

Developmental Services Payment Reform

Review of Home and Community Based Services (HCBS) Fee Schedule

Draft Rate Models

- prepared for -

Vermont Department of Disabilities, Aging and
Independent Living
Developmental Disabilities Services Division

- prepared by -

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**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
prepared for Vermont Developmental Disabilities Services Division**

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**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
Prepared for Vermont Department of Disabilities, Aging and Independent Living**

Listing of Draft Rates

Service	Proposed Unit	Draft Rates	Notes
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Supervised Living

Supervised Living, One Person	15 min.	\$14.88	
Supervised Living, 2:1 Staffing	15 min.	\$27.97	
Supervised Living, Two People Served	15 min.	\$8.19	

In-Home Family Support

In-Home Family Support, One Person Served	15 min.	\$14.88	
In-Home Family Support, 2:1 Staffing	15 min.	\$27.97	
In-Home Family Support, Two People Served	15 min.	\$8.19	
In-Home Family Support, Three People Served	15 min.	\$5.95	

Shared Living

Shared Living, One Person Served, Category 1	Month	\$4,420.31	
Shared Living, One Person Served, Category 2	Month	\$5,333.55	currently daily rates
Shared Living, One Person Served, Category 3	Month	\$6,246.79	
Shared Living, One Person Served, Category 4	Month	\$7,160.03	

Shared Living, Hourly Support

Shared Living, Hourly Support, One Person Served	15 min.	\$14.56	
Shared Living, Hourly Support, 2:1 Staffing	15 min.	\$27.44	
Shared Living, Hourly Support, Two People Served	15 min.	\$8.01	

Staffed Living

Staffed Living, One Person Served	15 min.	\$12.75	
Staffed Living, 2:1 Staffing (Two Staff: One Person)	15 min.	\$24.83	currently daily rates
Staffed Living, Two People Served	15 min.	\$7.01	

Group Living

Group Living, Three and Four Participant Homes, Category 1	Day	\$441.79	
Group Living, Three and Four Participant Homes, Category 2	Day	\$487.72	
Group Living, Three and Four Participant Homes, Category 3	Day	\$585.14	
Group Living, Three and Four Participant Homes, Category 4	Day	\$654.73	
Group Living, Five and Six Participant Homes, Category 1	Day	\$406.89	
Group Living, Five and Six Participant Homes, Category 2	Day	\$448.65	
Group Living, Five and Six Participant Homes, Category 3	Day	\$470.92	
Group Living, Five and Six Participant Homes, Category 4	Day	\$526.59	

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Listing of Draft Rates

Service	Proposed Unit	Draft Rates	Notes
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Respite

Respite, Hourly - Individual	15 min.	\$13.50	
Respite - Hourly, 2:1 Staffing	15 min.	\$26.38	
Respite - Hourly, Two People Served	15 min.	\$7.43	
Respite - Hourly, Three People Served	15 min.	\$5.40	
Respite, Daily - Individual	Day	\$353.10	set equal to Category 4 Shared Living rate with 50 premium
Respite - Respite Supports (Daily), 2:1 Staffing	Day	\$706.20	based on individual rate, doubled
Respite - Respite Supports (Daily), Two People Served	Day	\$194.21	based on individual rate, with 10 percent premium

Community Supports

Community Supports, Non-Facility Individual	15 min.	\$15.54	
Community Supports, Non-Facility Individual , 2:1 Staffing	15 min.	\$28.62	
Community Supports, Non-Facility Group, 1:2	15 min.	\$8.54	
Community Supports, Non-Facility Group, 1:3	15 min.	\$6.21	
Community Supports, Facility-Based	15 min.	\$14.28	
Community Supports, Facility Group, 1:2	15 min.	\$7.85	
Community Supports, Facility Group, 1:3	15 min.	\$5.71	

Employment Supports

Employment Assessment	15 min.	\$16.77	currently a daily rate
Employer and Job Development, Individual	15 min.	\$18.13	
Employer and Job Development, Group, Two People Served	15 min.	\$9.97	
Employer and Job Development, Group, Three People Served	15 min.	\$7.25	
Job Training, Individual	15 min.	\$16.27	
Job Training, 2:1 Staffing	15 min.	\$29.36	
Ongoing Support, Individual	15 min.	\$16.27	
Ongoing Support, 2:1 Staffing	15 min.	\$29.36	
Ongoing Support, Group, Two People Served	15 min.	\$8.95	
Ongoing Support, Group, Three People Served	15 min.	\$6.51	

Communication Support

Communication Support	15 min.	\$19.12	
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Supports Broker

Supports Broker	15 min.	\$16.56	
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Supervised Living

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.27	0.27	
	- Travel Time Between Individuals	1.94	1.94	
	- Recordkeeping	1.16	1.16	
	- Employer Time	1.08	1.08	
	- Time Lost Due to Missed Appointments	0.39	0.39	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	26.47	26.47	
	Productivity Factor	1.36	1.36	
	Primary Staff Cost After Productivity Adj. per Billable Hour	\$40.30	\$40.30	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.94	
	- Employer Time		1.08	
	- Time Lost Due to Missed Appointments		0.39	
	- Training		0.92	
	- Paid Time Off		3.77	
"Billable" Hours		27.90		
Productivity Factor		1.29		
	Additional Staff Cost After Productivity Adj. per Billable Hour		\$38.22	
Mileage	- Number of Miles Traveled per Week	125	125	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$83.75	\$83.75	
	Mileage Cost per Billable Hour	\$3.16	\$3.16	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$43.46	\$81.68	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$8.93	\$16.78	
	- Administration Percent	12%	12%	
	Administration Cost per Billable Hour	\$7.14	\$13.43	
	Total Cost per Billable Hour	\$59.53	\$111.89	
	Rate per 15 Minutes	\$14.88	\$27.97	
2-Person Rate	- Number of Participants Served	2		
	- Two-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$65.48		
	Rate per 15 Minutes per Person	\$8.19		

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In-Home Family Supports

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.27	0.27	
	- Travel Time Between Individuals	1.94	1.94	
	- Recordkeeping	1.16	1.16	
	- Employer Time	1.08	1.08	
	- Time Lost Due to Missed Appointments	0.39	0.39	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	26.47	26.47	
Productivity Factor	1.36	1.36		
Primary Staff Cost After Productivity Adj. per Billable Hour		\$40.30	\$40.30	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.94	
	- Employer Time		1.08	
	- Time Lost Due to Missed Appointments		0.39	
	- Training		0.92	
	- Paid Time Off		3.77	
	"Billable" Hours		27.90	
	Productivity Factor		1.29	
	Additional Staff Cost After Productivity Adj. per Billable Hour			\$38.22
Mileage	- Number of Miles Traveled per Week	125	125	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$83.75	\$83.75	
	Mileage Cost per Billable Hour	\$3.16	\$3.16	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$43.46	\$81.68	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$8.93	\$16.78	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour		\$7.14	\$13.43	
Total Cost per Billable Hour		\$59.53	\$111.89	
Rate per 15 Minutes		\$14.88	\$27.97	
2-Person Rate	- Number of Participants Served	2		
	- Two-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$65.48		
Rate per 15 Minutes per Person		\$8.19		
3-Person Rate	- Number of Participants Served	3		
	- Two-Person 'Premium'	20%		
	Total Cost per Billable Hour	\$71.44		
Rate per 15 Minutes per Person		\$5.95		

