



# Rate Review Advisory Group

## Developmental Disabilities Administration

July 20, 2023



*Secretary Herrera Scott and Deputy Secretary Simons*

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# Opening Remarks

# Agenda

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1. Welcome and Opening Remarks
2. Approval of Meeting Minutes
3. Rate-Related Policy Updates
4. Status of June Action Items
5. General Ledger Data Collection Process Update
6. FY25 Data Collection Tool
7. Open Discussion
8. Next Steps and Adjournment

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# Approval of Meeting Minutes

# Rate-Related Policy Updates - DDA

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- Meaningful Day 2021 BLS Update
  - CDS
  - Dayhab
  - Employment

# Status of June Action Items - DDA

Topic	Status
Day Providers Data Collection Tool Submission Rate	Will be shared at the August RRAG
BLS/Provide documentation on trend calculations (CPI and COLA applications)	Posted to RRAG <a href="#">website</a>
GL Template Training/Technical Assistance sessions communication	Documents and resources have been distributed on RRAG <a href="#">website</a>
FY25 DCT Optumas walkthrough	Will be shared during this meeting

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# General Ledger Data Collection Template

# General Ledger Data Collection

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- *July 1, 2023: Providers begin collecting data to report on the new GL Data Collection Template for FY 2024*
- *All providers required to submit GL Data Collection Template*
- Technical assistance available upon request
- Resource materials available on the [RRAG website](#)
- Centralized TA contact: [dda\\_rate@hilltop.umbc.edu](mailto:dda_rate@hilltop.umbc.edu)
  
- *Data will be due in September 2024*



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# FY25 Priorities and Data Collection Tool Results

# Rate Priorities/Focus Areas - CBIZ Optumas

Item	Topic for Review for FY25	Current Rate Data Source	Data Updates
1	Facility	2017 Rate-Setting GLs	FY25 DCT
2	Program Support	2017 Rate-Setting GLs	FY25 DCT
3	Distribution of transportation costs	Allocated based on DSP hours (like other components)	FY25 DCT ?
4	Non-billable time adjustment	Implicit in some components & wage assumption	FY25 DCT ?
5	Structure change (group sizes)	DDA Structure	FY25 DCT - Provider Feedback
6	Base Wage	BLS 2018 & CPI & COLA (21-1093 at various %s)	2021 BLS
7	Training	Hours req. per DDA/avg. hrs worked & replacement	FY25 DCT
8	Service Adjustment (Closures)	Avg. state closures / days open (2014-2016)	Most Recent 3 years' closure data

# FY25 DCT - Facility and Program Support

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## Overview

- Review data request for Facility and Program Support
- Facility costs
  - Review cost categories
  - Share initial data
  - Discuss results
- Program Support costs
  - Review cost categories
  - Share initial data
  - Discuss results

# FY25 DCT: Tab 1. Program Supports & Facility

Service	Region	DSP Wages (All levels)			Program Support			Facility Costs	Total PS %	Total Fac %
		Total Billable Wages	Total Non-Billable Wages	Combined	Salaries/Wages	Non-Wage Costs	Combined			
Day Hab. 2:1 Staffing Ratio	Geographic Differential*			\$ -			\$ -			
Day Hab. 1:1 Staffing Ratio	Geographic Differential*			\$ -			\$ -			
Day Hab. Small Group (2-5)	Geographic Differential*			\$ -			\$ -			
Day Hab. Large Group (6-10)	Geographic Differential*			\$ -			\$ -			
<b>Day Hab. (Total)</b>	<b>Geographic Differential*</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

Service	Region	DSP Wages (All levels)			Program Support			Facility Costs	Total PS %	Total Fac %
		Total Billable Wages	Total Non-Billable Wages	Combined	Salaries/Wages	Non-Wage Costs	Combined			
Day Hab. 2:1 Staffing Ratio	Rest of State			\$ -			\$ -			
Day Hab. 1:1 Staffing Ratio	Rest of State			\$ -			\$ -			
Day Hab. Small Group (2-5)	Rest of State			\$ -			\$ -			
Day Hab. Large Group (6-10)	Rest of State			\$ -			\$ -			
<b>Day Hab. (Total)</b>	<b>Rest of State</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

