Home and Community-based Services (HCS) and Texas Home Living (TxHmL)

Cost and Accountability Report

Optional Attendant Compensation Worksheet 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 Department Center for Information and Training.

OPTIONAL WORKSHEET

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

This worksheet will automatically generate totals when used in Excel.

There are four tabs within this worksheet, the four sections are:
- Wages, Taxes, and Workers' Compensation,
- Day Habilitation,
- Supervised Living and Residential Support Services, and
- Non-Day Habilitation.

WAGES, TAXES, AND WORKERS' COMPENSATION – ALL PARTICIPANTS

Enter all Attendant Staff Wages from STAIRS **Step 6c.** Add all wages and include the sum in Total Attendant Staff Wages.

Enter all STAIRS **Step 7** expenses for Attendants. Add all Taxes and Workers' Compensation and include the sum in Total Taxes and Worker's Compensation for Attendants.

Enter the Contracted Day Hab – Non-related PartyUnits of Service from STAIRS Cost Report (CR) **Step 8.f.** OR Accountability Report (AR) **Step 6a**.

CALCULATING TOTAL ESTIMATED RECOUPMENT

Note: Complete Steps 1 through 6 for each applicable program within this worksheet (Day Hab, SL RSS, and Non-Day Hab). The Payment Rates and Attendant Cost Component are located on our website here.

Step 1: Units of Service

Enter all Units of Service from STAIRS **Step 5b and 5c** for each applicable period. Four periods have been included for your convenience. Total the Units of Service and enter the sum into Total Units of Service. Total only the Medicaid Units and enter the sum into Medicaid Units of Service.

Step 2: Attendant Expenses

Enter Employee Benefits, Mileage Reimbursement, and Contract Labor in Step 2. Staff Wages will automatically carry over from the Wages, Taxes, and Workers' Comp tab of this worksheet.

The Total Attendant Cost is the sum of all expenses.

Step 3: Calculate Attendant Cost per Unit

Divide Total Attendant Costs by the Total Units of Service. The result of this calculation is the estimated Attendant cost per unit.

Step 4: Calculate Weighted Average Attendant Rate

Enter the Rate Enhancement Participant levels for this report in the appropriate rate period.

Multiply units of service (Period 1) by your rate (attendant cost component for your level of participation) for Period 1, if applicable. Repeat the process for each applicable period.

Add these products, and enter the total in Total Revenue. Divide the Medicaid Only Units of Service from the Total Revenue, and enter the Weighted Average Rate (attendant cost component).

Step 5: Calculate Spending Requirement

Multiply the Weighted Average Rate by 0.90, and enter the product in Spending Requirement.

Step 6: Calculate Estimated Recoupment per Unit of Service

Subtract the amount of Cost Per Unit from the Spending Requirement. Enter the result in Recoup Per Unit.

Multiply the Recoup Per Unit by Box theMedicaid Only Units of Service. The result is the Estimated Total Recoupment.

This 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.

Check all calculations to insure accuracy.