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Shared Living

		Category 1 Level 1	Category 2 Level 2	Category 3 Level 3	Category 4 Lvl. 4/M/B
Unit of Service		Month	Month	Month	Month
Recruitment	- Recruitment Staff Hourly Wage	\$31.30	\$31.30	\$31.30	\$31.30
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	26.2%	26.2%	26.2%	26.2%
	Hourly Recruiter Cost (wages + benefits)	\$39.50	\$39.50	\$39.50	\$39.50
	- Number of Recruiter Hours to Complete Recruitment	80	80	80	80
	Recruiter Cost per Home Recruitment	\$3,160.00	\$3,160.00	\$3,160.00	\$3,160.00
	- Number of Years Under Supervision	8.0	8.0	8.0	8.0
	Amortized Annual Home Recruitment Cost	\$395.00	\$395.00	\$395.00	\$395.00
Home Payment	Annual Payment per Participant	\$36,000.00	\$44,000.00	\$52,000.00	\$60,000.00
Home Supervision	- Home Supervisor Hourly Wage	\$31.30	\$31.30	\$31.30	\$31.30
	- Benefit Rate (as a percent of wages)	26.2%	26.2%	26.2%	26.2%
	Annual Supervisor Cost (wages and benefits)	\$82,161.25	\$82,161.25	\$82,161.25	\$82,161.25
	- Number of Miles Traveled per Year	6,000	6,000	6,000	6,000
	- Amount per Mile	\$0.670	\$0.670	\$0.670	\$0.670
	Annual Supervisor Mileage Cost	\$4,020.00	\$4,020.00	\$4,020.00	\$4,020.00
	- Supervisor Caseload	10	10	10	10
Annual Supervision Staff Cost per Member	\$8,618.12	\$8,618.12	\$8,618.12	\$8,618.12	
Admin. and Program Supp.	Annual Cost Before Administration and Program Support	\$45,013.12	\$53,013.12	\$61,013.12	\$69,013.12
	- Program Support and Internal Coordination Percent	15%	15%	15%	15%
	Program Support Cost per Participant per Year	\$9,249.27	\$10,893.11	\$12,536.94	\$14,180.78
	- Administration Percent	12%	12.0%	12.0%	12.0%
Administration Cost per Participant per Year	\$7,399.42	\$8,714.49	\$10,029.55	\$11,344.62	
Total Cost per Participant per Year		\$53,043.69	\$64,002.60	\$74,961.49	\$85,920.40
Rate per Month		\$4,420.31	\$5,333.55	\$6,246.79	\$7,160.03

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Shared Living-Hourly

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Travel Time Between Individuals	1.94	1.94	
	- Recordkeeping	1.16	1.16	
	- Employer Time	1.08	1.08	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	27.13	27.13	
	Productivity Factor	1.33	1.33	
Primary Staff Cost After Productivity Adj. per Billable Hour		\$39.41	\$39.41	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.94	
	- Employer Time		1.08	
	- Training		0.92	
	- Paid Time Off		3.77	
"Billable" Hours		28.29		
Productivity Factor		1.27		
Additional Staff Cost After Productivity Adj. per Billable Hour			\$37.63	
Mileage	- Number of Miles Traveled per Week	125	125	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$83.75	\$83.75	
	Mileage Cost per Billable Hour	\$3.09	\$3.09	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$42.50	\$80.13	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$8.73	\$16.47	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour		\$6.99	\$13.17	
Total Cost per Billable Hour		\$58.22	\$109.77	
Rate per 15 Minutes		\$14.56	\$27.44	
2-Person Rate	- Number of Participants Served	2		
	- Two-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$64.04		
	Rate per 15 Minutes per Person	\$8.01		

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Staffed Living

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.15	0.15	
	- Employer Time	1.08	1.08	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	30.08	30.08	
	Productivity Factor	1.20	1.20	
	Primary Staff Cost After Productivity Adj. per Billable Hour	\$35.56	\$35.56	
	Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%
- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff			88.9%	
- Direct Staff Hourly Wage			\$22.81	
- Employee Benefit Rate (weighted by FT/ PT, as % of wages)			29.9%	
Hourly Staff Cost Before Productivity Adj. (wages + benefits)			\$29.63	
<i>Productivity Adjustments</i>				
Total Hours			36.00	
- Employer Time			1.08	
- Training			0.92	
- Paid Time Off			3.77	
"Billable" Hours			30.23	
Productivity Factor		1.19		
Additional Staff Cost After Productivity Adj. per Billable Hour		\$35.26		
Mileage	- Number of Miles Traveled per Week	75	75	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$50.25	\$50.25	
Mileage Cost per Billable Hour	\$1.67	\$1.67		
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$37.23	\$72.49	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$7.65	\$14.90	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour	\$6.12	\$11.92		
Total Cost per Billable Hour		\$51.00	\$99.31	
Rate per 15 Minutes		\$12.75	\$24.83	
2-Person Rate	- Number of Participants Served	2		
	- Two-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$56.10		
	Rate per 15 Minutes per Person	\$7.01		

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Group Living

		3 and 4-Participant Homes				
		Category 1 Level 1	Category 2 Level 2	Category 3 Level 3	Category 4 Lvl. 4/M/B	
Unit of Service		Day	Day	Day	Day	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>					
	Total Hours	36.00	36.00	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.15	0.15	0.15	0.15	
	- Employer Time	1.08	1.08	1.08	1.08	
	- Training	0.92	0.92	0.92	0.92	
	- Paid Time Off	3.77	3.77	3.77	3.77	
	"Billable" Hours	30.08	30.08	30.08	30.08	
	Productivity Factor	1.20	1.20	1.20	1.20	
	Staff Cost After Productivity Adj. per Hour	\$35.56	\$35.56	\$35.56	\$35.56	
	<i>Staffing (See Appendix D)</i>					
	- Total Hours per Home per Week	188.0	208.0	250.0	280.0	
	- Allocated Staff Hours per Participant per Week	62.7	69.3	83.3	93.3	
	Weekly Staff Cost per Participant	\$2,229.61	\$2,464.31	\$2,962.15	\$3,317.75	
Mileage	- Number of Miles Traveled per Week	125	125	125	125	
	- Amount per Mile	\$0.670	\$0.670	\$0.670	\$0.670	
	Weekly Mileage Cost per Home	\$83.75	\$83.75	\$83.75	\$83.75	
	Weekly Mileage Cost per Participant	\$27.92	\$27.92	\$27.92	\$27.92	
Admin. and Program Supp.	Weekly Cost Before Administration and Program Support	\$2,257.53	\$2,492.23	\$2,990.07	\$3,345.67	
	- Program Support and Internal Coordination Percent	15%	15%	15%	15%	
	Program Support Cost per Participant per Week	\$463.88	\$512.10	\$614.40	\$687.47	
	- Administration Percent	12%	12%	12%	12.0%	
Administration Cost per Participant per Week	\$371.10	\$409.68	\$491.52	\$549.97		
Total Cost per Participant per Week		\$3,092.51	\$3,414.01	\$4,095.99	\$4,583.11	
Rate per Day		\$441.79	\$487.72	\$585.14	\$654.73	

