



Disability Waiver Rates System Cost Reporting

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What is Cost Reporting?

- The reporting of the actual costs of providing services by the established cost centers such as wages, program administration, or facilities
- The purpose of this reporting is to collect cost data that will inform DWRS rate formulas.
- The ongoing collection of this data will inform policy makers of the cost drivers and will allow for DWRS to set rates that allow services to be appropriately funded, encourage provider viability, and help ensure service access HCBS waiver recipients.

Why Cost Reporting Now?

Direct Care Staffing:

INDIVIDUAL STAFFING

Step 1. Add wage for individual direct staff

Staff Type	Wage
Hour of service	\$ 12.27

Step 2. Add % to cover Supervision

Direct Supervision	Wage	Supervision Perc	Supervision Amount
Hour of Service	\$ 19.15	11%	\$ 2.11

Step 3. Add staffing customization option to meet high level needs provided to an individual

Staffing Customization Options	Add-on \$	Add-on Choice
No Customization	\$ -	\$ -
Deaf or hard of hearing	\$ 2.50	

Step 4. Add % to cover vacation, sick and training for individual direct staff hours

Percentage of direct care to cover staffing benefits	Dollar Amount
Percentage for Direct Care Staffing	8.71% \$ 1.25

Step 5. Calculate hourly individual staffing

Total Individual Staffing Amount	\$ 15.63
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DWRS Rates are composed from many different data sources, such as Bureau of Labor Statistics wages or Consumer Price Index. There are also evaluation-based assumptions that should continue to be evaluated and adjusted that can be informed by the reported costs gathered through cost reporting.

“Be no more complex than necessary”

DHS aims to keep cost reporting as simple as possible, though some reporting must be specific in order to continue to evaluate the current cost assumptions in DWRS rate calculation.

Employee Benefits									M
Health Insurance	Dental Insurance	Vision Insurance	Life Insurance/ AD&D	Short-term Disability	Long-term Disability	Tuition Reimbursement/ Cont.	Retirement	Other Benefits	

- All providers that provide at least one DWRS service are required to report once every five years, beginning in 2020.
- DHS anticipates 20% of providers will report every year, based on random sampling.
 - Allows for annual data analysis
- Providers are required to report on a fiscal year completed in the last 18 months
- If a provider fails to complete a report by the deadline, DHS is required to suspend payments until the report is completed.

Planned Annual Reporting Schedule

Date	Task
By March 31	Notify providers mandated to report that year
June 1	90-day Notice of reporting deadline
August 31	Reporting Deadline
Sept 1	Send out first notice of non-compliance; for providers who haven't submitted reports by August 31
Oct 1	Send out second notice of non-compliance; for provider who haven't submitted by September 30 (30 days late)
Nov 1	Send out third notice of non-compliance; for providers who haven't submitted by 10/31 (60 days late)
Dec 1	Send out notification of stop payment for non-compliance (90 days late)

Training for Providers

Stakeholders have requested extensive training for providers on using the tools

- DHS plans to continue further development of training tools and manuals in 2019 and early 2020.
- Training and support tools are being considered in many delivery methods to give providers options on how to get help with cost reporting.
- Ongoing training and technical assistance will be available when the system becomes operational.
- [DWRS Cost Reporting Website](#)

Questions?

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