1.

Column D shows the difference between the average attendant rate participating at level 1 and the required attendant compensation spending for participating at level 1.

Column E shows your current spending on attendant compensation.

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirements for participating at level 1.

**STEP 7 - Determine attendant rate and attendant spending requirement for participating at level 35.**

- A. Enter in Column B, your estimated average participant attendant rate participating at level 35 from Box AA, Step 4.
- B. Multiply Column B by 0.90 and enter the result in Column C.
- C. Subtract Column C from Column B and enter the result in Column D.
- D. Enter in Column E, your current attendant cost per unit of service from Box U, Step 2.
- E. Subtract Column E from Column C. If the result is less than zero, set the result equal to zero. Enter the result in Column F.
- F. Use the following information to interpret the results of Step 7.

Column B shows the average attendant rate for participating at level 35.

Column C shows the required attendant compensation spending for participating at level 35.

Column D shows the difference between the average attendant rate for participating at level 35 and the required attendant compensation spending for participating at level 35.

Column E shows your current spending on attendant compensation.

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at level 35.

**STEP 8 - Determine attendant rate and attendant spending requirement for requested participating level.**

- A. Enter in Column A, the participant level that you request.



- B. Enter in Column B, your estimated average participant attendant rate from the level of enhancement at which you request to participate from Box DD, Step 5.
- C. Multiply Column B by 0.90 and enter the result in Column C.
- D. Subtract Column C from Column B and enter the result in Column D.
- E. Enter in Column E, your current attendant cost per unit of service from Box U, Step 2.
- F. Subtract Column E from Column C. If the result is less than zero, set the result equal to zero. Enter the result in Column F.
- G. Use the following information to interpret the results of Step 8.

Column B shows the average attendant rate for participating at the level requested.

Column C shows the required attendant compensation spending for participating at that requested level.

Column D shows the difference between the average attendant rate component for the enhancement level you have requested and the required attendant compensation spending for that requested level.

Column E shows your current spending on attendant compensation.

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at the level you requested.

#### STEP 9 - Things to consider when making your participation decision.

Step 9 lists various aspects of your business situation to consider in making your participation decision. The list is not all-inclusive and there may be other facts to consider in deciding whether or not to participate.

#### STEP 10 - Check all calculations to insure accuracy.