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Group Living

		5 and 6-Participant Homes				
		Category 1 Level 1	Category 2 Level 2	Category 3 Level 3	Category 4 Lvl. 4/M/B	
Unit of Service		Day	Day	Day	Day	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>					
	Total Hours	36.00	36.00	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.15	0.15	0.15	0.15	
	- Employer Time	1.08	1.08	1.08	1.08	
	- Training	0.92	0.92	0.92	0.92	
	- Paid Time Off	3.77	3.77	3.77	3.77	
	"Billable" Hours	30.08	30.08	30.08	30.08	
	Productivity Factor	1.20	1.20	1.20	1.20	
	Staff Cost After Productivity Adj. per Hour	\$35.56	\$35.56	\$35.56	\$35.56	
	<i>Staffing (See Appendix D)</i>					
	- Total Hours per Home per Week	290.0	320.0	336.0	376.0	
	- Allocated Staff Hours per Participant per Week	58.0	64.0	67.2	75.2	
	Weekly Staff Cost per Participant	\$2,062.48	\$2,275.84	\$2,389.63	\$2,674.11	
Mileage	- Number of Miles Traveled per Week	125	125	125	125	
	- Amount per Mile	\$0.670	\$0.670	\$0.670	\$0.670	
	Weekly Mileage Cost per Home	\$83.75	\$83.75	\$83.75	\$83.75	
	Weekly Mileage Cost per Participant	\$16.75	\$16.75	\$16.75	\$16.75	
Admin. and Program Supp.	Weekly Cost Before Administration and Program Support	\$2,079.23	\$2,292.59	\$2,406.38	\$2,690.86	
	- Program Support and Internal Coordination Percent	15%	15%	15%	15%	
	Program Support Cost per Participant per Week	\$427.24	\$471.08	\$494.46	\$552.92	
	- Administration Percent	12%	12%	12%	12.0%	
	Administration Cost per Participant per Week	\$341.79	\$376.86	\$395.57	\$442.33	
Total Cost per Participant per Week		\$2,848.26	\$3,140.53	\$3,296.41	\$3,686.11	
Rate per Day		\$406.89	\$448.65	\$470.92	\$526.59	

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
prepared for Vermont Developmental Disabilities Services Division**

Respite-Hourly

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Travel Time Between Individuals	1.94	1.94	
	- Employer Time	1.08	1.08	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	28.29	28.29	
	Productivity Factor	1.27	1.27	
	Primary Staff Cost After Productivity Adj. per Billable Hour		\$37.63	\$37.63
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.94	
	- Employer Time		1.08	
	- Training		0.92	
	- Paid Time Off		3.77	
	"Billable" Hours		28.29	
	Productivity Factor		1.27	
	Additional Staff Cost After Productivity Adj. per Billable Hour			\$37.63
Mileage	- Number of Miles Traveled per Week	75	75	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$50.25	\$50.25	
	Mileage Cost per Billable Hour	\$1.78	\$1.78	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$39.41	\$77.04	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$8.10	\$15.83	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour		\$6.48	\$12.66	
Total Cost per Billable Hour		\$53.99	\$105.53	
Rate per 15 Minutes		\$13.50	\$26.38	
2-Person Rate	- Number of Participants Served	2		
	- Multi-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$59.39		
Rate per Hour per Person		\$29.70		
3-Person Rate	- Number of Participants Served	3		
	- Multi-Person 'Premium'	20%		
	Total Cost per Billable Hour	\$64.79		
Rate per Hour per Person		\$21.60		

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Community Supports, Non-Facility

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$22.81	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.27	0.27	
	- Travel Time Between Individuals	1.94	1.94	
	- Recordkeeping	1.16	1.16	
	- Employer Time	1.08	1.08	
	- Time Lost Due to Missed Appointments	0.39	0.39	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	26.47	26.47	
	Productivity Factor	1.36	1.36	
	Primary Staff Cost After Productivity Adj. per Billable Hour		\$40.30	\$40.30
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.94	
	- Employer Time		1.08	
	- Time Lost Due to Missed Appointments		0.39	
	- Training		0.92	
	- Paid Time Off		3.77	
"Billable" Hours		27.90		
Productivity Factor		1.29		
Additional Staff Cost After Productivity Adj. per Billable Hour			\$38.22	
Mileage	- Number of Miles Traveled per Week	200	200	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$134.00	\$134.00	
Mileage Cost per Billable Hour		\$5.06	\$5.06	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$45.36	\$83.58	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$9.32	\$17.17	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour		\$7.46	\$13.74	
Total Cost per Billable Hour		\$62.14	\$114.49	
Rate per 15 Minutes		\$15.54	\$28.62	
2-Person Rate	- Number of Participants Served	2		
	- Two-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$68.35		
Rate per 15 Minutes per Person		\$8.54		
3-Person Rate	- Number of Participants Served	3		
	- Two-Person 'Premium'	20%		
	Total Cost per Billable Hour	\$74.57		
Rate per 15 Minutes per Person		\$6.21		

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Community Supports, Facility

	Unit of Service	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	
	- Direct Staff Hourly Wage	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$29.63	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.27	
	- Travel Time Between Individuals	1.55	
	- Recordkeeping	1.16	
	- Employer Time	1.08	
	- Training	0.92	
	- Paid Time Off	3.77	
	"Billable" Hours	27.25	
Productivity Factor	1.32		
	Primary Staff Cost After Productivity Adj. per Billable Hour	\$39.11	
Mileage	- Number of Miles Traveled per Week	60	
	- Amount per Mile	\$0.670	
	Weekly Mileage Cost	\$40.20	
	Mileage Cost per Billable Hour	\$1.48	
Facility	- Square Feet of Service Space per Participant	50	
	- Annual Cost per Square Foot	\$22.00	
	Annual Facility Cost per Participant	\$1,100.00	
	- Annual Hours of Attendance per Participant	1,000	
	Facility Cost per Billable Hour	\$1.10	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$41.69	
	- Program Support and Internal Coordination Percent	15%	
	Program Support Cost per Billable Hour	\$8.57	
	- Administration Percent	12%	
	Administration Cost per Billable Hour	\$6.85	
	Total Cost per Billable Hour	\$57.11	
	Rate per 15 Minutes	\$14.28	
2-Person Rate	- Number of Participants Served	2	
	- Two-Person 'Premium'	10%	
	Total Cost per Billable Hour	\$62.82	
	Rate per 15 Minutes per Person	\$7.85	
3-Person Rate	- Number of Participants Served	3	
	- Two-Person 'Premium'	20%	
	Total Cost per Billable Hour	\$68.53	
	Rate per 15 Minutes per Person	\$5.71	

