



The Hilltop Institute

## The Developmental Disabilities Administration Provider Instructions for the Completion of the General Ledger Supplemental Data Collection Template: Day Habilitation Pilot Productivity Factor Data Collection

### Purpose of the General Ledger Supplemental Data Collection Template

The Developmental Disabilities Administration (DDA) is requesting all DDA providers who provided *day habilitation services* to participants between July 1, 2023 to December 31, 2023 to collect and submit general ledger supplemental (GLS) cost data to inform a productivity factor analysis.

Every effort has been made to keep the GLS template as similar as possible to the General Ledger (GL) template that is due in late September 2024. Key differences in the GLS template include:

- *Day habilitation* direct support professional (DSP) non-billable hours and wages will be collected in a new table located at the bottom of each *day habilitation service* tab, **Productivity Factor (PF) Data Collection Table**.
- *Day habilitation* DSP non-billable hours and wages for the delivery of *day habilitation services* are to be included in this new data table and separated out by the following cost categories: *employment-related expenses (ERE)*, *transportation*, *program support*, and *training*. All other costs should be input in the cost categories using the same guidance as the GL template.
- The *Cost Categories Defined – PF* tab was updated to reflect how the non-billable hours and wages should be collected for the four cost categories noted above.
- The new PF table includes a new data point for the day habilitation DSP non-billable hours and wages related to **service closures**.

The GLS template allows providers to include costs for DDA Medicaid *day habilitation services* billed through PCIS2, *LTSSMaryland*, or a hybrid of the two systems. Additionally, data submitted should be centered on *traditional day habilitation services* as opposed to self-directed services.

### DDA Medicaid Day Habilitation Service Data to be Collected

The template design captures provider costs when delivering the DDA Medicaid funded traditional *day habilitation services*. Seven standard cost categories are used across *day habilitation services* and are defined on the *Cost Categories Defined – PF* tab (the third tab in the template):

- Direct Care Staff/Direct Support Professional
- Employment-Related Expenses
- Program Support

- Facility
- Transportation
- Training
- General and Administrative

Cost data for each relevant cost category for a particular service should be entered. It is possible that not all cost categories are relevant for a particular provider for a specific *day habilitation service*.

**Capturing Billable and Non-Billable Time for the Productivity Factor:** By collecting cost data across all applicable cost categories, both billable and non-billable payroll costs are captured.

The goal of the GLS is to capture and isolate the non-billable payroll time that is specific to the provision of *day habilitation services*. To illustrate: during an 8-hour shift a DSP spends 6-hours providing a waiver service directly to participants. These 6-hours are considered billable time and are put in the *Direct Care Staff/Direct Support Professional* cost category.

The *day habilitation* DSP then spends 1-hour transporting participants and 1-hour on documentation. The 1-hour the staff member spent providing transportation is documented in the *Transportation* cost category in the ***Productivity Factor Data Collection Table*** at the bottom of the sheet, as it is considered non-billable time. The remaining 1-hour spent on documentation is put in the *Program Support* cost category in the ***Productivity Factor Data Collection Table*** and is also considered non-billable time. In both instances, this data should **ONLY** be included in the ***Productivity Factor Data Collection Table*** at the bottom of the sheet and **NOT** included in the cost categories at the top of the sheet.

Other *Transportation* costs such as vehicle maintenance, costs, insurance, etc. should still be documented in the appropriate table at the top of the sheet while following the instructions of including the accounting code, accounting description, etc. This is the same for the other cost categories as well, billable costs should still be included in the top tables as appropriate.

**Service Closures:** This data point is also included in the ***Productivity Factor Data Collection Table***. Please include both the *day habilitation* DSP non-billable wages and hours for closures due to weather-related closures, etc.

**If you are unable to provide non-billable hours and wages in the *Productivity Factor Data Collection Table*, please respond to the question at the bottom of the table to indicate the reason:**

- My organization does not have any non-billable time to report **OR**
- My organization is unable to provide non-billable time and wages by the specific cost categories

**Service Units:** The total number of units for each *day habilitation service* are also being collected. Please enter the units for the appropriate billing system used. If both billing systems were used for *day habilitation services* during the first two quarters of FY 2024 for which data is being collected—entries should reflect this.

**Total Medicaid Payments Received:** Total payments received for each *day habilitation service* are also being collected. Please enter the payments received in the appropriate billing system. If both billing systems were used for *day habilitation services* during the first two quarters of FY 2024 your entries should reflect this.

**Geographic Locations:** Data will be collected by the geographic locations, either the *Rest of the State* (ROS) or the *Geographic Differential* area.



- The Geographic Differential area includes: Montgomery, Prince George's, Calvert, Charles, and Frederick Counties.
- All other counties are considered "ROS."

**Cost Allocation:** To ensure consistency in cost reporting practices, providers should review the cost categories *Cost Categories Defined – PF* tab in the GLS template.

For cost allocation of shared costs, providers should adhere to the approved cost allocation plan used in alignment with their audited financial reports. Cost allocation methodologies may include, but are not limited to, by FTEs, billable unit, gross wages, or gross expenditures. Providers should document all cost allocation methodologies, including any assumptions or estimates made in the allocation process on the *Provider Information* tab in the GLS template.

