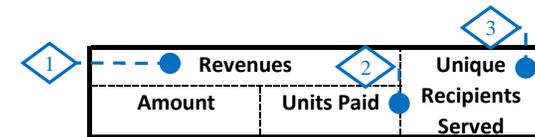


**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 2: Revenues**



**DWRS Programs and Services**

**Day Services - Programs and Services**

	Amount	Units Paid	Unique Recipients Served
S5100 - Adult Day Services (15 Minutes)	\$850,000.00	256,000.0	58
S5100-TF - Adult Day Services-Bath (15 Minutes)			
S5100-U7 - Adult Day Services-FADS (15 Minutes)			
S5102 - Adult Daily Services (Daily)	\$120,000.00	1,608.0	8
S5102-U7 - Adult Daily Services-FADS (Daily)			
T2014 - Prevocational Services (Daily)			
T2015 - Prevocational Services (15 Minutes)			
T2020 - Day Training and Habilitation-Includes Transportation Time to/from (Daily)	\$67,500.00	758.0	5
T2020 - Structured Day (Daily)			
T2020-U5 - Day Training and Habilitation-Does Not Include Transportation Time to/from (Partial Day)			
T2021 - Day Training and Habilitation-Does Not Include Transportation Time to/from (15 Minutes)			
T2021 - Structured Day (15 Minutes)			
Other Program Revenues	\$16,000.00		
<b>Subtotal - Day Services</b>	<b>\$1,053,500.00</b>		<b>71</b>

**Residential Services**

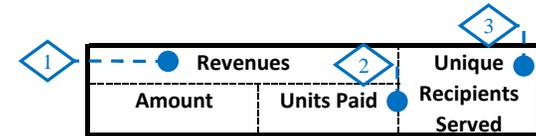
S5140-U9 - Corporate Foster Care, Adult (Daily)			
S5145-U9 - Corporate Foster Care, Child (Daily)			
S5140 - Family Foster Care, Adult (Daily)			
S5145 - Family Foster Care, Child, (Daily)			
T2016 - Supported Living Service-Family, Adult (Daily)			
T2016-U9 - Supported Living Services (Corporation), Adult (Daily)			
T2016-HA-U9 - Supported Living Services (Corporation), Child (Daily)			
T2016-U9 - Supported Living Services, Corporation (Daily)			
T2016-HA - Family Supported Living, Child (Daily)			
Other Program Revenues			
<b>Subtotal - Residential Services</b>	<b>\$0.00</b>		<b>0</b>

**Customized Living - Programs and Services**

T2031 - Customized Living (Daily)			
T2031-TG - Customized Living, (24-Hour)			
T2031-TG-U9 - Customized Living Corporate, (24-Hour)			
Other Program Revenues			
<b>Subtotal - Customized Living</b>	<b>\$0.00</b>		<b>0</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 2: Revenues**



**Unit-Based Services with Programming - Programs and Services**

	Amount	Units Paid	Unique Recipients Served
H2011 - 24-hour Emergency Assistance (15 min)			
T2034 - 24-hour Emergency Assistance (Daily)			
H2015-UB - Housing Access Coord.-Stage 1 (15 min)			
H2015-UC - Housing Access Coord.-Stage 2 (15 min)			
H2015-UD - Housing Access Coord.-Stage 3 (15 min)			
H2015-TS - Housing Access Coord.-Stage 4 (15 min)			
S5125 - In-Home Family Support (15 min)			
H2032-TF - Independent Living Skills Training 1:1 (15 min)			
H2032-TF-TT- Independent Living Skills Training 1:2 (15 min)			
H2032-HQ - Independent Living Skills Group Therapy (15 min)			
H2032-TG - Independent Living Skills Indvdl Therapy (15 min)			
H0043-U3 - Individualized Home Support (Daily)			
H2014-U3 - Individualized Home Support 1:1 (15 min)			
H2014-U3-U4- Individualized Home Support 1:1 Remote (15 min)			
H2014-U3-UN- Individualized Home Support 1:2 (15 min)			
H0025 - Positive Supports by Analyst (15 min)			
H0025-TG - Positive Supports by Professional (15 min)	\$165,000.00	7,531.0	82
H0025-TF - Positive Supports by Specialist (15 min)			
T2019 - Supported Employment 1:1 (15 min)			
T2019-TT - Supported Employment 1:2 (15 min)			
T2019-UP - Supported Employment 1:3 (15 min)			
T2017 - Supported Living Services, Adult (15 min)	\$1,850,000.00	227,832.0	65
T2017-HA - Supported Living Services, Child (15 min)			
H2014-U3-U4- Supported Living Services,Adult Own Home (Remote) (15 min)			
T2017-U9 - Supported Living Services, Adult Corp (15 min)			
T2017-HA-U9 - Supported Living Services, Child Corp (15 min)			
Other Program Revenues			
<b>Subtotal - Unit-Based Svc. with Programming</b>	<b>\$2,015,000.00</b>		<b>147</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 2: Revenues**

1	Revenues	2	3
Amount	Units Paid	Unique Recipients Served	

**DWRS Unit-Based Services without Programming - Programs and Services**

S5135 - Adult Companion Services (15 min)	\$792,500.00	135,470.0	27
S5120 - Chore Services (15 min)			
T1005 - Crisis Respite (15 min)			
T1005-TG - Crisis Respite (15 min)			
S9125 - Crisis Respite (Daily)			
S5130-TG - Homemaker/Asst Personal Care (15 min)			
S5131 - Homemaker/Cleaning (15 min)			
S5132-TF - Homemaker/Home Management (15 min)			
S5135-UA - Night Supervision (15 min)			
T1019-UC-UC- PCA Extended 1:1 (15 min)			
T1019-TT-UC- PCA Extended 1:2 (15 min)			
T1019-HQ-UC- PCA Extended 1:3 (15 min)			
T1019-TG-UC- PCA, Complex Extended 1:1 (15 min)			
T1019-TT-UC-TG - PCA, Complex Extended 1:2 (15 min)			
T1019-HQ-UC-TG - PCA, Complex Extended 1:3 (15 min)			
S5135-U4 - Personal Support (15 min)			
S5150 - Respite, In Home (15 min)	\$1,550,000.00	311,244.0	1,025
S5151 - Respite, In Home (Daily)	\$672,000.00	3,216.0	125
S5151-UB - Respite, Out of Home (15 min)			
H0045-UA - Respite, Out of Home (No Room and Board) (Daily)			
H0045 - Respite, Out of Home (Room and Board) (Daily)			
Other Program Revenues	\$115,000.00		
<b>Subtotal - Unit-Based Svc. wo/Programming</b>	<b>\$3,129,500.00</b>	<b>449,930.0</b>	<b>1,177</b>
<b>Total Revenues</b>	<b>\$6,198,000.00</b>		



**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 3(b): Administrative and Program Support Benefits -  
EMPLOYEES**

<i>Position Classification</i> <span style="border: 1px solid black; padding: 2px;">1</span>		<i>Employee Benefits</i> <span style="border: 1px solid black; padding: 2px;">2</span>								
Working Title	Position Type	Health Insurance	Dental Insurance	Vision Insurance	Life Insurance/ AD&D	Short-term Disability	Long-term Disability	Tuition Reimbursement/ Cont. Education	Retirement	Other Benefits
Executive Director	Executives/ Officers	\$5,550.00	\$462.50	\$462.50	\$185.00	\$277.50	\$185.00	\$0.00	\$4,070.00	\$0.00
Finance Director	Executives/ Officers	\$4,710.00	\$392.50	\$392.50	\$157.00	\$235.50	\$157.00	\$0.00	\$3,454.00	\$0.00
Business Ops Director	Executives/ Officers	\$4,710.00	\$392.50	\$392.50	\$157.00	\$235.50	\$157.00	\$0.00	\$3,454.00	\$0.00
Accounting and Payroll Staff	Finance/ Accounting	\$8,100.00	\$675.00	\$675.00	\$270.00	\$405.00	\$270.00	\$0.00	\$5,940.00	\$0.00
Information Technology Staff	Information Technology	\$4,188.00	\$349.00	\$349.00	\$139.60	\$209.40	\$139.60	\$0.00	\$3,071.20	\$0.00
Kitchen Aides and Dietary Staff	Dietary/ Kitchen	\$3,870.00	\$322.00	\$322.00	\$129.00	\$193.50	\$129.00	\$0.00	\$2,838.00	\$0.00
Clinical Director	Clinical Oversight (Nursing, LCSW, etc.)	\$4,950.00	\$412.00	\$412.00	\$165.00	\$247.50	\$165.00	\$0.00	\$3,630.00	\$0.00
Human Resource Analysts	Human Resources	\$4,800.00	\$400.00	\$400.00	\$160.00	\$240.00	\$160.00	\$0.00	\$3,520.00	\$0.00
Human Resources Director	Executives/ Officers	\$3,750.00	\$312.50	\$312.50	\$125.00	\$187.50	\$125.00	\$0.00	\$2,750.00	\$0.00
Housekeeping Supervisor	Housekeeping/ Janitorial	\$2,280.00	\$190.00	\$190.00	\$76.00	\$114.00	\$76.00	\$0.00	\$1,672.00	\$0.00
Housekeeping Staff	Housekeeping/ Janitorial	\$4,981.00	\$415.10	\$415.10	\$166.04	\$249.06	\$166.04	\$0.00	\$3,652.88	\$0.00
Administrative Assistants	Administrative/ Clerical Support	\$3,048.00	\$254.00	\$254.00	\$101.60	\$152.40	\$101.60	\$0.00	\$2,235.20	\$0.00
Front Office Receptionist	Administrative/ Clerical Support	\$2,620.00	\$218.40	\$218.40	\$87.36	\$131.04	\$87.36	\$0.00	\$1,921.92	\$0.00
<b>Total</b>		<b>\$57,557.00</b>	<b>\$4,795.50</b>	<b>\$4,795.50</b>	<b>\$1,918.60</b>	<b>\$2,877.90</b>	<b>\$1,918.60</b>	<b>\$0.00</b>	<b>\$42,209.20</b>	<b>\$0.00</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 3(b): Administrative and Program Support Employee Benefits**