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Employment Assessment

	Unit of Service	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	
	- Direct Staff Hourly Wage	\$27.30	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	26.8%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$34.62	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.27	
	- Travel Time Between Individuals	1.94	
	- Recordkeeping	1.55	
	- Employer Time	1.08	
	- Training	0.92	
	- Paid Time Off	3.77	
	"Billable" Hours	26.47	
Productivity Factor	1.36		
	Staff Cost After Productivity Adj. per Billable Hour	\$47.08	
Mileage	- Number of Miles Traveled per Week	75	
	- Amount per Mile	\$0.670	
	Weekly Mileage Cost	\$50.25	
	Mileage Cost per Billable Hour	\$1.90	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$48.98	
	- Program Support and Internal Coordination Percent	15%	
	Program Support Cost per Billable Hour	\$10.06	
	- Administration Percent	12%	
	Administration Cost per Billable Hour	\$8.05	
	Total Cost per Billable Hour	\$67.09	
	Rate per 15 Minutes	\$16.77	

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Employer and Job Development

	Unit of Service	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	
	- Direct Staff Hourly Wage	\$27.30	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	26.8%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$34.62	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.27	
	- Conducting Employer Market Research	1.94	
	- Travel Time Between Individuals	1.94	
	- Recordkeeping	1.55	
	- Employer Time	1.08	
	- Training	0.92	
	- Paid Time Off	3.77	
"Billable" Hours	24.53		
Productivity Factor	1.47		
	Staff Cost After Productivity Adj. per Billable Hour	\$50.89	
Mileage	- Number of Miles Traveled per Week	75	
	- Amount per Mile	\$0.670	
	Weekly Mileage Cost	\$50.25	
	Mileage Cost per Billable Hour	\$2.05	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$52.94	
	- Program Support and Internal Coordination Percent	15%	
	Program Support Cost per Billable Hour	\$10.88	
	- Administration Percent	12%	
	Administration Cost per Billable Hour	\$8.70	
	Total Cost per Billable Hour	\$72.52	
	Rate per 15 Minutes	\$18.13	
2-Person Rate	- Number of Participants Served	2	
	- Multi-Person 'Premium'	10%	
	Total Cost per Billable Hour	\$79.77	
	Rate per Hour per Person	\$39.89	
3-Person Rate	- Number of Participants Served	3	
	- Multi-Person 'Premium'	20%	
	Total Cost per Billable Hour	\$87.02	
	Rate per Hour per Person	\$29.01	

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Job Training

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$23.77	\$23.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.2%	29.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$30.71	\$30.71	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.27	0.27	
	- Travel Time Between Individuals	1.94	1.94	
	- Recordkeeping	1.55	1.55	
	- Employer Time	1.08	1.08	
	- Time Lost Due to Missed Appointments	0.39	0.39	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	26.08	26.08	
Productivity Factor	1.38	1.38		
Staff Cost After Productivity Adj. per Billable Hour		\$42.38	\$42.38	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care <i>Staff</i> Working Full-Time		80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.94	
	- Employer Time		1.08	
	- Time Lost Due to Missed Appointments		0.39	
	- Training		0.92	
	- Paid Time Off		3.77	
"Billable" Hours		27.90		
Productivity Factor		1.29		
Additional Staff Cost After Productivity Adj. per Billable Hour			\$38.22	
Mileage	- Number of Miles Traveled per Week	200	200	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$134.00	\$134.00	
	Mileage Cost per Billable Hour	\$5.14	\$5.14	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$47.52	\$85.74	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$9.76	\$17.62	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour		\$7.81	\$14.09	
Total Cost per Billable Hour		\$65.09	\$117.45	
Rate per 15 Minutes		\$16.27	\$29.36	

Review of Home and Community Based Services (HCBS) Fee Schedule

Draft Rate Models

prepared for Vermont Developmental Disabilities Services Division

Ongoing Support to Maintain Employment

		1:1	2:1	
Unit of Service		15 Minutes	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80.0%	80.0%	
	- Percent of Direct Care Staff Working Full-Time	88.9%	88.9%	
	- Direct Staff Hourly Wage	\$23.77	\$23.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	29.2%	29.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$30.71	\$30.71	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.27	0.27	
	- Travel Time Between Individuals	1.94	1.94	
	- Recordkeeping	1.55	1.55	
	- Employer Time	1.08	1.08	
	- Time Lost Due to Missed Appointments	0.39	0.39	
	- Training	0.92	0.92	
	- Paid Time Off	3.77	3.77	
	"Billable" Hours	26.08	26.08	
	Productivity Factor	1.38	1.38	
Staff Cost After Productivity Adj. per Billable Hour		\$42.38	\$42.38	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care Staff Working Full-Time		80.0%	
	- Percent of Direct Care Staff Working Full-Time		88.9%	
	- Direct Staff Hourly Wage		\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		29.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$29.63	
	<i>Productivity Adjustments</i>			
	Total Hours		37.78	
	- Travel Time Between Individuals		2.03	
	- Employer Time		1.08	
	- Time Lost Due to Missed Appointments		0.41	
	- Training		0.92	
- Paid Time Off		4.15		
"Billable" Hours		29.19		
Productivity Factor		1.29		
Additional Staff Cost After Productivity Adj. per Billable Hour			\$38.22	
Mileage	- Number of Miles Traveled per Week	200	200	
	- Amount per Mile	\$0.670	\$0.670	
	Weekly Mileage Cost	\$134.00	\$134.00	
Mileage Cost per Billable Hour		\$5.14	\$5.14	
Admin. and Prog. Supp.	Hourly Cost Before Administration and Program Support	\$47.52	\$85.74	
	- Program Support and Internal Coordination Percent	15%	15%	
	Program Support Cost per Billable Hour	\$9.76	\$17.62	
	- Administration Percent	12%	12%	
Administration Cost per Billable Hour		\$7.81	\$14.09	
Total Cost per Billable Hour		\$65.09	\$117.45	
Rate per 15 Minutes		\$16.27	\$29.36	
2-Person Rate	- Number of Participants Served	2		
	- Two-Person 'Premium'	10%		
	Total Cost per Billable Hour	\$71.60		
Rate per 15 Minutes per Person		\$8.95		
3-Person Rate	- Number of Participants Served	3		
	- Two-Person 'Premium'	20%		
	Total Cost per Billable Hour	\$78.11		
Rate per 15 Minutes per Person		\$6.51		

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
prepared for Vermont Developmental Disabilities Services Division**

Communication Support

	Unit of Service	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	
	- Direct Staff Hourly Wage	\$29.87	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	25.4%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$37.46	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Travel Time Between Individuals	1.94	
	- Recordkeeping	2.91	
	- Employer Time	1.08	
	- Training	0.92	
	- Paid Time Off	3.77	
	"Billable" Hours	25.38	
	Productivity Factor	1.42	
	Staff Cost After Productivity Adj. per Billable Hour	\$53.19	
Mileage	- Number of Miles Traveled per Week	100	
	- Amount per Mile	\$0.670	
	Weekly Mileage Cost	\$67.00	
	Mileage Cost per Billable Hour	\$2.64	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$55.83	
	- Program Support and Internal Coordination Percent	15%	
	Program Support Cost per Billable Hour	\$11.47	
	- Administration Percent	12%	
	Administration Cost per Billable Hour	\$9.18	
	Total Cost per Billable Hour	\$76.48	
	Rate per 15 Minutes	\$19.12	

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
prepared for Vermont Developmental Disabilities Services Division**

