



***RESIDENTIAL CARE (RC)  
ATTENDANT COMPENSATION RATE ENHANCEMENT***

***Fiscal Year 2022  
Enrollment Worksheet Instructions***

**July 1 – July 31, 2021 Enrollment for Proposed Levels to be Effective  
September 1, 2021**

NOTE: These worksheets are provided for your own information and may be retained in your files for future reference. **Do not return** them to the Texas Health and Human Services Commission.

For assistance with the completion of these forms, contact:  
[PFD-LTSS@hhc.texas.gov](mailto:PFD-LTSS@hhc.texas.gov) or 512-424-6637.

A project of  
the Texas Health and Human Services Commission (HHSC)

# **INSTRUCTIONS**

## **Residential Care (RC)**

### **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. Providers can use this information to help them make an informed decision about participation in the enhancement program.

#### **Reporting Period**

Select a reporting period that represents your typical caseload and staffing, and that is as close to the open enrollment period as possible. We recommend that the reporting period covers any length, although a minimum of one payroll period.

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. Check for inconsistencies in your data and errors in your calculations. We recommended that you complete worksheets for two different reporting periods at least three months apart and compare the results. Significant variances indicate either an error in completing the worksheets or large fluctuations in caseload and staffing. Consider any such variations when making your enrollment decision.

#### **Elimination of Grouping of Contracts**

Changes to 1 TAC §355.112(ee) were effective April 1, 2012, which changed the timing of requests for grouping. Providers will no longer be given the option of grouping during this Fiscal Year 2022 Open Enrollment. However, instead, they may request HHSC Provider Finance Department (PFD) to aggregate (also known as grouping) the contracts at the time of submitting 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. Please refer to the Enrollment Contract Amendment as the method for requesting a level. Providers may request a level within the proposed range; therefore, HHSC PFD 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 PDF webpage for this program in mid-September 2021 to learn your final awarded level. HHSC will not distribute award letters. HHSC Webpage is the sole source for information about awarded levels.

# Worksheet Functionality

The enrollment worksheets are fully functional and, if completed online, will perform all required calculations for you. If you choose to print the worksheets and fill them out by hand, you will be responsible for the accuracy of all mathematical calculations. PFD will not distribute award letters. PFD's website will be the only source of information regarding 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 Contracted 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).

# **RC Attendant Services - Worksheet**

## **Step 1- Enter required data**

Round all monetary amounts in Steps 1-4 to the nearest whole dollar (with no zeros included for "cents"). For example, round \$25.49 to \$25 and round \$25.50 should be \$26.

**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 who receives FICA contributions. Salaries and wages include tax-deductible overtime, bonuses, and taxable fringe benefits such as accrued/taken vacation, and accrued/taken sick. See the Definitions section for requirements regarding staff members functioning in more than one capacity.

**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 a percentage of eligible salaries.

**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 a percentage of eligible salaries. **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. You may allocate workers' compensation based upon a percentage of eligible salaries.

**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 a percentage of eligible salaries or direct costed.

**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.

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

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. Report employee benefits in accordance with *1 TAC §355.103(b)(1)(A)(iii)(II)*.

Attendant, Driver & Medication Aide Contracted Labor: report the total costs for contract labor. See the Definitions section for a definition of reportable contract labor.

## **RC Worksheets**

### **STEP 1 - Enter required data**

Box A Total Attendant Cost: sum all of the above boxes.

Box B 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, exclude STAR+PLUS.

**NOTE:** All monetary calculations in Steps 2 - 3 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 A by total units of service from Box B. Enter the result in Box C. This is your estimated attendant cost per unit of service.

For Step 3, please refer to the attached RC Payment Rates worksheet to obtain the attendant rates for each participating level.

## **STEP 3 - 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.
- C. Multiply Column B by 0.90 and enter the result in Column C.
- D. Subtract Column B from Column C and enter the result in Column D.
- E. Enter in Column E, your current attendant cost per unit of service.
- F. Subtract Column C from Column E. 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:

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.

### **Things to consider when making your participation decision.**

This 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.

***Check all calculations to insure accuracy.***