<i>Position Classification</i> <span style="border: 1px dashed blue; padding: 2px;">1</span>		<i>Employee Payroll Taxes</i> <span style="border: 1px dashed blue; padding: 2px;">3</span>				
Working Title	Position Type	Social Security/ Medicare	Federal Unemployment Insurance Tax	State Unemployment Insurance Tax	Workers' Compensation	Total
Executive Director	Executives/ Officers	\$5,735.00	\$420.00	\$92.50	\$989.75	\$18,429.75
Finance Director	Executives/ Officers	\$4,867.00	\$420.00	\$78.50	\$839.95	\$15,703.95
Business Ops Director	Executives/ Officers	\$4,867.00	\$420.00	\$78.50	\$839.95	\$15,703.95
Accounting and Payroll Staff	Finance/ Accounting	\$8,370.00	\$1,260.00	\$135.00	\$1,444.50	\$27,544.50
Information Technology Staff	Information Technology	\$4,327.00	\$420.00	\$69.80	\$746.86	\$14,009.46
Kitchen Aides and Dietary Staff	Dietary/ Kitchen	\$3,999.00	\$1,260.00	\$64.50	\$690.15	\$13,817.15
Clinical Director	Clinical Oversight (Nursing, LCSW, etc.)	\$5,115.00	\$420.00	\$82.50	\$882.75	\$16,481.75
Human Resource Analysts	Human Resources	\$4,960.00	\$840.00	\$80.00	\$856.00	\$16,416.00
Human Resources Director	Executives/ Officers	\$3,875.00	\$420.00	\$62.50	\$668.75	\$12,588.75
Housekeeping Supervisor	Housekeeping/ Janitorial	\$2,356.00	\$630.00	\$38.00	\$406.60	\$8,028.60
Housekeeping Staff	Housekeeping/ Janitorial	\$5,147.24	\$1,680.00	\$83.02	\$888.31	\$17,843.79
Administrative Assistants	Administrative/ Clerical Support	\$3,149.60	\$840.00	\$50.80	\$543.56	\$10,730.76
Front Office Receptionist	Administrative/ Clerical Support	\$2,708.16	\$840.00	\$43.68	\$467.38	\$9,343.70
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>Total</b>		<b>\$59,476.00</b>	<b>\$9,870.00</b>	<b>\$959.30</b>	<b>\$10,264.51</b>	<b>\$196,642.11</b>

Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 3(b): Administrative and Program Support Benefits -  
EMPLOYEES

Describe the nature of reported 'Other Benefits':







Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 3(c): Administrative and Program Support Cost Allocation  
EMPLOYEES

**Describe your methodology for allocating costs from this schedule to each cost pool:**

Allocation of Administrative and Program Support Salaries, Wages, Benefits and Payroll Tax costs is primarily based upon the percentage of revenues received and attributed to our agency's various programs. While DWRS revenues represented more than 90% of the revenues reported on Schedule 1, they represented only 65% of our agency-wide revenues from all programs, including our behavioral health program for which revenues are not collected in this cost report. Therefore, the allocation of Administrative and Program Support Salaries, Wages, Benefits and Payroll Tax costs is approximately 62% for DWRS programs, 25% to Other service areas (5% to Other Disability Waiver Services Administration and 20% to All Other Services). The remaining 10% is allocated to All Other Administration to support non-service activities, such as the administration of fundraising events.

**Minnesota Department of Health Services, Disability Services Division  
Home and Community Based Services Provider Cost Report**

**Schedule 4(a): Administrative and Program Support Payments -  
CONTRACTORS**

Working Title	Position Type (select)	Total FTE Paid During Reporting Period	Total Payments
Network Infrastructure Architect	Information Technology	1.0	\$26,500.00
Contracted Building Security	All Other	2.0	\$58,500.00
<b>Totals</b>		<b>3.0</b>	<b>\$85,000.00</b>

Minnesota Department of Health Services, Disability Services Division  
 Disability Waiver Rates System Cost Reporting

Schedule 4(b): Administrative and  
 Program Support Payments Cost  
 Allocation -  
**CONTRACTORS**

Position Classifications and Payments			Administrative Allocation		
Working Job Title	Position Type	Total Payments	DWRS Services Administration	All Other Administration	Sub-Total G&A Allocations
Network Infrastructure Architect	Information Technology	\$26,500.00	25.0%	75.0%	100.0%
Contracted Building Security	All Other	\$58,500.00	98.0%	2.0%	100.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
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					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
<b>Totals</b>		<b>\$85,000.00</b>	<b>75.24%</b>	<b>24.76%</b>	<b>100.00%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 4(b): Administrative and Program Support Payments Cost Allocation -  
CONTRACTORS**

Position Classifications and Payments		Direct Care Allocations							Sub-Total Direct Care Allocations	Total Allocation
Working Job Title	Position Type	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services		
Network Infrastructure Architect	Information Technology								0.0%	100.0%
Contracted Building Security	All Other								0.0%	100.0%
									0.0%	0.0%
									0.0%	0.0%
									0.0%	0.0%
									0.0%	0.0%
									0.0%	0.0%
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									0.0%	0.0%
									0.0%	0.0%
									0.0%	0.0%
									0.0%	0.0%
<b>Totals</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>

Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 4(b): Administrative and  
Program Support Payments Cost  
Allocation -  
CONTRACTORS

**Describe your methodology for allocating costs from this schedule to each cost pool:**

During the reporting period, we contracted with a network infrastructure architect to revitalize our intranet and reconfigure servers. We have estimated the proportion of this cost benefitting DWRS Administration, Other Disability Waiver Services, and to other programs and functions within our agency based on relative usage of the intranet. We also contract with a building security company to patrol our day services sites. This cost is distributed on the percentage of day service revenues attributed to DWRS and to Other Disability Waiver Services for our Day Program. Specifically, in the reporting period we collected a total of \$1,053,500 in Day Services revenues, of which \$1,033,500 (98%) is attributed to DWRS Day Services, and \$20,000 (2%) is attributed to Other Disability Waiver Services.







Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 5(a): Direct Care and Supervisor Wages - EMPLOYEES

Describe the nature of reported 'All Other Pay':	Pay Type with Hours

6

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 5(b): Direct Care and Supervisor Benefits -  
EMPLOYEES**