Supports Broker

	Unit of Service	15 Minutes	
Direct Support Staff Wages and Benefits	- Percent of Direct Care <i>Staff</i> Working Full-Time	80.0%	
	- Percent of Direct Care <i>Hours</i> by Worked by Full-Time Staff	88.9%	
	- Direct Staff Hourly Wage	\$24.07	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	28.9%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$31.03	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Travel Time Between Individuals	2.91	
	- Recordkeeping	2.91	
	- Employer Time	1.08	
	- Training	0.92	
	- Paid Time Off	3.77	
	"Billable" Hours	24.41	
	Productivity Factor	1.47	
	Staff Cost After Productivity Adj. per Billable Hour	\$45.61	
Mileage	- Number of Miles Traveled per Week	100	
	- Amount per Mile	\$0.670	
	Weekly Mileage Cost	\$67.00	
	Mileage Cost per Billable Hour	\$2.74	
Admin. and Program Supp.	Hourly Cost Before Administration and Program Support	\$48.35	
	- Program Support and Internal Coordination Percent	15%	
	Program Support Cost per Billable Hour	\$9.93	
	- Administration Percent	12%	
	Administration Cost per Billable Hour	\$7.95	
	Total Cost per Billable Hour	\$66.23	
	Rate per 15 Minutes	\$16.56	

Developmental Services Payment Reform

Review of Home and Community Based Services (HCBS) Fee Schedule

Appendices to Draft Rate Models

- prepared for -

Vermont Department of Disabilities, Aging and
Independent Living
Developmental Disabilities Services Division

- prepared by -

Burns & Associates
A Division of Health Management Associates

May 1, 2024

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
prepared for Vermont Developmental Disabilities Services Division**

**Appendix A: Wage Assumptions
Data for Job Classifications with Duties Related to HCBS Job Requirements**

BLS Code and Title	Education and Training Requirements (per Bureau of Labor Statistics)			Bureau of Labor Statistics Wages (May 2023)				
	Typical Education	Related Experience	Typical on-the-job training	10th %ile	25th %ile	50th %ile	75th %ile	90th %ile
11-9151 Social and community service mgr.	Bachelor's	Under 5 yrs.	None	\$25.91	\$30.36	\$36.77	\$43.71	\$50.77
19-3033 Clinical and counseling psychologist	Doctoral/ prof.	None	Intern/ resident	\$25.11	\$31.37	\$37.84	\$47.78	\$68.94
21-1012 Educational/ voc./ career counselor	Master's	None	None	\$22.33	\$23.15	\$28.27	\$34.66	\$39.72
21-1015 Rehabilitation counselor	Master's	None	None	\$17.55	\$19.13	\$21.80	\$29.16	\$39.76
21-1018 Substance/ behav./ mental hlth. counselor	Bachelor's	None	None	\$21.61	\$23.23	\$27.39	\$30.38	\$37.40
21-1021 Child/ family/ school social worker	Bachelor's	None	None	\$21.24	\$24.66	\$28.70	\$31.93	\$36.82
21-1022 Healthcare social worker	Master's	None	Intern/ resident	\$23.86	\$28.12	\$32.33	\$40.73	\$49.25
21-1023 Mental health/ sub. abuse social work	Master's	None	Intern/ resident	\$21.48	\$25.34	\$29.36	\$37.27	\$44.41
21-1091 Health education specialist	Bachelor's	None	None	\$23.55	\$27.70	\$31.67	\$36.82	\$43.94
21-1093 Social and human service assistant	High school	None	Short-term OTJ	\$16.49	\$17.93	\$19.40	\$22.54	\$25.61
21-1094 Community health worker	High school	None	Short-term OTJ	\$17.39	\$19.47	\$22.07	\$25.10	\$29.12
25-2051 Special education teacher, preschool ¹	Bachelor's	None	None	\$32.08	\$38.64	\$40.88	\$49.93	\$53.03
25-2052 Special ed. teacher, kinder. & elem. ¹	Bachelor's	None	None	\$29.91	\$32.30	\$39.61	\$46.88	\$53.18
25-2057 Special ed. teacher, middle school ¹	Bachelor's	None	None	\$29.28	\$36.40	\$41.90	\$49.57	\$55.74
25-2058 Special ed. teacher, secondary school ¹	Bachelor's	None	None	\$29.27	\$35.39	\$40.67	\$48.98	\$54.86
25-3099 Teachers and instructors, all other ¹	Bachelor's	None	None	\$26.43	\$32.09	\$32.50	\$34.35	\$49.70
25-9045 Teacher assistant ¹	Some college	None	None	\$19.33	\$22.43	\$24.14	\$27.19	\$29.79
29-1122 Occupational therapist	Master's	None	None	\$31.08	\$35.09	\$40.25	\$47.84	\$51.65
29-1123 Physical therapist	Doctoral/ prof.	None	None	\$35.54	\$38.90	\$43.68	\$49.85	\$53.97
29-1127 Speech-language pathologist	Master's	None	Intern/ resident	\$28.45	\$30.00	\$35.71	\$41.40	\$48.52
29-1141 Registered nurse	Bachelor's	None	None	\$31.44	\$37.14	\$39.37	\$48.38	\$53.21
29-1171 Nurse practitioner	Master's	None	None	\$49.97	\$52.99	\$59.58	\$63.68	\$75.97
29-1223 Psychiatrist ²	Doctoral/ prof.	None	Intern/ resident	\$81.74	\$99.44	\$106.88	<i>No wage data</i>	
29-2053 Psychiatric technician	Postsec. award	Under 5 yrs.	Short-term OTJ	\$18.67	\$20.55	\$22.18	\$23.46	\$24.66
29-2061 Licensed practical/ vocational nurse	Postsec. award	None	None	\$23.66	\$27.37	\$30.07	\$33.76	\$38.52
31-1120 Home health and personal care aide	High school	None	Short-term OTJ	\$13.19	\$15.03	\$15.54	\$18.87	\$21.56
31-1131 Nursing assistant	Postsec. award	None	None	\$17.30	\$18.13	\$19.45	\$21.66	\$23.02
31-1133 Psychiatric aide	High school	None	Short-term OTJ	\$16.07	\$17.65	\$20.09	\$21.52	\$24.30
31-2011 Occupational therapist assistant	Associate's	None	None	\$31.01	\$31.93	\$32.53	\$33.63	\$37.46
31-2021 Physical therapist assistant	Associate's	None	None	\$27.00	\$27.26	\$32.03	\$35.36	\$37.38
31-9092 Medical assistant	Postsec. award	None	None	\$18.51	\$19.59	\$21.39	\$22.97	\$25.08
37-2011 Janitor/ cleaner	None	None	Short-term OTJ	\$14.70	\$16.78	\$17.69	\$20.17	\$23.43
37-2012 Maid and housekeeping cleaner	None	None	Short-term OTJ	\$14.20	\$16.55	\$17.57	\$18.52	\$20.70
39-1022 First-line super. of pers. svc. worker	High school	Under 5 yrs.	None	\$19.69	\$22.00	\$23.35	\$27.51	\$32.14
39-9032 Recreation worker	High school	None	Short-term OTJ	\$14.32	\$16.17	\$17.43	\$20.95	\$25.63
39-9041 Residential adviser	High school	None	Short-term OTJ	\$14.46	\$17.61	\$18.00	\$20.14	\$21.43
53-3051 School bus driver	High school	None	Short-term OTJ	\$16.73	\$18.34	\$23.49	\$25.31	\$29.67

¹The BLS does not publish hourly wages for teacher positions so the figures are calculated based on BLS' annual wages, assuming a 200-day (1,600-hour) work year.

