



## RESIDENTIAL CARE (RC)

### 2021 COST REPORT AND 2022 ACCOUNTABILITY REPORT

– Optional Attendant Compensation Worksheet and Instructions –

NOTE: This worksheet is provided for your own information and should be retained in your files for future reference.

**Do not return it to the Health and Human Services Commission**

For assistance with the completion of this worksheet, contact the  
Provider Finance Center for Information and Training: [RAD-  
LTSS@hhs.texas.gov](mailto:RAD-LTSS@hhs.texas.gov)

## ***OPTIONAL WORKSHEET***

All monetary calculations should be carried out to two decimal places.

### STEP 1 - Enter Total Resident Days

The worksheet has 3 Rate Periods; depending on your reporting period, you may only have data for 1 rate period. Enter the Total Resident Days for each period as applicable and enter the total in the appropriate box (Boxes A-C) for the corresponding reported time period.

### STEP 2 - Enter Attendant, Driver, and Medication Aide expenses

- Enter the Total Staff Salaries & Wages in Box D
- Total Contracted Payments in Box E
- Employee Benefits/Insurance in Box F
- Mileage Reimbursement in Box G
- Attendant FICA & Medicare in Box H
- Attendant State & Federal Unemployment Taxes in Box I
- Workers' Compensation Attendant Insurance Premiums in Box J
- Workers' Compensation Attendant Paid Claims in Box K
- Enter the total of Boxes D through K in Box L.

*Note: Attendants include drivers and medication aides.*

### STEP 3 - Calculate Attendant Cost Per Unit

Enter Total Attendant Costs from Box L and Total Resident Days from Boxes A-C. Divide the Total Attendant Costs by the Total Resident Days, enter the product in Cost Per Units.

### STEP 4 - Calculate Weighted Average Attendant Rate

Enter Resident Days for the appropriate rate periods from Boxes A to C. Enter the applicable attendant rate for the corresponding rate periods. Multiple the Resident Days by the Attendant Rate for each period, adding Them together and entering the sum in box M. Divide the amount from Box

M by the Total Units from Boxes A-C. Enter the result in box N.

STEP 5 - Calculate Spending Requirement

Multiply the amount in Box N by 0.90 and enter the product in Box O.

STEP 6 - Calculate Estimated Recoupment Per Unit of Service

Subtract the amount from Box O from Costs Per Unit (from Step 3). Enter the product in Box P.

Multiply the amount from Box P by the Medicaid Only Units. Enter the result in Box Q.

The value in Box Q is your ***estimated recoupment per unit of service***. Note that this estimate is based on the information reported in this Report. If this information is not accurate, your estimated recoupment will not be accurate.

Step 7 – Calculate Estimated Recoupment Percentage Based on Revenue

Check all calculations to insure accuracy