Position Classifications	Employee Benefits								
Working Job Title	Health Insurance	Dental Insurance	Vision Insurance	Life Insurance/ AD&D	Short-term Disability	Long-term Disability	Tuition Reimbursement/ Cont. Education	Retirement	Other Benefits
DSP I - Day Programs	\$4,678.26	\$389.85	\$389.85	\$155.94	\$233.91	\$155.94	\$0.00	\$3,430.72	\$0.00
DSP I - Day Programs	\$5,847.82	\$487.32	\$487.32	\$194.93	\$292.39	\$194.93	\$0.00	\$4,288.40	\$0.00
DSP II - Day Programs	\$6,822.46	\$568.54	\$568.54	\$227.42	\$341.12	\$227.42	\$0.00	\$5,003.13	\$0.00
DSP Supervisors - Day Programs	\$2,144.20	\$178.68	\$178.68	\$71.47	\$107.21	\$71.47	\$0.00	\$1,572.41	\$0.00
DSP I - Unit Based w/ Programming Svcs	\$17,933.31	\$1,494.44	\$1,494.44	\$597.78	\$896.67	\$597.78	\$0.00	\$13,151.10	\$0.00
DSP II - Unit Based w/ Programming Svcs	\$21,968.31	\$1,830.69	\$1,830.69	\$732.28	\$1,098.42	\$732.28	\$0.00	\$16,110.09	\$0.00
DSP Supervisors - Unit Based w/ Programming Svcs	\$4,931.66	\$410.97	\$410.97	\$164.39	\$246.58	\$164.39	\$0.00	\$3,616.55	\$0.00
DSP I - Unit Based w/o Programming Svcs	\$25,730.40	\$2,144.20	\$2,144.20	\$857.68	\$1,286.52	\$857.68	\$0.00	\$18,868.96	\$0.00
DSP II - Unit Based w/o Programming Svcs	\$31,519.75	\$2,626.65	\$2,626.65	\$1,050.66	\$1,575.99	\$1,050.66	\$0.00	\$23,114.48	\$0.00
DSP Supervisors - Unit Based w/o Programming Svcs	\$7,075.86	\$589.66	\$589.66	\$235.86	\$353.79	\$235.86	\$0.00	\$5,188.96	\$0.00
Licensed Vocational Nurses	\$4,093.47	\$341.12	\$341.12	\$136.45	\$204.67	\$136.45	\$0.00	\$3,001.88	\$0.00
Registered Nurses	\$9,551.44	\$795.95	\$795.95	\$318.38	\$477.57	\$318.38	\$0.00	\$7,004.39	\$0.00
<b>Totals</b>	<b>\$142,296.94</b>	<b>\$11,858.07</b>	<b>\$11,858.07</b>	<b>\$4,743.24</b>	<b>\$7,114.84</b>	<b>\$4,743.24</b>	<b>\$0.00</b>	<b>\$104,351.07</b>	<b>\$0.00</b>



Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 5(b): Direct Care and Supervisor Benefits -  
EMPLOYEES

Describe the nature of reported 'Other Benefits':

Our organization pays for monthly bus passes for employees who wish to utilize public transportation. This is an optional benefit to staff, but is traceable to individual employees which is why we chose to report this benefit here instead of Schedule 3(G).

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**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 5(c): Direct Care and Supervisor Wages and Benefits Cost Allocation - EMPLOYEES**

Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs						DWRS Customized Living									
Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Customized Living Home management & Support Services	Customized Living Med Setups (RN/ LPN)	Customized Living Home Care Aide	Customized Living Home Health Aide	Customized Living Socialization	Customized Living Individual Transportation	RN Staff for Customized Living	LPN Staff for Customized Living	Supervisory Staff for Customized Living	Program Plan Support for Customized Living
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784										
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394										
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170										
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080										
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073										
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346										
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784										
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441										
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166										
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864										
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520										
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475										
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 5(c): Direct Care and Supervisor Wages and Benefits Cost Allocation -  
EMPLOYEES**

Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs						DWRS Unit-Based Services with Programming								
Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Behavior Program Analyst Staff	Behavior Program Professional Staff	Behavior Program Specialist Staff	Employment Support Services Staff	Employment Exploration Services	Employment Development Services Staff	Supported Employment Staff	Housing Access Coordination Staff	Independent Living Skills Staff
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784									
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394									
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170									
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080									
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073									
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346									
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784									
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441									
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166									
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864									
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520									
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475									
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 5(c): Direct Care and Supervisor Wages and Benefits Cost Allocation -  
EMPLOYEES**

Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs						DWRS Unit-Based Services with Programming (cont.)							
Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Independent Living Skills Specialist Staff	Individualized Home Supports Services Staff	In-Home Family Support Staff	Supportive Living Services Staff	RN Staff for Unit-Based Services with Programming	LPN Staff for Unit-Based Services with Programming	Supervisory Staff for Unit-Based Services with Programming	Program Plan Support for Unit-Based Services with Programming
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784								
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394								
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170								
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080								
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073			80.0%					20.0%
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346			85.0%					15.0%
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784			25.0%			60.0%		10.0%
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441								
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166								
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864								
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520								
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475								
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>0.0%</b>	<b>0.0%</b>	<b>22.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.7%</b>	<b>0.0%</b>	<b>4.8%</b>

Minnesota Department of Health Services, Disability Services Division  
 Disability Waiver Rates System Cost Reporting

Schedule 5(c): Direct Care and Supervisor Wages and Benefits Cost Allocation -  
 EMPLOYEES

Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs						DWRS Unit-Based Services without Programming							
Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Adult Companion Staff	Night Supervision Staff	Personal Support Staff	Respite Staff	RN Staff for Unit-Based Services without Programming	LPN Staff for Unit-Based Services without Programming	Supervisory Staff for Unit-Based Services without Programming	Program Plan Support for Unit-Based Services without Programming
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784								
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394								
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170								
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080								
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073								
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346								
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784								
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441	50.0%			35.0%				8.0%
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166	50.0%			30.0%				7.0%
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864	10.0%			5.0%			60.0%	6.0%
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520								
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475								
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>24.8%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>16.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.5%</b>	<b>3.9%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

Schedule 5(c): Direct Care and Supervisor  
Wages and Benefits Cost Allocation -  
**EMPLOYEES**

Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs						DWRS Day Services				
Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Day Services Direct Care Staff	RN Staff for Day Services	LPN Staff for Day Services	Supervisory Staff for Day Services	Program Plan Support for Day Services
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784	93.0%				5.0%
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394	93.0%				5.0%
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170	93.0%				5.0%
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080	50.0%			40.0%	5.0%
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073					
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346					
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784					
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441					
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166					
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864					
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520	90.0%				10.0%
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475	90.0%				10.0%
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>16.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>1.2%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 5(c): Direct Care and Supervisor Wages and Benefits  
Cost Allocation - EMPLOYEES**

Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs						DWRS Residential Services						
Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Residential Direct Care Staff (Onsite)	Residential Asleep-Overnight Staff (Onsite)	Residential Direct Care Staff (Remote)	RN Staff for Res. Services	LPN Staff for Res. Services	Supervisory Staff for Res. Services	Program Plan Support for Res. Services
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784							
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394							
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170							
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080							
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073							
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346							
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784							
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441							
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166							
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864							
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520							
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475							
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 5(c): Direct Care and Supervisor Wages and  
Benefits Cost Allocation - EMPLOYEES**

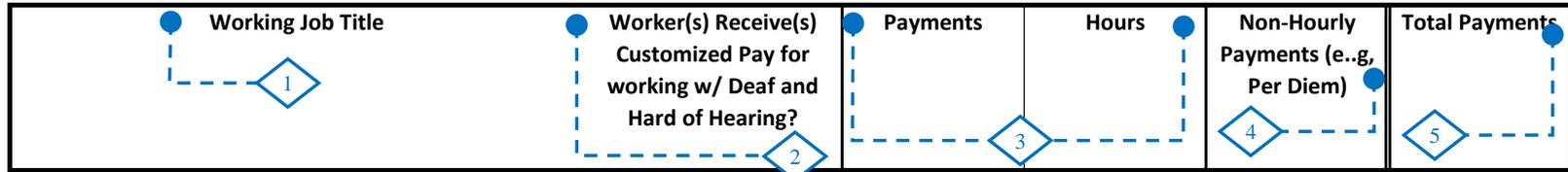
Position Classifications and Salaries, Wages, Benefits and Payroll Tax Costs Working Job Title	Total Salaries and Wages	Total Benefits and Payroll Taxes	Total Salaries, Wages, Benefits and Payroll Taxes	Deaf/ Hard of Hearing Custom Pay	Total Hours Paid	Other Allocations				Administrative Allocations		Total Allocation
						Other Disability Waiver Direct Care Services	All Other Direct Care Services	Non-Billable tasks	DWRS Services Administration	All Other Administration		
DSP I - Day Programs	\$96,260.40	\$16,348.86	\$112,609.26	No	5,784	2.0%						100.0%
DSP I - Day Programs	\$120,325.51	\$20,267.31	\$140,592.82	Yes	6,394	2.0%						100.0%
DSP II - Day Programs	\$140,379.76	\$23,586.62	\$163,966.38	No	7,170	2.0%						100.0%
DSP Supervisors - Day Programs	\$44,059.36	\$7,377.91	\$51,437.27	No	2,080				5.0%			100.0%
DSP I - Unit Based w/ Programming Svcs	\$368,998.20	\$62,246.80	\$431,245.00	No	20,073							100.0%
DSP II - Unit Based w/ Programming Svcs	\$452,022.80	\$76,001.27	\$528,024.07	No	23,346							100.0%
DSP Supervisors - Unit Based w/ Programming Svcs	\$101,474.52	\$16,969.24	\$118,443.76	No	4,784				5.0%			100.0%
DSP I - Unit Based w/o Programming Svcs	\$529,432.19	\$91,055.23	\$620,487.42	No	37,441	7.0%						100.0%
DSP II - Unit Based w/o Programming Svcs	\$648,554.44	\$111,199.68	\$759,754.12	No	44,166	13.0%						100.0%
DSP Supervisors - Unit Based w/o Programming Svcs	\$145,593.86	\$24,347.17	\$169,941.03	No	6,864	7.0%			7.0%	5.0%		100.0%
Licensed Vocational Nurses	\$84,227.86	\$13,994.01	\$98,221.87	No	3,520							100.0%
Registered Nurses	\$196,531.65	\$32,099.96	\$228,631.61	No	5,475							100.0%
												0.0%
												0.0%
												0.0%
												0.0%
												0.0%
												0.0%
												0.0%
												0.0%
												0.0%
<b>Totals</b>	<b>\$2,927,860.55</b>	<b>\$495,494.06</b>	<b>\$3,423,354.61</b>		<b>167,096</b>	<b>5.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>0.2%</b>		<b>100.0%</b>