²The BLS does not publish wages that exceed \$115 per hour (\$239,200 per year).

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**Appendix A: Wage Assumptions
BLS Wage Adjustment Assumptions - Wage Inflation**

Weighted Annual Average¹	3.30%
BLS Dataset Month	May-23
Midpoint of Initial Year of Implementation	Jan-26
Number of Months Between BLS Dataset and Implementation Midpoint	32
Total Inflation Factor	9.04%

¹Compound annual growth rate for Net Earnings in Vermont for 2012 - 2022; Source Bureau of Economic Analysis
<https://apps.bea.gov/regional/bearfacts/action.cfm>

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**Appendix A: Wage Assumptions
BLS Wage Data Adjusted for Inflation**

BLS Code and Title	Estimated January 2026 Wages (Based on May 2023 BLS Data After Adjustment)				
	10th %-ile	25th %-ile	50th %-ile	75th %-ile	90th %-ile
11-9151 Social and community service mgr.	\$28.25	\$33.11	\$40.10	\$47.66	\$55.36
19-3033 Clinical and counseling psychologist	\$27.38	\$34.21	\$41.26	\$52.10	\$75.17
21-1012 Educational/ voc./ career counselor	\$24.35	\$25.24	\$30.83	\$37.79	\$43.31
21-1015 Rehabilitation counselor	\$19.14	\$20.86	\$23.77	\$31.80	\$43.36
21-1018 Substance/ behav./ mental hlth. counselor	\$23.56	\$25.33	\$29.87	\$33.13	\$40.78
21-1021 Child/ family/ school social worker	\$23.16	\$26.89	\$31.30	\$34.82	\$40.15
21-1022 Healthcare social worker	\$26.02	\$30.66	\$35.25	\$44.41	\$53.70
21-1023 Mental health/ sub. abuse social work	\$23.42	\$27.63	\$32.02	\$40.64	\$48.43
21-1091 Health education specialist	\$25.68	\$30.21	\$34.53	\$40.15	\$47.91
21-1093 Social and human service assistant	\$17.98	\$19.55	\$21.15	\$24.58	\$27.93
21-1094 Community health worker	\$18.96	\$21.23	\$24.07	\$27.37	\$31.75
25-2051 Special education teacher, preschool ¹	\$34.98	\$42.13	\$44.58	\$54.45	\$57.83
25-2052 Special ed. teacher, kinder. & elem. ¹	\$32.61	\$35.22	\$43.19	\$51.12	\$57.99
25-2057 Special ed. teacher, middle school ¹	\$31.93	\$39.69	\$45.69	\$54.05	\$60.78
25-2058 Special ed. teacher, secondary school ¹	\$31.92	\$38.59	\$44.35	\$53.41	\$59.82
25-3099 Teachers and instructors, all other ¹	\$28.82	\$34.99	\$35.44	\$37.46	\$54.19
25-9045 Teacher assistant ¹	\$21.08	\$24.46	\$26.32	\$29.65	\$32.48
29-1122 Occupational therapist	\$33.89	\$38.26	\$43.89	\$52.17	\$56.32
29-1123 Physical therapist	\$38.75	\$42.42	\$47.63	\$54.36	\$58.85
29-1127 Speech-language pathologist	\$31.02	\$32.71	\$38.94	\$45.14	\$52.91
29-1141 Registered nurse	\$34.28	\$40.50	\$42.93	\$52.76	\$58.02
29-1171 Nurse practitioner	\$54.49	\$57.78	\$64.97	\$69.44	\$82.84
29-1223 Psychiatrist ²	\$89.13	\$108.43	\$116.55	<i>No wage data</i>	
29-2053 Psychiatric technician	\$20.36	\$22.41	\$24.19	\$25.58	\$26.89
29-2061 Licensed practical/ vocational nurse	\$25.80	\$29.85	\$32.79	\$36.81	\$42.00
31-1120 Home health and personal care aide	\$14.38	\$16.39	\$16.95	\$20.58	\$23.51
31-1131 Nursing assistant	\$18.86	\$19.77	\$21.21	\$23.62	\$25.10
31-1133 Psychiatric aide	\$17.52	\$19.25	\$21.91	\$23.47	\$26.50
31-2011 Occupational therapist assistant	\$33.81	\$34.82	\$35.47	\$36.67	\$40.85
31-2021 Physical therapist assistant	\$29.44	\$29.73	\$34.93	\$38.56	\$40.76
31-9092 Medical assistant	\$20.18	\$21.36	\$23.32	\$25.05	\$27.35
37-2011 Janitor/ cleaner	\$16.03	\$18.30	\$19.29	\$21.99	\$25.55
37-2012 Maid and housekeeping cleaner	\$15.48	\$18.05	\$19.16	\$20.19	\$22.57
39-1022 First-line super. of pers. svc. worker	\$21.47	\$23.99	\$25.46	\$30.00	\$35.05
39-9032 Recreation worker	\$15.62	\$17.63	\$19.01	\$22.84	\$27.95
39-9041 Residential adviser	\$15.77	\$19.20	\$19.63	\$21.96	\$23.37
53-3051 School bus driver	\$18.24	\$20.00	\$25.61	\$27.60	\$32.35

¹BLS does not publish hourly wages for teacher positions so the figures are calculated based on BLS' annual wages, assuming a 200-day (1,600-hour) work year.

²The BLS does not publish wages that exceed \$115 per hour (\$239,200 per year).

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**Appendix A: Wage Assumptions
Development of Job Requirements by Service
(Using BLS Job Codes)**

BLS Code and Title	Supervised Living	In-Home Family Supports	Group Living	Staffed Living	Shared Living - Recruiters and Supervisors	Shared Living-Hourly
11-9151 Social and community service mgr.						
19-3033 Clinical and counseling psychologist						
21-1012 Educational/ voc./ career counselor						
21-1015 Rehabilitation counselor						
21-1018 Substance/ behav./ mental hlth. counselor						
21-1021 Child/ family/ school social worker					100%	
21-1022 Healthcare social worker						
21-1023 Mental health/ sub. abuse social work						
21-1091 Health education specialist						
21-1093 Social and human service assistant	30%	30%	30%	30%		30%
21-1094 Community health worker						
25-2051 Special education teacher, preschool						
25-2052 Special ed. teacher, kinder. & elem.						
25-2057 Special ed. teacher, middle school						
25-2058 Special ed. teacher, secondary school						
25-3099 Teachers and instructors, all other						
25-9045 Teacher assistant						
29-1122 Occupational therapist						
29-1123 Physical therapist						
29-1127 Speech-language pathologist						
29-1141 Registered nurse						
29-1171 Nurse practitioner						
29-1223 Psychiatrist						
29-2053 Psychiatric technician						
29-2061 Licensed practical/ vocational nurse						
31-1120 Home health and personal care aide	30%	30%	30%	30%		30%
31-1131 Nursing assistant						
31-1133 Psychiatric aide	20%	20%	20%	20%		20%
31-2011 Occupational therapist assistant						
31-2021 Physical therapist assistant						
31-9092 Medical assistant						
37-2011 Janitor/ cleaner						
37-2012 Maid and housekeeping cleaner						
39-1022 First-line super. of pers. svc. worker						
39-9032 Recreation worker	20%	20%	20%	20%		20%
39-9041 Residential adviser						
53-3051 School bus driver						
	100%	100%	100%	100%	100%	100%

