

DAY ACTIVITY AND HEALTH SERVICES (DAHS)
2015 COST 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 Rate Analyst for this program listed on the following webpage:
<http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml>.

OPTIONAL WORKSHEET

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

STEP 1 – Calculate Total Units of Service

Sum the units of service from Step 5c of the Cost Report. Enter the result in Box A. We have provided 3 periods in the worksheet. Depending on your cost reporting period, you may only have 2 periods.

STEP 2 - Estimate attendant cost per unit of service

Determine your total Attendant Cost by adding the following: Total Staff Wages, Total Contracted Payments, Employee Benefits/Insurance, and Mileage Reimbursement from Step 6c as well as Total Attendant Payroll Taxes, State and Federal Unemployment Taxes and Worker's Compensation expenses from Step 7. Divide total attendant cost by total units of service from Box A. Enter the result in Box B.

STEP 3 - Calculate Weighted Average Rate (Attendant Cost Component)

Multiply units of service (period one) by your rate (attendant cost component for your level of participation) for period one, if applicable. Multiply units of service (period two) by your rate (attendant cost component for your level of participation) for period two, if applicable. Multiply units of service (period three) by your rate (attendant cost component for your level of participation) for period three, if applicable. Add these products and enter the amount in Box C. Divide the amount in Box C by the total units of service in Box A and enter the weighted average rate (attendant cost component) in Box D.

STEP 4 – Calculate Spending Requirement

Multiply the amount in Box D by 0.90 and enter the product in Box E.

If Box B is less than Box E, subtract Box B from Box E and enter the result in Box F.

If Box B is greater than or equal to Box E, enter zero in Box F.

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

STEP 5 – Check all calculations to insure accuracy