Describe your methodology for allocating costs from this schedule to each cost pool:



**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(a): Direct Care and Supervisor Payments -  
CONTRACTORS**



Working Job Title	Worker(s) Receive(s) Customized Pay for working w/ Deaf and Hard of Hearing?	Payments	Hours	Non-Hourly Payments (e.g., Per Diem)	Total Payments
DSP I - Day Programs	No	\$39,550.00	2,197.2	\$550.00	\$40,100.00
Behavioral Analyst	No	\$130,000.00	4,200.0	\$0.00	\$130,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>Totals</b>		<b>\$169,550.00</b>	<b>6,397.2</b>	<b>\$550.00</b>	<b>\$170,100.00</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(b): Direct Care and Supervisor Payment Allocations - CONTRACTORS**

Position Classifications and Total Payments <span style="float: right;">1</span>			DWRS Customized Living <span style="float: right;">2</span>									
Working Job Title	Total Payments	Total Hours Paid	Customized Living Home management & Support Services	Customized Living Med Setups (RN/ LPN)	Customized Living Home Care Aide	Customized Living Home Health Aide	Customized Living Socialization	Customized Living Individual Transportation	RN Staff for Customized Living	LPN Staff for Customized Living	Supervisory Staff for Customized Living	Program Plan Support for Customized Living
DSP I - Day Programs	\$40,100.00	2,197										
Behavioral Analyst	\$130,000.00	4,200										
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(b): Direct Care and Supervisor Payment Allocations - CONTRACTORS**

Position Classifications and Total Payments			DWRS Unit-Based Services with Programming								
Working Job Title	Total Payments	Total Hours Paid	Behavior Program Analyst Staff	Behavior Program Professional Staff	Behavior Program Specialist Staff	Employment Support Services Staff	Employment Exploration Services	Employment Development Services Staff	Supported Employment Staff	Housing Access Coordination Staff	Independent Living Skills Staff
DSP I - Day Programs Behavioral Analyst	\$40,100.00 \$130,000.00	2,197 4,200	80.0%								
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>52.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(b): Direct Care and Supervisor Payment Allocations -  
CONTRACTORS**

Position Classifications and Total Payments			DWRS Unit-Based Services with Programming (cont.)							
Working Job Title	Total Payments	Total Hours Paid	Independent Living Skills Specialist Staff	Individualized Home Supports Services Staff	In-Home Family Support Staff	Supportive Living Services Staff	RN Staff for Unit-Based Services with Programming	LPN Staff for Unit-Based Services with Programming	Supervisory Staff for Unit-Based Services with Programming	Program Plan Support for Unit-Based Services with Programming
DSP I - Day Programs	\$40,100.00	2,197								
Behavioral Analyst	\$130,000.00	4,200								20.0%
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>13.1%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(b): Direct Care and Supervisor Payment Allocations -  
CONTRACTORS**

Position Classifications and Total Payments			DWRS Unit-Based Services without Programming							
Working Job Title	Total Payments	Total Hours Paid	Adult Companion Staff	Night Supervision Staff	Personal Support Staff	Respite Staff	RN Staff for Unit-Based Services without Programming	LPN Staff for Unit-Based Services without Programming	Supervisory Staff for Unit-Based Services without Programming	Program Plan Support for Unit-Based Services without Programming
DSP I - Day Programs	\$40,100.00	2,197								
Behavioral Analyst	\$130,000.00	4,200								
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(b): Direct Care and Supervisor  
Payment Allocations - CONTRACTORS**

Position Classifications and Total Payments			DWRS Day Services				
Working Job Title	Total Payments	Total Hours Paid	Day Services Direct Care Staff	RN Staff for Day Services	LPN Staff for Day Services	Supervisory Staff for Day Services	Program Plan Support for Day Services
DSP I - Day Programs Behavioral Analyst	\$40,100.00 \$130,000.00	2,197 4,200	90.0%				10.0%
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>30.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.4%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 6(b): Direct Care and Supervisor Payment Allocations -  
CONTRACTORS**

Position Classifications and Total Payments			DWRS Residential Services						
Working Job Title	Total Payments	Total Hours Paid	Residential Direct Care Staff (Onsite)	Residential Asleep-Overnight Staff (Onsite)	Residential Direct Care Staff (Remote)	RN Staff for Res. Services	LPN Staff for Res. Services	Supervisory Staff for Res. Services	Program Plan Support for Res. Services
DSP I - Day Programs	\$40,100.00	2,197							
Behavioral Analyst	\$130,000.00	4,200							
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

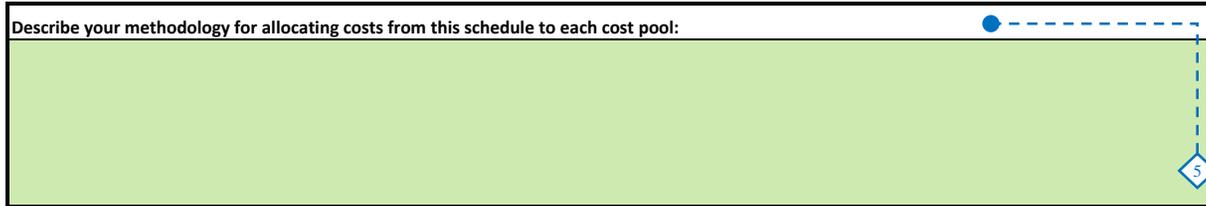
**Schedule 6(b): Direct Care and Supervisor Payment  
Allocations - CONTRACTORS**

Position Classifications and Total Payments			Other Allocations			Administrative Allocations		Total Allocation
Working Job Title	Total Payments	Total Hours Paid	Other Disability Waiver Direct Care Services	All Other Direct Care Services	Non-Billable tasks	DWRS Services Administration	All Other Administration	
DSP I - Day Programs	\$40,100.00	2,197						100.0%
Behavioral Analyst	\$130,000.00	4,200						100.0%
								0.0%
								0.0%
								0.0%
								0.0%
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								0.0%
								0.0%
								0.0%
								0.0%
<b>Totals</b>	<b>\$170,100.00</b>	<b>6,397</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>

Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 6(b): Direct Care and Supervisor Payment Allocations - CONTRACTORS

Describe your methodology for allocating costs from this schedule to each cost pool:



**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

Schedule 7: Other Benefits and Cost Allocation											
	Total Cost	Direct Care Allocations						Administrative Allocations		Total Allocation	
		DWRS Day Services	DWRS Unit-Based w/Programming	DWRS Unit-Based w/o Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services	DWRS Services Administration		All Other Administration
Other Employee Benefit Costs	\$117,500.00	13.2%	25.2%	39.0%	0.0%	0.0%	0.0%	0.0%	14.7%	7.9%	100.0%

**Describe the nature of reported 'Other Employee Benefit Costs':**  
 All employees have access to our Employee Wellness Program (the program is not employee specific). The reported amount represents the annual amount of administering the program through a 3rd party vendor.

**Describe your methodology for allocating costs from this schedule to each cost pool:**  
 To allocate other benefits, we first computed the relative proportion of FTE assigned to Direct Care Cost pools compared to Administrative Cost pools. As seen on Schedule 3(A1), our administrative and program support staff included 23.5 FTE during the reporting period, and our direct care staff FTE is approximated at 80.3 (using total direct care employee hours divided by 2,080 hours per year). Therefore, our total combined FTE count during the reporting period is approximately 103.8, distributed as 77.4% direct care staff (80.3 Direct Care GTE/ 103.8 Total FTE) and 22.6% administrative and program operations staff (23.5 administrative and program ops FTE/ 103.8 Total FTE). Accordingly, the other benefits costs were first distributed on a broad level based on this distribution (such that total direct care allocations of other benefits equal 77.3%, and total administrative allocations total 22.6%). The remaining sub-allocations are based on the proportion of revenues each direct care program represents of total revenues. The proportion of other benefits allocated to Administrative cost pools was sub-allocated to the individual administrative cost pools at the same rate seen on Schedule 3(C1).

