

# MINIMUM WAGE SURVEY WEBINAR

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# Minimum Wage Survey

- For OPWDD Medicaid Programs (separate survey(s) for other OMH, DOH, etc. Medicaid programs)
- August 23<sup>rd</sup> COB filing deadline
- Webinar being recorded and link to be forwarded to Provider Associations and posted on the CP of NYS website
- General survey questions may be sent to: [mhrs@health.ny.gov](mailto:mhrs@health.ny.gov)

# Minimum Wage Survey

- General survey questions may be sent to: [mhrs@health.ny.gov](mailto:mhrs@health.ny.gov)
- Questions may also be sent to either Jim Moran at [Jmoran@CPOFNYS.ORG](mailto:Jmoran@CPOFNYS.ORG) or John Kemmer at [kemmerj@nysarc.org](mailto:kemmerj@nysarc.org)
- Discussion on general survey completion before discussion on ways to avoid supplanting Min Wage \$\$\$ with #bFair2DirectCare \$\$\$

# General Survey Completion – Medicaid Only

- Is DOH surveying for all the OPWDD Medicaid programs only, and is not attempting to capture information on other state aid funded programs such as Family Support Services (FSS)? **Yes we are only capturing OPWDD Medicaid programs.**

# General Survey Questions – Non OPWDD Medicaid

- For providers that operate non-OPWDD Medicaid programs (for example, an Article 31 clinic under OMH), will they still complete only one survey with an expanded drop-down box or will they have to complete multiple surveys? **OMH will send out a separate survey. The Mental Hygiene survey is only for OPWDD Medicaid programs. All other Medicaid Programs will have their own MW survey.**

# General Survey Completion – Multiple Sessions

- When a provider starts filling out their survey, can they save and close and then return to it at a later time without losing what has been entered? **Yes, there is a save and continue later option on the top of each page of the survey. The respondent will provide an e-mail address where they will be sent a unique link to access their survey with previously answered questions.**

# General Survey Completion – NYS-45

- What is the NYS-45 (question #5)? **We were requested to put this reference in. The following link will bring you to the NYS-45.**  
[https://www.tax.ny.gov/pdf/current\\_forms/wt/nys45\\_fill\\_in.pdf](https://www.tax.ny.gov/pdf/current_forms/wt/nys45_fill_in.pdf)
- Do not report contracted staff under question #5.

# General Survey Questions – All Agency Employees

- In question #5, when you say “...total number of employees...” do you mean only the total reported in the wage bands...or do you mean ALL EMPLOYEES at ANY salary?  
**This is total for the Facility, statewide, regardless of what the salary of the employee is.**
- Are vacant positions to be included in the answer to question 5, too? **Yes.**



# General Survey Questions

- Why is SEMP and Pathways to Employment not included (question # 6)?  
**These services are a fee and they were determined to be above minimum wage.**

# General Survey Questions – Employee Headcount Across Min Wage Zones

- For employees that work in more than one (min wage) zone, report them only once (e.g., first part in question #7: headcount) in the zone where most of the hours are worked?  
**Yes, please see the instruction, “When providing the number of employees by region, by band, please only count the employees once. Do not count employees multiple times in multiple regions.”**

# General Questions – Shared Staff, Admin and other non-DSP

- For employees shared across programs (clerical, maintenance, drivers, etc.) would they report the number of such employees just once and do so in the program where the majority of their hours are reported (understood their hours would be reported in each applicable program in the applicable wage band)?  
**Yes, please see the instruction, “Employees cannot be counted in multiple Series. Please choose a Position Title Code Series that reflects the largest percentage of the Employee's job responsibilities.”**
- **Note: use ratio value percentage to report agency admin staff hours**

# General Questions – Reporting Staff Hours

- Note: the first part of questions 7, 9, 12, etc., are simply headcounts (not FTEs/not hours) - unrelated to rate setting.
- The second part in each question (number of hours worked by program, by wage band) is critical to rate setting.
- Be sure to report vacant hours at the hiring rate for each program in the applicable wage band

# General Questions – Reporting “Contracted” Hours

- “Contracted” hours are limited to those where you can produce payroll records in order to support your survey request, for future reconciliation of how minimum wage funds were spent, and/or for an external auditor.
- Such as contracted staff from a related party/affiliate.
- Use of Temp Agency contract staff to cover vacancies should be addressed as vacancies.

# Base Wages vs. Non – Recurring Wage Add-Ons

- Do Not Count Overtime Pay
- Do Not Count Shift Differential/Shift Difficulty Pay
- Other Wage Additions that may be excluded from base wages reported in the bands?

# Base Wages vs. Non-Recurring cont'd

- Note: Counting “potential non-recurring payments in the hourly wage band determination” will have the unintended, negative impact of supplanting minimum wage funding with #bFair2DirectCare funding.
- This would result reducing new minimum wage funding and reducing the impact of the 3.25% COLA funding (#bFair2DirectCare funding).

# Accounting for Wage Increases

- Discussion on next steps to account for minimum wage increases vs. #bFair2DirectCare increases to avoid supplanting in the future



# QUESTIONS

- Please use the chat box to submit any questions.
- Thank You for participating!