Service	Region	DSP Wages (All levels)			Program Support			Facility Costs	Total PS %	Total Fac %
		Total Billable Wages	Total Non-Billable Wages	Combined	Salaries/Wages	Non-Wage Costs	Combined			
Day Hab. 2:1 Staffing Ratio	Statewide	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Day Hab. 1:1 Staffing Ratio	Statewide	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Day Hab. Small Group (2-5)	Statewide	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Day Hab. Large Group (6-10)	Statewide	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Day Hab. (Total)</b>	<b>Statewide</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		



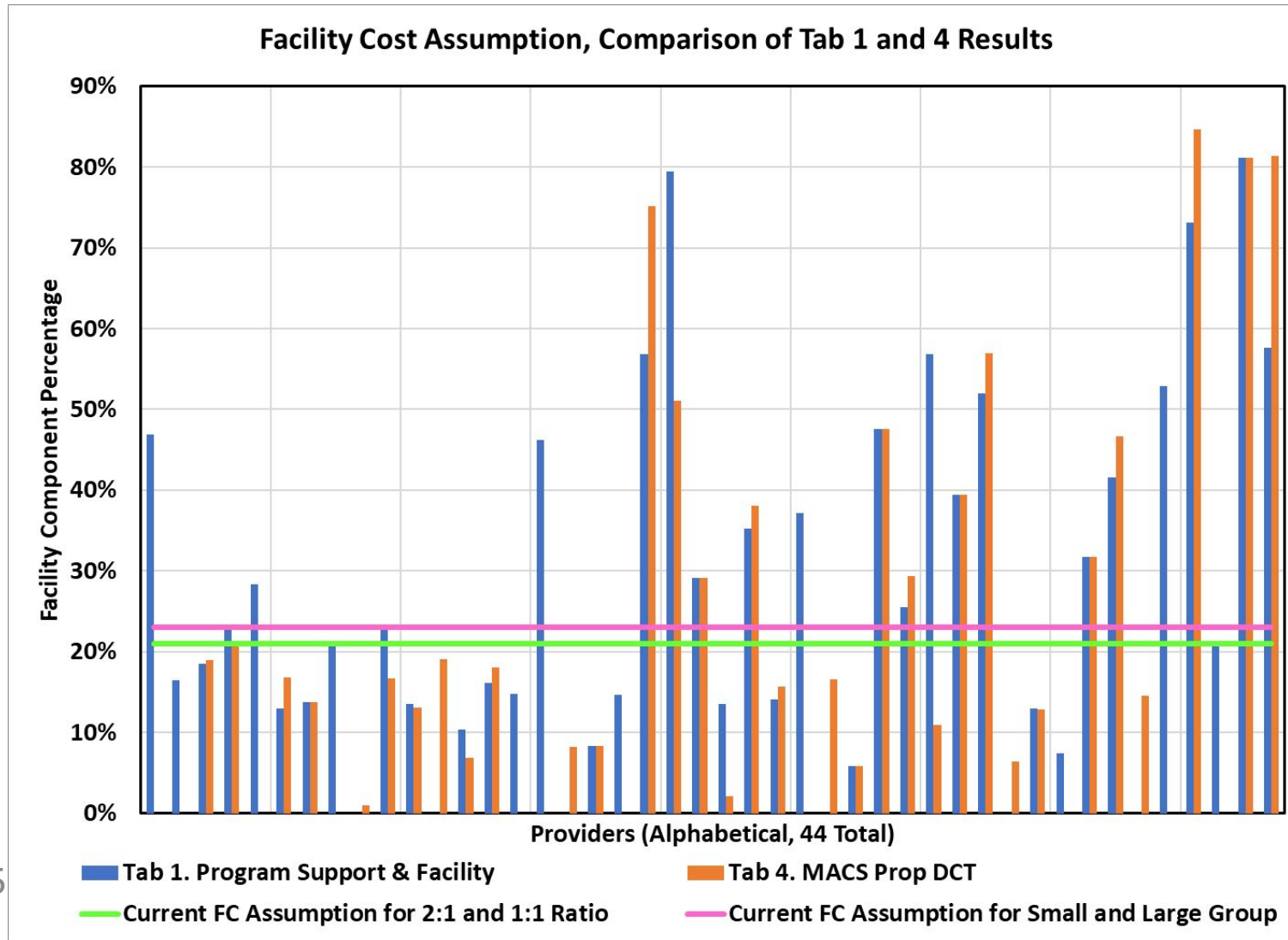
# FY25 DCT: Facility Results

## From the Cost Categories Defined Tab:

46			
47	Facility	Costs for running a facility where services offered	1. Rent (for service facility)
48			2. Mortgage (for service facility)
49			3. Maintenance (for service facility)
50			a. Hourly wages for Maintenance Staff
51			b. Hourly wages for Janitorial Staff
52			c. Hourly wages for Security
53			4. Insurance (for service facility)
54			5. Taxes (for service facility)
55			6. Interest on facility loans
56			7. Utilities (for service facility)
57			a. Water, electric, etc.
58			b. Phone Bill
59			c. Cable
60	d. Internet		
61	8. Depreciation on Real Property		
62	9. Equipment costs		
63			

1. Office costs (these are in the cost categories <i>General and Administrative</i> )
a. Rent
b. Mortgage
c. Maintenance
d. Insurance
e. Taxes
f. Utilities

# FY25 DCT: Facility Results



# FY25 DCT: Facility Results

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Facility Component	Current FY24 Component	Trimmed Mean from Tab 4 Data (Orange)
Day Hab 2:1 Staffing Ratio	21.02%	28.46%
Day Hab 1:1 Staffing Ratio	21.02%	28.46%
Day Hab Small Group (2-5)	22.97%	28.46%
Day Hab Large Group (6-10)	22.97%	28.46%

### Outliers

- Criteria for outliers:  $1.5 * IQR$
- Tab 4 Data had one outlier identified
- Unable to split by group size - calculated a combined average

### Observations/Recommendation:

- Less variation in the Facility Cost data
- Data supports a higher component percentile
- Increase the Facility Component to align with the more recent data