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 8: Client Programming and Support Costs**

Amount	DWRS Services Allocation						Subtotal - DWRS Services	All Other Services	Subtotal - Other Services	Total Allocation
	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living					

Supplies and equipment	\$5,400.00	80.0%	10.0%	10.0%			100.0%		0.0%	100.0%
Costs to access community services	\$9,500.00	95.0%					95.0%	5.0%	5.0%	100.0%
Participation costs for staff	\$2,150.00	80.0%	5.0%	5.0%			90.0%	10.0%	10.0%	100.0%
Reinforcers (defined in participant's plan)	\$4,750.00	100.0%					100.0%		0.0%	100.0%
Mileage reimbursement for in-program transportation	\$6,700.00	75.0%					75.0%	25.0%	25.0%	100.0%
Other client program and support costs	\$1,500.00	100.0%					100.0%		0.0%	100.0%
<b>Totals</b>	<b>\$30,000.00</b>	<b>87.8%</b>	<b>2.2%</b>	<b>2.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>92.1%</b>	<b>7.9%</b>	<b>7.9%</b>	<b>100.0%</b>

**Describe the nature of "Other client program and support costs":**

Other client program and support costs included costs for public transportation when direct care workers are assisting members with learning public transportation routes and understanding the public transportation system more generally.

**Describe your methodology for allocating costs from this schedule to each cost pool:**

We maintain an accounting of the specific costs affiliated with each item in this schedule, and each transaction that comprise the itemized and total client programming and support costs is notated to specify which client the cost benefits, and for which program. Hence, supporting documentation is available for review to support the reported figures and cost allocation percentages, but unlike other schedules, we do not base the allocation of these costs as a percentage of revenues or other base, as the actual allocation is specific to the client and the program under which they receive services.

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 9(a): Day Program Facility Costs**

**Schedule 9(a): Day**

**Facility Information**

1

**Facility Costs**

2

Site No.	Street Address	City	County	Zip	Own/ Lease	Square Footage	Mortgage, lease, rent cost	Depreciation expense (buildings)	Depreciation expense (facility equipment)
1	123 Main Street #1	Minneapolis	Hennepin	55413	Own	13,500.0	\$0.00	\$7,000.00	\$550.00
2	123 Main Street #2	Edina	Hennepin	55410	Lease	10,900.0	\$185,300.00		\$700.00
3	123 Main Street #3	West St. Paul	Dakota	55118	Lease	9,875.0	\$167,875.00		\$1,250.00
4	123 Main Street #4	Hugo	Washington	55110	Own	14,000.0	\$0.00	\$0.00	\$900.00
5	123 Main Street #5	Hutchinson	Mc Leod	55350	Lease	6,750.0	\$114,750.00		\$2,150.00
6	123 Main Street #6	Duluth	St. Louis	55424	Own	11,400.0	\$0.00	\$17,500.00	\$1,100.00
7									
8									
9									
10									
11									
12									
13									
14									
15									
<b>Totals</b>							\$467,925.00	\$24,500.00	\$6,650.00

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 9(a): Day Program Facility Costs**

**Facility Information**



Site No.	Street Address	Depreciation expense (Capital Improvements)	Utilities	Property taxes, insurance, and interest expense	Contracted Services	Building repair and maintenance	Other facility costs	Total Facility Costs
1	123 Main Street #1	\$0.00	\$22,950.00	\$3,750.00	\$1,800.00	\$2,160.00		\$38,210.00
2	123 Main Street #2	\$0.00	\$18,530.00	\$1,190.00	\$1,576.00	\$6,860.00		\$214,156.00
3	123 Main Street #3	\$0.00	\$16,787.50	\$1,025.00	\$1,520.00	\$2,096.00		\$190,553.50
4	123 Main Street #4	\$6,000.00	\$23,800.00	\$4,250.00	\$1,334.00	\$4,383.00	\$9,200.00	\$49,867.00
5	123 Main Street #5	\$0.00	\$11,475.00	\$875.00	\$710.00	\$7,030.00		\$136,990.00
6	123 Main Street #6	\$0.00	\$19,380.00	\$2,515.00	\$905.00	\$4,617.00		\$46,017.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
11								\$0.00
12								\$0.00
13								\$0.00
14								\$0.00
15								\$0.00
<b>Totals</b>		\$6,000.00	\$112,922.50	\$13,605.00	\$7,845.00	\$27,146.00	\$9,200.00	\$675,793.50

Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 9(a): Day Program Facility Costs

Schedule 9(a): Day

Describe the nature of "Other facility costs"
During the reporting period, our agency incurred over \$9,000 in permitting fees to begin construction on an expansion to the facility, which will add 2,500 square feet for an Adult Day program operated out of the facility.

3

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 9(b): Day Program Facility Cost Allocation**

Facility Information							Direct Care Allocations			
Site No.	St. Address	City	County	Zip	Square Footage	Total Cost	DWRS - Day Services	Other Disability Waiver Services	All Other Services	Subtotal - Direct Care Services
1	123 Main Street #1	Minneapolis	Hennepin	55413	13,500	\$38,210.00	73.0%	2.0%		75.0%
2	123 Main Street #2	Edina	Hennepin	55410	10,900	\$214,156.00	73.0%	2.0%	2.0%	77.0%
3	123 Main Street #3	West St. Paul	Dakota	55118	9,875	\$190,553.50	68.0%	2.0%	10.0%	80.0%
4	123 Main Street #4	Hugo	Washington	55110	14,000	\$49,867.00	58.0%	2.0%	16.0%	76.0%
5	123 Main Street #5	Hutchinson	Mc Leod	55350	6,750	\$136,990.00	73.0%	2.0%		75.0%
6	123 Main Street #6	Duluth	St. Louis	55424	11,400	\$46,017.00	68.0%	2.0%	10.0%	80.0%
7						\$0.00				0.0%
8						\$0.00				0.0%
9						\$0.00				0.0%
10						\$0.00				0.0%
11						\$0.00				0.0%
12						\$0.00				0.0%
13						\$0.00				0.0%
14						\$0.00				0.0%
15						\$0.00				0.0%
<b>Totals</b>						<b>\$675,793.50</b>	<b>70.1%</b>	<b>2.0%</b>	<b>5.3%</b>	<b>77.5%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 9(b): Day Program Facility Cost Allocation**

Facility Information							Administrative Allocations			Total Allocation
Site No.	St. Address	City	County	Zip	Square Footage	Total Cost	DWRS Service Administration	All Other Administration	Subtotal - G&A Services	
1	123 Main Street #1	Minneapolis	Hennepin	55413	13,500	\$38,210.00	10.0%	15.0%	25.0%	100.0%
2	123 Main Street #2	Edina	Hennepin	55410	10,900	\$214,156.00	10.0%	13.0%	23.0%	100.0%
3	123 Main Street #3	West St. Paul	Dakota	55118	9,875	\$190,553.50	10.0%	10.0%	20.0%	100.0%
4	123 Main Street #4	Hugo	Washington	55110	14,000	\$49,867.00	10.0%	14.0%	24.0%	100.0%
5	123 Main Street #5	Hutchinson	Mc Leod	55350	6,750	\$136,990.00	10.0%	15.0%	25.0%	100.0%
6	123 Main Street #6	Duluth	St. Louis	55424	11,400	\$46,017.00	10.0%	10.0%	20.0%	100.0%
7						\$0.00			0.0%	0.0%
8						\$0.00			0.0%	0.0%
9						\$0.00			0.0%	0.0%
10						\$0.00			0.0%	0.0%
11						\$0.00			0.0%	0.0%
12						\$0.00			0.0%	0.0%
13						\$0.00			0.0%	0.0%
14						\$0.00			0.0%	0.0%
15						\$0.00			0.0%	0.0%
<b>Totals</b>						<b>\$675,793.50</b>	<b>10.0%</b>	<b>12.5%</b>	<b>22.5%</b>	<b>100.0%</b>

Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

**Schedule 9(b): Day Program Facility Cost Allocation**

Describe your methodology for allocating costs from this schedule to each cost pool:
<p>Costs are allocated on the basis of square footage attributable to each cost center. The square footage of each facility is based on property records, and the allocation of square footage to each cost pool on this schedule is based on measurements taken two weeks prior to the cost report date (noting that space allocations can change as programs expand or contract within a facility). The allocation percentages to "All Other Services Administration" represents common space that cannot be efficiently allocated to other program areas and is otherwise shared by all programs and administrative functions housed in each facility.</p>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 10: Transportation Costs**

Amount	Direct Care Allocations							
	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services (exc. Disability waiver services)	Subtotal - Direct Care Services
1								

**Agency-owned/ Leased Vehicle Costs**

Financing costs; lease costs; rental costs	\$78,000.00								
Depreciation expense	\$15,600.00								
Vehicle Insurance	\$54,000.00								
Vehicle Licensing/ Registration	\$1,800.00								
Fuel	\$67,320.00								
Vehicle Repair and Maintenance	\$7,100.00								
<b>Sub-Total</b>	<b>\$223,820.00</b>	70.0%	15.0%						85.0%