## Completing the Template

For an example of a completed GLS Template, please see *EXAMPLE: GLS Template – Productivity Factor* on DDA’s website <https://health.maryland.gov/dda/Pages/LTSSMaryland/RRAG/GL-Data-Collection-Tool.aspx>. This document should be used for educational purposes only. The costs, units, and accounting codes inputted are for a hypothetical provider organization and do not reflect the actual costs, units, and accounting codes for all provider organizations.

1. The **Instructions** tab (the first tab) contains detailed instructions for completing the template.
2. **Provider Information** tab (the second tab): Begin by completing *this* tab. Please ensure the different provider identification numbers are accurate. (i.e., a provider’s Medicaid number is different than a provider’s DDA number).
  - Document all cost allocation methodologies for each cost category, including any assumptions or estimates made in the allocation process.
  - Include the number of *day habilitation* DSPs employed the time period between July 1, 2023 to December 31, 2023, by the appropriate DSP level (DSP, DSP I, DSP II, or DSP III). DSPs should be categorized by the highest level obtained during the time period.
    - DSP – No credentialed level.
    - DSP-I: Includes DSPs who have completed the basic training level.
    - DSP-II or DSP-III: Includes DPSs who have achieved credentialing through the National Alliance of Direct Support Professionals (NADSP) or the Maryland DSP Consortium credential.
  - Provide average hourly wage information for *day habilitation* DSPs by the appropriate DSP level (DSP, DSP I, DSP II, or DSP III).
  - Provide the information regarding *day habilitation* full-time employee (FTE) and part-time employee (PTE) DSP staffing patterns as requested in the template.
3. **Entering the data into the cells on each tab:**
  - Data points being collected are identified by the color of the cell, gray—
  - Efforts have been made to include the maximum number of rows for the accounting code information, please note all rows may not be needed.
  - If additional rows are needed when entering the accounting code data, **please insert a new row, being sure it is above the pink total rows.**
  - Cells that are pink or gold will automatically total the data points entered. Cells that are black--
  - All relevant cost categories for a given service should be completed. Please note, all cost categories have been included for all *day habilitation services*.
  - If a service is not offered by your agency, please leave the tab blank.
  - Include a description of the associated expenses for each reported accounting code. Space has been allotted if there are expenses for both PCIS2 and *LTSSMaryland* during the reporting period.

- For *day habilitation* DSPs, please also include the number of hours associated with each accounting code. Please note, DSPs include all staff who provide *day habilitation services* directly to participants.
4. **Unduplicated participant counts, refers to a specific service or service level.** For example, if a participant receives services in both small group and large group *day habilitation*, they should be counted in each.
  5. **Add-On Hours/Supports in PCIS2**, please indicate if they were included or not in the base service utilization and payments or if this was not applicable.
  6. **Day Habilitation Services (tabs M3-DH to M7-DH.Large):**
    - If you ARE able to break out costs and utilization by group size, please use tabs: M4-DH.1to1, M5-DH.2to1, M6-DH.Small, M7-DH.Large; as needed. The M3-DH tab should then be left blank.
    - If you are NOT able to break out costs and utilization by group size, please use tab M3-DH. The remaining tabs M4 to M7, will then be left blank.
    - **Number of participants:** Please enter the number of unduplicated participants served during the reporting period, as well as the average number of participants served by group size and day of the week.
    - **Productivity Factor Data Collection Table:** For the cost categories-*transportation, program support, training, and employment-related expenses-day habilitation* DSP non-billable hours and wages should be documented here. This is the only place these hours and wages should be documented to ensure duplication has not occurred.
      - **Service Closures:** Note the total number of non-billable hours and wages of *day habilitation* DSPs for service closures due to weather-related closures, etc.
  7. **Total Units and Total Payments:** Please indicate both the total number of units provided for each *day habilitation service* and the total payments received. If a *day habilitation service* was billed in both billing systems during reporting period, please include the total units and total payments for each system.

### Crosswalk of Day Habilitation Services and Tabs

The table shown below is included on the *Instructions* tab. The table includes all the DDA Medicaid services currently included in the general ledger template.

Service Name(s) and Billing System(s)	Tab
Day Habilitation - Small Groups (2-5), Large Groups (6-10) - Staffing Ratios of 1:1 and 2:1 (LTSSMaryland AND/OR PCIS2)	M3-DH
Day Habilitation -Staffing Ratio of 1:1 (LTSSMaryland AND/OR PCIS2)	M4-DH.1to1
Day Habilitation -Staffing Ratio of 2:1 (LTSSMaryland AND/OR PCIS2)	M5-DH.2to1
Day Habilitation - Small Groups (2-5) (LTSSMaryland AND/OR PCIS2)	M6-DH.Small
Day Habilitation - Large Groups (6-10) (LTSSMaryland AND/OR PCIS2)	M7-DH.Large

## **Technical Assistance**

The Hilltop DDA Rate team will be providing technical assistance as needed by providers.

Providers with questions or in need of technical assistance when completing the GLS template are encouraged to send an email to: [dda\\_rate@hilltop.umbc.edu](mailto:dda_rate@hilltop.umbc.edu)

## **Submission of Completed General Ledger Supplemental Templates**

Please use this link to submit the GLS template to The Hilltop Institute:

[https://umbc.co1.qualtrics.com/jfe/form/SV\\_3QnxOTPKKnT0Bnw](https://umbc.co1.qualtrics.com/jfe/form/SV_3QnxOTPKKnT0Bnw)

GLS template submissions will not be accepted via email— they will only be accepted via this link. Submissions are due by May 1, 2024 at 5:00 PM.