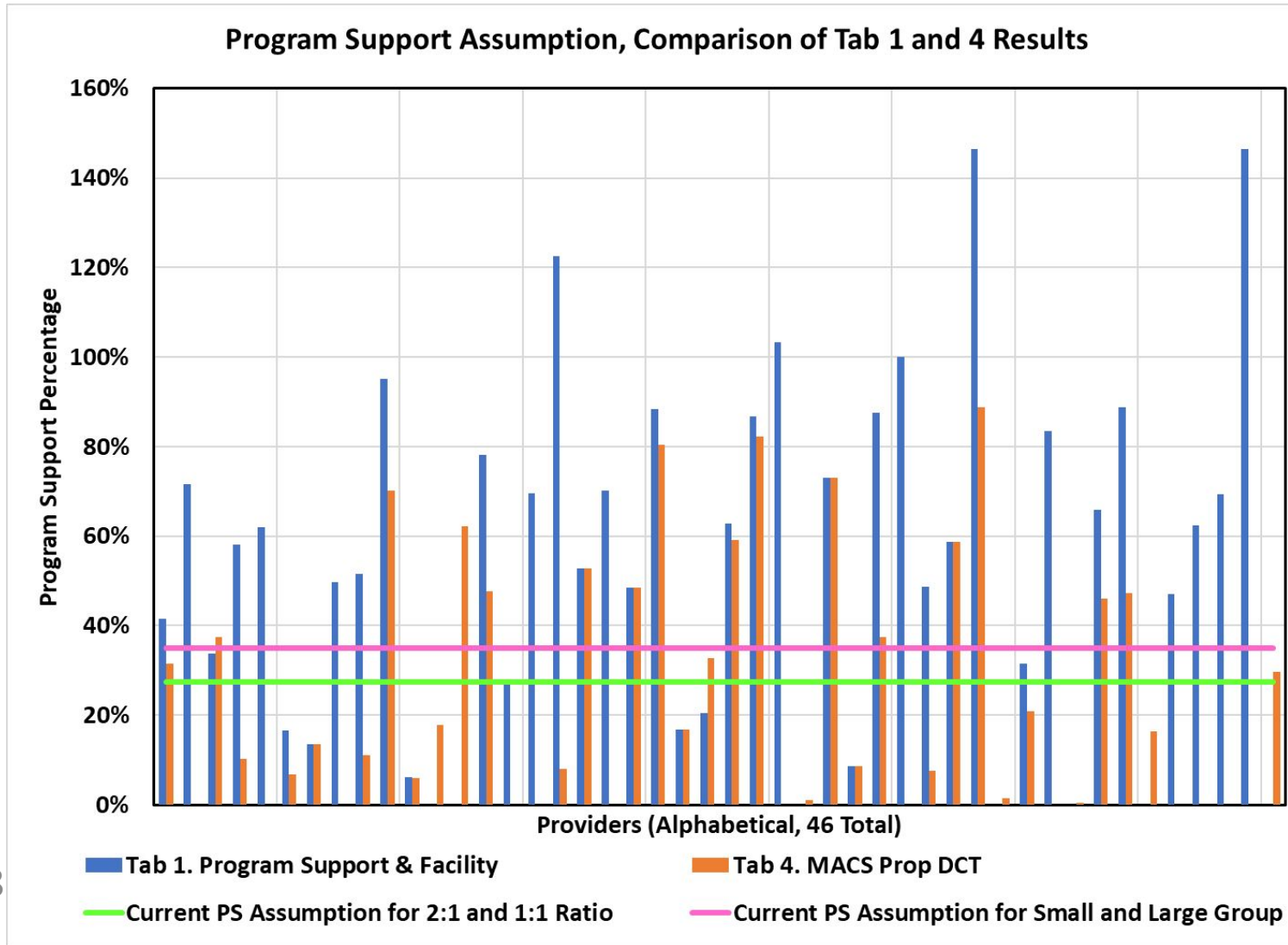


# FY25 DCT: Program Support Cost Categories

From the Cost Categories Defined Tab:

34			
35	<b>Program Support</b> Cost required to provide service (wages/goods) specific to the program, not directly providing the service	1. Supplies and costs related to the specific service offered	1. Salaries/Hourly Wages for <i>Direct Care Staff</i>
36		2. Supervisor of services	2. Salaries/Hourly Wages for <i>Administrative staff</i>
37		3. Program Support Wages	
38		4. Overtime portion of overtime wages for all staff	
39		5. Food related to specific services	
40		6. Activity Costs	
41		7. Contracted Services	
42		8. Medical Supplies	
43		9. Equipment costs	
44		10. IT expenses	
45		11. Share of direct care staff documentation time	
46			

# FY25 DCT: Program Support Results



# FY25 DCT: Program Support Results

Program Support Component	Current FY24 Component*	Trimmed Mean from Tab 4 Data (Orange)
Day Hab 2:1 Staffing Ratio	27.3%	34.3%
Day Hab 1:1 Staffing Ratio	27.3%	34.3%
Day Hab Small Group (2-5)	34.9%	34.3%
Day Hab Large Group (6-10)	34.9%	34.3%

## Outliers

- Criteria for outliers: 1.5\*IQR
- Tab 4 Data had one outlier identified

\* Corrected from 38% on the initial slides that were released 7/18/2023.