**Other Transportation Costs**

Mileage Reimbursement	\$1,250.00	35.0%	30.0%	10.0%					75.0%
Public Transportation Costs	\$795.00	100.0%							100.0%
Other Vehicle-Related Costs	\$670.00								0.0%
Sub-Total	<b>\$2,715.00</b>								
<b>Totals</b>	<b>\$226,535.00</b>	<b>69.7%</b>	<b>15.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>84.7%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 10 - Transportation Costs**

Administrative Allocation			Total Allocation
DWRS Service Administration	All Other Administration	Subtotal - G&A Services	

**Agency-owned/ Leased Vehicle Costs**

Financing costs; lease costs; rental costs				
Depreciation expense				
Vehicle Insurance				
Vehicle Licensing/ Registration				
Fuel				
Vehicle Repair and Maintenance				
<b>Sub-Total</b>	10.0%	5.0%	15.0%	100.0%

**Other Transportation Costs**

Mileage Reimbursement	20.0%	5.0%	25.0%	100.0%
Public Transportation Costs			0.0%	100.0%
Other Vehicle-Related Costs	100.0%		100.0%	100.0%
Sub-Total				
<b>Totals</b>	<b>10.3%</b>	<b>5.0%</b>	<b>15.3%</b>	<b>100.0%</b>

Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting

Schedule 10: Transportation Costs

**Describe what is included in "Other Vehicle-Related Costs":**

This represents 'listing' costs affiliated with advertising older agency vehicles for sale online. Since our company could not reasonably allocate the costs of the sale to specific direct care allocation pools, and the vehicles were only used for DWRS operations, all of the costs are attributed to DWRS Service Administration.

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**Describe your methodology for allocating costs from this schedule to each cost pool:**

Transportation-related costs for "Agency-owned/ Leased Vehicle Costs" are allocated on the basis of mileage for each benefitting program. Our agency maintains detailed travel logs for internal tracking purposes that were used to estimate the percentage of mileage for each program.

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**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 11: Vehicles**

Vehicle Ref.	Costs Attributed to this Vehicle	Vehicle Information 								
		Date of Acquisition	Date of Disposal (if applicable)	Year	Make	Model	Lift Equipped?	Estimated Cost of Modification?	Select Primary County of Service	Total Miles Driven During Year
1	\$15,246.88	6/5/2005	9/5/2018	2005	Ford	E350	Y	\$2,750.00	Hennepin	14,750
2	\$9,406.55	7/15/2005	12/1/2018	2002	Ford	E350	Y	\$2,750.00	Clay	9,100
3	\$30,907.23	1/7/2008		2005	Ford	Econoline	Y	\$2,750.00	Benton	29,900
4	\$17,314.25	4/15/2008		2006	Dodge	Ram ProMaster	N	\$0.00	Dakota	16,750
5	\$33,233.02	3/9/2011		2011	Dodge	Caravan	Y	\$2,750.00	Hennepin	32,150
6	\$23,309.63	12/1/2013		2011	Ford	Econoline	Y	\$2,750.00	Washington	22,550
7	\$18,089.51	5/19/2014		2014	Ford	Transit	Y	\$2,750.00	Hennepin	17,500
8	\$24,349.52	5/19/2014		2014	Ford	Transit	Y	\$2,750.00	St. Louis	23,556
9	\$9,251.49	5/19/2014		2014	Ford	Transit	Y	\$2,750.00	Dakota	8,950
10	\$14,647.34	2/11/2016		2015	Dodge	Ram ProMaster	N	\$0.00	Hennepin	14,170
11	\$19,278.25	9/6/2017		2013	Ford	Transit	Y	\$2,750.00	Hennepin	18,650
12	\$8,786.34	#####		2017	Ford	Transit	Y	\$2,750.00	McLeod	8,500
13	\$0.00									
14	\$0.00									
15	\$0.00									

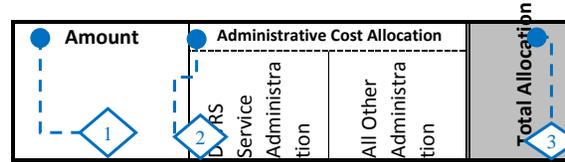
**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 11: Vehicles**

Vehicle Ref.	Day Treatment and Habilitation <span style="float: right;">2</span>					All Other Services and Usage <span style="float: right;">3</span>	% of Miles Allocated <span style="float: right;">4</span>
	% Miles Driven with one Passenger	Avg. Number of Single-Passenger Trips per Day	% Miles Driven with Multiple Passengers	% of Miles Driven without Passengers	Avg. Number of Passengers in a Shared Trip	% Miles Driven	
1	10.0%	6	61.0%	13.0%	6	16.0%	100.0%
2	5.0%	8	55.0%	9.0%	8	31.0%	100.0%
3	15.0%	5	60.0%	14.0%	5	11.0%	100.0%
4	8.0%	5	75.0%	12.0%	5	5.0%	100.0%
5	12.0%	6	58.0%	10.0%	6	20.0%	100.0%
6	3.0%	4	12.0%	6.0%	4	79.0%	100.0%
7	25.0%	8	45.0%	16.0%	8	14.0%	100.0%
8	11.0%	5	47.0%	13.0%	5	29.0%	100.0%
9	1.0%	5	19.0%	3.0%	5	77.0%	100.0%
10	9.0%	3	52.0%	14.0%	3	25.0%	100.0%
11	0.0%	6	50.0%	11.0%	6	39.0%	100.0%
12	17.0%	4	45.0%	19.0%	4	19.0%	100.0%
13							0.0%
14							0.0%
15							0.0%

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 12: General and Administrative Costs**



**Facility Costs (for facilities not reported on Sch. 5)**

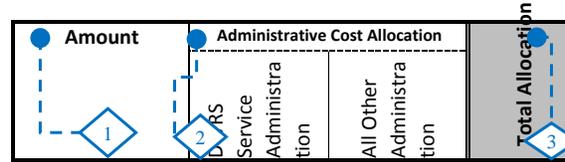
Mortgage, lease, rent cost	\$70,000.00	65.0%	35.0%	100.0%
Depreciation expense (buildings)	\$0.00	65.0%	35.0%	100.0%
Depreciation expense (facility equipment)	\$4,250.00	65.0%	35.0%	100.0%
Depreciation expense (capital improvements)	\$0.00	65.0%	35.0%	100.0%
Utilities	\$10,800.00	65.0%	35.0%	100.0%
Property taxes, insurance, and interest expense	\$5,175.00	65.0%	35.0%	100.0%
Contracted services	\$2,750.00	65.0%	35.0%	100.0%
Building repair and maintenance (non-wage)	\$7,500.00	65.0%	35.0%	100.0%
Other facility costs	\$0.00	65.0%	35.0%	100.0%

**All Other Administrative Expenses**

Accounting and auditing fees	\$17,500.00	65.0%	35.0%	100.0%
Attorney's fees	\$11,000.00	65.0%	35.0%	100.0%
Other professional service fees/ Consultant costs	\$0.00	65.0%	35.0%	100.0%
Licensing fees	\$2,750.00	65.0%	35.0%	100.0%
Bank fees/ charges	\$1,300.00	65.0%	35.0%	100.0%
Interest expense (non-facility related)	\$0.00	65.0%	35.0%	100.0%
Non-mileage related travel expenses (e.g., airfare)	\$15,500.00	65.0%	35.0%	100.0%
Continuing training & education (non-wage costs)	\$6,250.00	65.0%	35.0%	100.0%
Annual meetings and business conferences	\$5,000.00	65.0%	35.0%	100.0%
Recruitment expense	\$12,500.00	65.0%	35.0%	100.0%
Dues and subscriptions	\$780.00	65.0%	35.0%	100.0%
Office supplies expense	\$4,750.00	65.0%	35.0%	100.0%
Insurance premiums (non-payroll)	\$22,500.00	65.0%	35.0%	100.0%
Postage and communications	\$1,400.00	65.0%	35.0%	100.0%
Taxes (excluding payroll taxes)	\$3,500.00	65.0%	35.0%	100.0%
Bad debts	\$7,250.00	65.0%	35.0%	100.0%
Lobbying costs	\$0.00	65.0%	35.0%	100.0%
Fundraising costs	\$3,150.00	65.0%	35.0%	100.0%
Donations/ Contributions made to an outside org.	\$0.00	65.0%	35.0%	100.0%
Entertainment costs	\$0.00	65.0%	35.0%	100.0%

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 12: General and Administrative Costs**