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**Appendix A: Wage Assumptions
Development of Job Requirements by Service
(Using BLS Job Codes)**

Respite-Hourly and Daily	Community Supports	Employment Assessment	Employer and Job Development	Job Training	Ongoing Support to Maintain Employment	Job Training/ Ongoing Support to Maintain Employment-Second Staff	Communication Support	Supports Broker
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BLS Code and Title

11-9151	Social and community service mgr.							
19-3033	Clinical and counseling psychologist							
21-1012	Educational/ voc./ career counselor		50%	50%				
21-1015	Rehabilitation counselor		50%	50%	100%	100%		
21-1018	Substance/ behav./ mental hlth. counselor						100%	
21-1021	Child/ family/ school social worker							
21-1022	Healthcare social worker							
21-1023	Mental health/ sub. abuse social work							
21-1091	Health education specialist							
21-1093	Social and human service assistant	30%	30%			30%		
21-1094	Community health worker							100%
25-2051	Special education teacher, preschool							
25-2052	Special ed. teacher, kinder. & elem.							
25-2057	Special ed. teacher, middle school							
25-2058	Special ed. teacher, secondary school							
25-3099	Teachers and instructors, all other							
25-9045	Teacher assistant							
29-1122	Occupational therapist							
29-1123	Physical therapist							
29-1127	Speech-language pathologist							
29-1141	Registered nurse							
29-1171	Nurse practitioner							
29-1223	Psychiatrist							
29-2053	Psychiatric technician							
29-2061	Licensed practical/ vocational nurse							
31-1120	Home health and personal care aide	30%	30%			30%		
31-1131	Nursing assistant							
31-1133	Psychiatric aide	20%	20%			20%		
31-2011	Occupational therapist assistant							
31-2021	Physical therapist assistant							
31-9092	Medical assistant							
37-2011	Janitor/ cleaner							
37-2012	Maid and housekeeping cleaner							
39-1022	First-line super. of pers. svc. worker							
39-9032	Recreation worker	20%	20%			20%		
39-9041	Residential adviser							
53-3051	School bus driver							
		100%	100%	100%	100%	100%		100%

**Review of Home and Community Based Services (HCBS) Fee Schedule
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**Appendix A: Wage Assumptions
Rate Model Wage Assumptions
(Using BLS Wages and Job Requirement Assumptions)¹**

	Supervised Living	In-Home Family Supports	Group Living	Staffed Living	Shared Living - Recruiters and Supervisors	Shared Living-Hourly	Respite-Hourly and Daily	Community Supports	Employment Assessment	Employer and Job Development	Job Training	Ongoing Support to Maintain Employment	Job Training/ Ongoing Support to Maintain Employment-Second Staff	Communication Support	Supports Broker
10th Percentile	\$16.34	\$16.34	\$16.34	\$16.34	\$23.16	\$16.34	\$16.34	\$16.34	\$21.75	\$21.75	\$19.14	\$19.14	\$18.96	\$0.00	\$18.96
25th Percentile	\$18.16	\$18.16	\$18.16	\$18.16	\$26.89	\$18.16	\$18.16	\$18.16	\$23.05	\$23.05	\$20.86	\$20.86	\$18.16	\$25.33	\$21.23
50th Percentile (Median)	\$19.61	\$19.61	\$19.61	\$19.61	\$31.30	\$19.61	\$19.61	\$19.61	\$27.30	\$27.30	\$23.77	\$23.77	\$19.61	\$29.87	\$24.07
75th Percentile	\$22.81	\$22.81	\$22.81	\$22.81	\$34.82	\$22.81	\$22.81	\$22.81	\$34.80	\$34.80	\$31.80	\$31.80	\$22.81	\$33.13	\$27.37
90th Percentile	\$26.32	\$26.32	\$26.32	\$26.32	\$40.15	\$26.32	\$26.32	\$26.32	\$43.34	\$43.34	\$43.36	\$43.36	\$26.32	\$40.78	\$31.75

¹Wage assumptions in the rate models are set at the median values, except for DSP wages are set at the 75th percentile

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**Appendix B: Benefits Assumptions
Assumptions for Individual Benefits to Establish Benefit Rates**

% of Employees with Access			% of Employees Who Participate (Take-Up Rate')			Benefit Level for Participating Employees			Effective Benefit Level for All Employees		
BLS Data ¹	Rate Models - Part-Time Staff	Rate Models - Full-Time Staff	BLS Data ¹	Rate Models - Part-Time Staff	Rate Models - Full-Time Staff	BLS Data ¹	Rate Models - Part-Time Staff	Rate Models - Full-Time Staff	BLS Data ¹	Rate Models - Part-Time Staff	Rate Models - Full-Time Staff

Mandatory Benefits

FICA ²	-	100%	100%	-	100%	100%	-	7.65%	7.65%	-	7.65%	7.65%
Federal UI ³	-	100%	100%	-	100%	100%	-	0.60%	0.60%	-	0.60%	0.60%
State UI ⁴	-	100%	100%	-	100%	100%	-	1.00%	1.00%	-	1.00%	1.00%
Workers' Comp.	-	100%	100%	-	100%	100%	-	3.01%	3.01%	-	3.01%	3.01%

Paid Time Off

							<i>Days per year⁵</i>			<i>Days per year⁵</i>		
Holidays	80%	100%	100%	80%	100%	100%	8.0	0.0	10.0	6.4	0.0	10.0
Vaction/ Sick	73%	100%	100%	73%	100%	100%	16.0	2.5	20.0	11.7	2.5	20.0
Total	-	-	-	-	-	-	24.0	2.5	30.0	18.1	2.5	30.0

Health Insurance⁶

							<i>Employer contribution/ month</i>				
Employee Only						39.0%	\$461	\$575			
Employee + One						12.9%		\$1,100			
Family						13.5%	\$1,186	\$1,550			
All Coverages	74%	0%	100%	51%	0%	65.4%				\$0.00	\$575.40

Other Benefits⁷

							<i>Employer contribution/ month</i>					
	-	100%	100%	-	100%	100%	-	\$50.00	\$250.00	-	\$50.00	\$250.00

¹BLS' 2022 National Compensation Survey (<https://www.bls.gov/ebs/publications/september-2022-landing-page-employee-benefits-in-the-united-states-march-2022.htm>); data reported is for private employers in the New England region

²Combined Social Security tax rate of 6.20% and Medicare tax rate of 1.45%

³Applies to first \$7,000 in wages

⁴The rate model uses the rate assigned to new employers; the tax applies to first \$14,300 in wages

⁵BLS data for vacation and sick leave that is part of a consolidated leave plan is based on national data (means) for employees with 1-5 years of experience (mean for those with 6-10 experience is 20 days of PTO)