## Observations/Recommendation:

- More variation in the Program Support data
- Maintain current Program Support percentage for all Day Habilitation service types

# FY25 DCT: Facility/Program Support Next Steps

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- Department having internal discussions regarding recommendations
- Department will give an update in August

# FY25 DCT: Training Results

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## Overview

- Review data request for training
- Share data intake and validation process
- Describe initial data profile
- Compare initial information to current assumptions
- Discuss next steps

# FY25 DCT: Training Results

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- Requested data points on |**Training**| tab
  - Count of Full Time (FT) and Part Time (PT) Employees requiring “Initial” training (including turnover)
  - Count of FT and PT Employees requiring “Ongoing” training
  - FT and PT total hours worked
- Goal: Total Training Hours/Total Worked Hours

# FY25 DCT: Training Results

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- Received 50 responses
  - 36 with data (exclude if 0 emp. require training or 0 hours worked)
  - Adjusted (6) total hours from “weekly” to “annual” if response was < 50
    - *Example: assumed “40” for FT implied approx. 2,000 hrs per year*
- Excluded responses (1) if hours/employee exceeded 2,600
  - Would imply 50+ hrs, 52 weeks, for FT, PT, partial year emp.
- Excluded responses (9) if FT total hrs/FT needing “Ongoing” below 1,500
  - Would imply <30 hrs, 50 weeks for FT full-year

# FY25 DCT: Training Results

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- Trimmed Data Set Summary
  - 26 Responses
  - 1,684 Employees (1,378 FT, 306 PT)
  - 1,117 Need “Ongoing”, 567 need “Initial”
  - 2.3m hours worked (2.1m FT, .2m PT)
  - Approximate Implied Weekly Hours:
    - FT 36.5
    - PT 15.8



# FY25 DCT: Training Results

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- Comparison to current model assumptions
  - More required training hours (finalizing)
  - Higher FT share of staff (82% vs 67%)
  - Goal is to replace current assumption (39.6% turnover) with actual data (count of employees needing training)
  - Assume “Ongoing” training employees need only
    - Ongoing training
    - Adjustment to new requirements

# FY25 DCT: Training Results

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- Next Steps
  - Feedback from RRAG on data validation
  - DDA final training hours requirement decision
  - Review assumptions in model against data and updated requirements
  - Share impact in August meeting

# FY25 DCT: Qualitative Data

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## Overview

- Share summarized general comments from providers about the data collection process
- Discuss comments from providers on the Day Habilitation Group Size/Rate Structure
- Talk through Next Steps

# FY25 DCT: Data Collection Feedback

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- Operations - Still impacted by COVID
- Facility Costs and Services - Anticipate increased costs
- LTSS Transition/Billing - Transition and emerging data timing
- Challenges of data collection - Allocation, time periods, etc.

# FY25 DCT: Day Hab/Group Structure Feedback

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- **Q1: What data points can we collect from providers to help us compare methodologies?** 19 providers responded - 4 general categories of responses
  - Group Sizes and Ratios - Align Day/CDS group sizes and rates
  - Operational Challenges - Tracking costs and billing by size, staffing
  - Financial Considerations - Financial impact of group sizes
  - Other Data Points - Transportation-related data

# FY25 DCT: Day Hab/Group Structure Feedback

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- **Q2: How could we use this data to inform any decisions?** 11 providers responded - 3 general categories of responses
  - Rate Assumptions - Request additional variation in cost components
  - Structure and Rates - No consensus around adjusting group size
  - Group Ratios - Adjust criteria to reflect client needs

# FY25 DCT: Day Hab/Group Structure Feedback

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- **Next Steps:**
  - Consider feedback and comments internally
  - Leverage future data to review effectiveness of current group structures