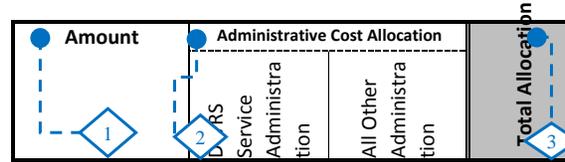
	Amount	Service Administration	All Other Administration	Total Allocation
Marketing/ Public relations costs	\$1,600.00	65.0%	35.0%	100.0%
Fines and penalites	\$0.00	65.0%	35.0%	100.0%
Medical supplies (e.g., cotton balls, alcohol prep)	\$25,000.00	65.0%	35.0%	100.0%
Home office/ corporate overhead expense	\$114,000.00	65.0%	35.0%	100.0%
Board of director fees	\$0.00	65.0%	35.0%	100.0%
Other costs	\$1,800.00	65.0%	35.0%	100.0%

**Program General and Administrative Costs**

	Amount	Service Administration	All Other Administration	Total Allocation
Software/ Software licensing	\$2,150.00	63.6%	36.4%	100.0%
Technology hardware	\$650.00	63.6%	36.4%	100.0%
Telecommunications	\$1,850.00	63.6%	36.4%	100.0%
Depreciation expense for program G&A fixed assets	\$0.00	63.6%	36.4%	100.0%
Other costs	\$500.00	63.6%	36.4%	100.0%
<b>Total</b>	<b>\$363,155.00</b>	<b>64.1%</b>	<b>34.5%</b>	<b>98.6%</b>

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 12: General and Administrative Costs**



**Describe your methodology for allocating costs from this schedule to each cost pool:**

Allocation of Standard General & Administrative costs is primarily based upon the percentage of revenues received and attributed to our agency's various programs. While DWRS revenues represented more than 90% of the revenues reported on Schedule 1, they represented only 65% of our agency-wide revenues from all programs, including our behavioral health program for which revenues are not collected in this cost report. Therefore, the allocation of Standard General & Administrative costs is approximately 65% for DWRS programs, 25% to Other service areas (5% to Other Disability Waiver Services Administration and 20% to All Other Services). The remaining 10% is allocated to All Other Administration to support non-service activities, such as the administration of fundraising events.

**Describe the costs reported as "Other costs" in each of the three subsections:**

Other Standard & General Administrative costs were incurred during the reporting period for a deductible payment related to a traffic accident in one of our agency-owned vehicles.

**Describe your methodology for allocating costs from the "Home office/ corporate overhead expense" line:**

The allocation of the Home office/ corporate overhead expense is the same methodology employed for all Standard General & Administrative expense (see description of allocating costs for this schedule describe above).

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 13: Direct Care Worker Questionnaire**

Full-Time	Part-Time
-----------	-----------

**Staffing**  

How many employees who provide DWRS direct services to individuals does your agency employ currently?	70	10
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**Holidays**  

Does your company offer holiday pay?	Yes	Yes
If so, are direct care workers eligible for holiday pay?	Yes	Yes
Waiting period before newly hired direct care workers are eligible for holiday pay	1-2 Months	1-2 Months
Minimum number of hours per week that a direct care worker must work to be eligible for holiday pay	30	15
Of the direct care workers employed by your agency, percent currently eligible for holiday pay	92%	95%
Average annual number of holidays (days, not hours) received by eligible direct care workers	8	8

**Paid Time Off (PTO, Vacation and Sick Time)**  

Does your company offer paid time off, vacation and/ or sick time?	Yes	Yes
If so, are direct care workers eligible to receive paid time off, in addition to holidays?	Yes	Yes
Waiting period before newly hired direct care workers are eligible for PTO	3-5 Months	3-5 Months
Minimum number of hours per week that a direct care worker must work to be eligible for PTO	30	15
Of the direct care workers employed by your agency, percent currently eligible for PTO	92%	95%
Average annual number of PTO days (not hours) received by eligible direct care workers	10	5

**Health Insurance**  

Does your company offer health insurance benefits?	Yes	No
Are direct care workers eligible to receive health insurance through your agency?	Yes	No
Waiting period before newly hired direct care workers are eligible for health insurance	1-2 Months	
Minimum number of hours per week that a direct care worker must work to be eligible for health insurance	30	
Of the direct care workers employed by your agency, percent currently eligible for health insurance	92%	
Percent of direct care workers currently receiving health insurance from your agency	70%	

**Other Benefits**  

Does your company offer any other benefits?	Yes	No
If so, does your agency contribute to any other benefits for direct care workers (e.g. disability, dental, etc.)?	Yes	No
[If yes, please specify the benefit(s) here]: <b>We also offer dental, vision, life/ AD&amp;D, short/ long-term disability, and a 401(3)(B) plan to staff</b>		
Waiting period before newly hired direct care workers are eligible for these benefits?	1-2 Months	
Minimum number of hours per week that a direct care worker must work to be eligible for these benefits	30	
Of the direct care workers employed by your agency, percent currently eligible for these benefits	92%	
Percent of direct care workers currently receiving these benefits from your agency	75%	

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**Schedule 13: Direct Care Worker Questionnaire**

Full-Time	Part-Time
-----------	-----------

**Training, Continuing Education and Tuition Reimbursement**



How many hours of non-mandated training (on average) do first-year direct care workers receive?	15	5
How many hours of non-mandated training (on average) do direct care workers receive after their first year of employment?	15	5
Does your agency contribute toward the non-wage cost of attending non-mandatory training to improve the skills of direct care workers providing DWRS services?	Yes	Yes
Does your organization provide tuition reimbursement to direct care workers providing DWRS services?	No	No
If your organization provides tuition reimbursement to direct care workers providing DWRS services, what is the maximum annual reimbursement limit?		
If your organization provides tuition reimbursement to direct care workers providing DWRS services, what percent of individuals that provide DWRS services currently receive tuition reimbursement?		

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Schedule 14: Notes

Notes to the Cost Report Schedules



Schedule 2: Revenues

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Schedule 3(a): Administrative and Program Support Wages - EMPLOYEES

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Schedule 14: Notes

Notes to the Cost Report Schedules

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Schedule 4(a): Administrative and Program Support Payments - CONTRACTORS

Schedule 3(b): Administrative and Program Support Benefits - EMPLOYEES

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Schedule 14: Notes

Notes to the Cost Report Schedules

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Schedule 3(c): Administrative and Program Support Cost Allocation - EMPLOYEES

Schedule 4(b): Administrative and Program Support Payments Cost Allocation - CONTRACTORS

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Schedule 14: Notes

Notes to the Cost Report Schedules

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Schedule 5(a): Direct Care and Supervisor Wages - EMPLOYEES

Schedule 6(a): Direct Care and Supervisor Payments - CONTRACTORS

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Schedule 14: Notes

Notes to the Cost Report Schedules



Schedule 5(b): Direct Care and Supervisor Benefits - EMPLOYEES

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Schedule 5(c): Direct Care and Supervisor Wages and Benefits Cost Allocation - EMPLOYEES

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Schedule 14: Notes

Notes to the Cost Report Schedules

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Schedule 6(b): Direct Care and Supervisor Payment Allocations - CONTRACTORS

Schedule 7: Other Benefits and Cost Allocation

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Schedule 14: Notes

Notes to the Cost Report Schedules



Schedule 8: Client Programming and Support Costs

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Schedule 9(a): Day Program Facility Costs

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Schedule 14: Notes

Notes to the Cost Report Schedules

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Schedule 9(b): Day Program Facility Cost Allocation

Schedule 10: Transportation Costs

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Schedule 14: Notes

Notes to the Cost Report Schedules



Schedule 12: General and Administrative Costs

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Schedule 14: Notes

Notes to the Cost Report Schedules



Schedule 11: Vehicles

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Schedule 13: Direct Care Worker Questionnaire

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Schedule 14: Notes

Notes to the Cost Report Schedules 

Schedule 15: Summary



**Minnesota Department of Health Services, Disability Services Division  
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**Schedule 15: Summary**

	Direct Care Cost Allocations							Administrative Cost Allocations	
	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services	DWRS Services Administration	All Other Administration
<b>Total Cost</b>									

**Payroll Costs**

*Salaries and Wages*

Administrative and Program Support Salaries and Wages (Employees)	\$959,300	\$32,857	\$0	\$0	\$0	\$0	\$0	\$0	\$590,688	\$335,755
Administrative and Program Support Payments (Contractors, Temps, etc.)	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$63,955	\$21,045
Direct Care and Supervisory Salaries and Wages (Employees)	\$2,927,861	\$672,442	\$917,422	\$1,174,545	\$0	\$0	\$138,703	\$0	\$17,468	\$7,280
Direct Care and Supervisory Payments (Contractors, Temps, etc.)	\$170,100	\$58,423	\$111,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal - Salaries and Wages</b>	<b>\$4,142,261</b>	<b>\$763,723</b>	<b>\$1,029,099</b>	<b>\$1,174,545</b>	<b>\$0</b>	<b>\$0</b>	<b>\$138,703</b>	<b>\$0</b>	<b>\$672,111</b>	<b>\$364,080</b>