# Rate Priorities - DDA Decisions Summary

Item	Topic for Review for FY25	Current Rate Data Source	Data Updates	DDA Decisions Summary
1	Facility	2017 Rate-Setting GLs	FY25 DCT	<b>Decision Pending</b>
2	Program Support	2017 Rate-Setting GLs	FY25 DCT	<b>Decision Pending</b>
3	Distribution of transportation costs	Allocated based on DSP hours (like other components)	FY25 DCT ?	Consider provider feedback in policy. Continue to monitor as data is collected in future cycles.
4	Non-billable time adjustment	Implicit in some components & wage assumption	FY25 DCT ?	Consider provider feedback in policy. Continue to monitor as data is collected in future cycles.
5	Structure change (group sizes)	DDA Structure	FY25 DCT - Provider Feedback	Consider provider feedback in policy. Continue to monitor as data is collected in future cycles.
6	Base Wage	BLS 2018 & CPI & COLA (21-1093 at various %s)	2021 BLS	Update all meaningful day base BLS data to 2021, except where base wage is showing a decrease due to concerns on volatility
7	Training	Hours req. per DDA/avg. hrs worked & replacement	FY25 DCT	<b>Decision Pending</b>
8	Service Adjustment (Closures)	Avg. state closures / days open (2014-2016)	Most Recent 3 years' closure data	Update to most 3 recent years of closure



# Open Discussion

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# Next Steps and Adjournment

Calendar of Events  
August 2023

< previous next >

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8 Support Broker Re - Certification Training	9	10 Maryland Department of Health DDA Rate Review Advisory Group	11	12
13	14 Technology First Task Force "Tech Tuesdays" Lunch and Learn Series Support Broker Initial Certification Training	15	16	17	18	19
20	21	22 Support Broker Re - Certification Training	23	24	25 The Deputy Secretary's Webinar Series of Monthly Updates	26
27	28	29 Support Broker Initial Certification Training	30	31	1	2

- Meetings occur monthly until August 2023 and will be posted on the [DDA's Training Calendar](#)
- For accommodations: [yemonja.smalls@maryland.gov](mailto:yemonja.smalls@maryland.gov)

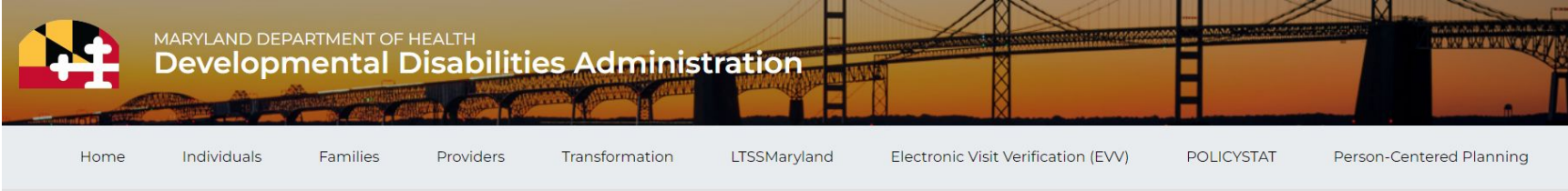
# Upcoming Meeting Dates

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- Thursday, August 10, 2023 from 12:30 to 2:30 PM

# Rate Review Advisory Group Materials

<https://health.maryland.gov/dda/Pages/LTSSMaryland/RRAG.aspx>



LTSSMaryland > Rate Review Advisory Group

## Rate Review Advisory Group

The Rate Review Advisory Group (RRAG) is a group of volunteer stakeholders who help the Developmental Disabilities Administration develop Medicaid rates for services. This page contains quick references for the RRAG, as well as records of meetings.

 RRAG Charter (PDF)	 LTSSMaryland FY24 Rate Chart (Excel)	 GL Data Collection Tool
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# Thank You!

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See you on August 10th from 12:30PM to 2:30PM