*Benefits and Payroll Taxes*

Administrative Benefits and Payroll Taxes	\$196,642	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0	\$121,082	\$68,825
Direct Care Benefits and Payroll Taxes	\$495,494	\$112,102	\$154,369	\$201,146	\$0	\$0	\$23,738	\$0	\$2,922	\$1,217
Other Benefits	\$117,500	\$15,510	\$29,610	\$45,825	\$0	\$0	\$0	\$0	\$17,273	\$9,283
<b>Subtotal - Benefits and Payroll Taxes</b>	<b>\$809,636</b>	<b>\$134,347</b>	<b>\$183,979</b>	<b>\$246,971</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,738</b>	<b>\$0</b>	<b>\$141,276</b>	<b>\$79,325</b>
<b>Total Payroll Costs</b>	<b>\$4,951,897</b>	<b>\$898,070</b>	<b>\$1,213,078</b>	<b>\$1,421,517</b>	<b>\$0</b>	<b>\$0</b>	<b>\$162,441</b>	<b>\$0</b>	<b>\$813,387</b>	<b>\$443,404</b>

**Client Programming and Support Costs**

Supplies and equipment	\$5,400	\$4,320	\$540	\$540	\$0	\$0		\$0		
Costs to access community services	\$9,500	\$9,025	\$0	\$0	\$0	\$0		\$475		
Participation costs for staff	\$2,150	\$1,720	\$108	\$108	\$0	\$0		\$215		
Reinforcers (defined in participant's plan)	\$4,750	\$4,750	\$0	\$0	\$0	\$0		\$0		
Mileage reimbursements for in-program transportation	\$6,700	\$5,025	\$0	\$0	\$0	\$0		\$1,675		
Other client program and support costs	\$1,500	\$1,500	\$0	\$0	\$0	\$0		\$0		
<b>Total Client Programming and Support Costs</b>	<b>\$30,000</b>	<b>\$26,340</b>	<b>\$648</b>	<b>\$648</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,365</b>		

**Minnesota Department of Health Services, Disability Services Division  
Disability Waiver Rates System Cost Reporting**

**Schedule 15: Summary**

	Direct Care Cost Allocations							Administrative Cost Allocations	
	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services	DWRS Services Administration	All Other Administration
<b>Total Cost</b>									

Day Program Facility Costs

Mortgage, lease, rent cost	\$467,925	\$328,216					\$9,359	\$24,871	\$46,793	\$58,688
Depreciation Expense (buildings)	\$24,500	\$17,185					\$490	\$1,302	\$2,450	\$3,073
Depreciation Expense (facility equipment)	\$6,650	\$4,664					\$133	\$353	\$665	\$834
Depreciation Expense (capital improvements)	\$6,000	\$4,209					\$120	\$319	\$600	\$753
Utilities	\$112,923	\$79,207					\$2,258	\$6,002	\$11,292	\$14,163
Property taxes, insurance and interest expense	\$13,605	\$9,543					\$272	\$723	\$1,361	\$1,706
Contracted Services	\$7,845	\$5,503					\$157	\$417	\$785	\$984
Building repair and maintenance	\$27,146	\$19,041					\$543	\$1,443	\$2,715	\$3,405
Other facility costs	\$9,200	\$6,453					\$184	\$489	\$920	\$1,154
<b>Total Day Program Facility Costs</b>	<b>\$675,794</b>	<b>\$474,021</b>					<b>\$13,516</b>	<b>\$35,919</b>	<b>\$67,579</b>	<b>\$84,759</b>

Transportation Costs

Financing costs; lease costs; rental costs	\$78,000	\$54,600	\$11,700	\$0	\$0	\$0	\$0	\$0	\$7,800	\$3,900
Depreciation expense	\$15,600	\$10,920	\$2,340	\$0	\$0	\$0	\$0	\$0	\$1,560	\$780
Vehicle Insurance	\$54,000	\$37,800	\$8,100	\$0	\$0	\$0	\$0	\$0	\$5,400	\$2,700
Vehicle Licensing/ Registration	\$1,800	\$1,260	\$270	\$0	\$0	\$0	\$0	\$0	\$180	\$90
Fuel	\$67,320	\$47,124	\$10,098	\$0	\$0	\$0	\$0	\$0	\$6,732	\$3,366
Vehicle Repair and Maintenance	\$7,100	\$4,970	\$1,065	\$0	\$0	\$0	\$0	\$0	\$710	\$355
Mileage Reimbursement for staff-owned vehicles	\$1,250	\$437.50	\$375	\$125	\$0	\$0	\$0	\$0	\$250	\$63
Public Transportation Costs	\$795	\$795	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Vehicle-Related Costs	\$670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
<b>Total Transportation Costs</b>	<b>\$226,535</b>	<b>\$157,907</b>	<b>\$33,948</b>	<b>\$125</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,302</b>	<b>\$11,254</b>

**Minnesota Department of Health Services, Disability Services Division  
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**Schedule 15: Summary**

	Direct Care Cost Allocations							Administrative Cost Allocations	
	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services	DWRS Services Administration	All Other Administration
<b>Total Cost</b>									

**General and Administrative Costs**

Facility Costs (for facilities not reported on Sch. 5)									
Mortgage, lease, rent cost	\$70,000							\$45,500	\$24,500
Depreciation expense (buildings)	\$0							\$0	\$0
Depreciation expense (facility equipment)	\$4,250							\$2,763	\$1,488
Depreciation expense (capital improvements)	\$0							\$0	\$0
Utilities	\$10,800							\$7,020	\$3,780
Property taxes, insurance, and interest expense	\$5,175							\$3,364	\$1,811
Contracted services	\$2,750							\$1,788	\$963
Building repair and maintenance	\$7,500							\$4,875	\$2,625

**Standard General and Administrative Costs**

Accounting and auditing feeds	\$17,500							\$11,375	\$6,125
Attorney's fees	\$11,000							\$7,150	\$3,850
Other professional service fees/ Consultant costs	\$0							\$0	\$0
Licensing fees	\$2,750							\$1,788	\$963
Bank fees/ charges	\$1,300							\$845	\$455
Interest expense (non-facility related)	\$0							\$0	\$0
Non-mileage related travel expenses (e.g., airfare)	\$15,500							\$10,075	\$5,425
Continuing training & education (non-wage costs)	\$6,250							\$4,063	\$2,188
Annual meetings and business conferences	\$5,000							\$3,250	\$1,750
Recruitment expense	\$12,500							\$8,125	\$4,375
Dues and subscriptions	\$780							\$507	\$273
Office supplies expense	\$4,750							\$3,088	\$1,663
Insurance premiums (non-payroll)	\$22,500							\$14,625	\$7,875
Postage and communications	\$1,400							\$910	\$490
Taxes (excluding payroll taxes)	\$3,500							\$2,275	\$1,225
Bad debts	\$7,250							\$4,713	\$2,538
Lobbying costs	\$0							\$0	\$0
Fundraising costs	\$3,150							\$2,048	\$1,103
Donations/ Contributions made to an outside org.	\$0							\$0	\$0
Entertainment costs	\$0							\$0	\$0
Marketing/ Public relations costs	\$1,600							\$1,040	\$560
Fines and penalties	\$0							\$0	\$0
Medical supplies (e.g., cotton balls, alcohol prep)	\$25,000							\$16,250	\$8,750
Home office/ corporate overhead expense	\$114,000							\$74,100	\$39,900

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Schedule 15: Summary

	Total Cost	Direct Care Cost Allocations						Administrative Cost Allocations	
		DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services	DWRS Services Administration
Board of director fees	\$0							\$0	\$0
Other costs	\$1,800							\$1,170	\$630

**Minnesota Department of Health Services, Disability Services Division  
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**Schedule 15: Summary**

	Direct Care Cost Allocations							Administrative Cost Allocations	
	DWRS Day Services	DWRS Unit-Based Services with Programming	DWRS Unit-Based Services without Programming	DWRS Residential Services	DWRS Customized Living	Other Disability Waiver Services	All Other Services	DWRS Services Administration	All Other Administration
<b>Total Cost</b>									

*Program General and Administrative Costs*

Software licensing	\$2,150								\$1,367	\$783
Technology hardware	\$650								\$413	\$237
Telecommunications	\$1,850								\$1,177	\$673
Depreciation expense for program G&A costs	\$0								\$0	\$0
Other Program General and Administrative Costs	\$500								\$318	\$182
<b>Total - General and Administrative</b>	<b>\$363,155</b>								<b>\$235,979</b>	<b>\$127,176</b>
<b>Grand Total - All Costs</b>	<b>\$6,247,380</b>	<b>\$1,556,337</b>	<b>\$1,247,673</b>	<b>\$1,422,289</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,957</b>	<b>\$38,284</b>	<b>\$1,140,247</b>	<b>\$666,593</b>