⁶Based on the U.S. Department of Health and Human Services Medical Expenditure Panel Survey for 2022 (most recent available at time of publication), which reports average monthly employer contributions in Vermont of \$529 for an employee-only plan, \$1,010 for employee-plus-one plans, and \$1,429 for family plans. According to the Kaiser Family Fund, the average monthly premium for benchmark plans offered through the State health insurance exchange for a 40-year-old is \$950 in 2024 compared to \$841 in 2023 (<https://www.kff.org/health-reform/state-indicator/marketplace-average-benchmark-premiums/>) (See also, https://info.healthconnect.vermont.gov/sites/vhc/files/documents/2024_PlanDesigns_FinalRates.pdf)

⁷BLS provides information for a variety of other benefits that cannot be combined

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**Appendix B: Benefits Assumptions
Benefit Rates by Wage Level Based on Benefits Assumptions**

Hourly Wage	Full-Time Annual Salary	Part-Time Annual Salary (20 Hours)	Effective Benefit Rate - Model Assumptions ^{1,2}			
			w/ Paid Time Off		w/o Paid Time Off	
\$20	\$41,600	\$20,800	46.4%	15.4%	34.9%	14.4%
\$21	\$43,680	\$21,840	45.3%	15.2%	33.8%	14.3%
\$22	\$45,760	\$22,880	44.2%	15.0%	32.7%	14.1%
\$23	\$47,840	\$23,920	43.3%	14.9%	31.8%	13.9%
\$24	\$49,920	\$24,960	42.4%	14.8%	30.9%	13.8%
\$25	\$52,000	\$26,000	41.6%	14.6%	30.1%	13.7%
\$26	\$54,080	\$27,040	40.8%	14.5%	29.3%	13.6%
\$27	\$56,160	\$28,080	40.1%	14.4%	28.6%	13.5%
\$28	\$58,240	\$29,120	39.5%	14.3%	28.0%	13.4%
\$29	\$60,320	\$30,160	38.9%	14.2%	27.4%	13.3%
\$30	\$62,400	\$31,200	38.3%	14.1%	26.8%	13.2%
\$31	\$64,480	\$32,240	37.8%	14.1%	26.3%	13.1%
\$32	\$66,560	\$33,280	37.3%	14.0%	25.8%	13.0%
\$33	\$68,640	\$34,320	36.9%	13.9%	25.4%	12.9%
\$34	\$70,720	\$35,360	36.4%	13.8%	24.9%	12.9%
\$35	\$72,800	\$36,400	36.0%	13.8%	24.5%	12.8%
\$36	\$74,880	\$37,440	35.6%	13.7%	24.1%	12.8%
\$37	\$76,960	\$38,480	35.3%	13.7%	23.8%	12.7%
\$38	\$79,040	\$39,520	34.9%	13.6%	23.4%	12.6%
\$39	\$81,120	\$40,560	34.6%	13.6%	23.1%	12.6%
\$40	\$83,200	\$41,600	34.3%	13.5%	22.8%	12.5%
\$41	\$85,280	\$42,640	34.0%	13.5%	22.5%	12.5%
\$42	\$87,360	\$43,680	33.7%	13.4%	22.2%	12.5%
\$43	\$89,440	\$44,720	33.4%	13.4%	21.9%	12.4%
\$44	\$91,520	\$45,760	33.2%	13.3%	21.7%	12.4%
\$45	\$93,600	\$46,800	32.9%	13.3%	21.4%	12.3%
\$46	\$95,680	\$47,840	32.7%	13.3%	21.2%	12.3%
\$47	\$97,760	\$48,880	32.5%	13.2%	21.0%	12.3%
\$48	\$99,840	\$49,920	32.3%	13.2%	20.8%	12.2%
\$49	\$101,920	\$50,960	32.1%	13.2%	20.6%	12.2%
\$50	\$104,000	\$52,000	31.9%	13.1%	20.4%	12.2%
\$51	\$106,080	\$53,040	31.7%	13.1%	20.2%	12.1%
\$52	\$108,160	\$54,080	31.5%	13.1%	20.0%	12.1%
\$53	\$110,240	\$55,120	31.3%	13.0%	19.8%	12.1%
\$54	\$112,320	\$56,160	31.1%	13.0%	19.6%	12.1%
\$55	\$114,400	\$57,200	31.0%	13.0%	19.5%	12.0%
\$56	\$116,480	\$58,240	30.8%	13.0%	19.3%	12.0%
\$57	\$118,560	\$59,280	30.7%	12.9%	19.2%	12.0%
\$58	\$120,640	\$60,320	30.5%	12.9%	19.0%	12.0%
\$59	\$122,720	\$61,360	30.4%	12.9%	18.9%	11.9%
\$60	\$124,800	\$62,400	30.3%	12.9%	18.7%	11.9%

¹This table illustrates benefit rates in one dollar wage increments, but benefit rates in rate models are calculated to the penny

²Benefit rates in rate models exclude paid time off, which is accounted for in productivity assumptions

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Appendix C: Productivity Assumptions

	Supervised Living	Supervised Living, Second Staff Person	In-Home Family Supports	In-Home Family Supports, Second Staff Person	Shared Living-Hourly	Shared Living-Hourly, Second Staff Person	Staffed Living	Group Living	Respite-Hourly	Respite-Hourly, Second Staff Person	Respite-Daily	Respite-Daily, Second Staff Person
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Full-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.35	-	0.35	-	-	-	0.20	0.20	-	-	-	-
Travel Time Between Individuals	2.50	2.50	2.50	2.50	2.50	2.50	-	-	2.50	2.50	-	-
Time Lost Due to Missed Appointments	0.50	0.50	0.50	0.50	-	0.50	-	-	-	-	-	-
Recordkeeping	1.50	-	1.50	-	1.50	-	-	-	-	-	-	-
Employer Time	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Program Development	-	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-	-	-	-	-	-
Direct Services	33.90	35.75	33.90	35.75	34.75	35.75	38.55	38.55	36.25	36.25	38.75	38.75
Total Hours	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00

Annual Hours for Training and PTO

Training	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Paid Time Off	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.30	-	0.30	-	-	-	0.17	0.17	-	-	-	-
Travel Time Between Individuals	2.15	2.15	2.15	2.15	2.15	2.15	-	-	2.15	2.15	-	-
Time Lost Due to Missed Appointments	0.43	0.43	0.43	0.43	-	0.43	-	-	-	-	-	-
Recordkeeping	1.29	-	1.29	-	1.29	-	-	-	-	-	-	-
Employer Time	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Program Development	-	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62
Direct Services	29.21	30.80	29.21	30.80	29.94	30.80	33.21	33.21	31.23	31.23	33.38	33.38
Total Hours	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Appendix C: Productivity Assumptions

Supervised Living	Supervised Living, Second Staff Person	In-Home Family Supports	In-Home Family Supports, Second Staff Person	Shared Living-Hourly	Shared Living-Hourly, Second Staff Person	Staffed Living	Group Living	Respite-Hourly	Respite-Hourly, Second Staff Person	Respite-Daily	Respite-Daily, Second Staff Person
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Part-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.18	-	0.18	-	-	-	0.10	0.10	-	-	-	-
Travel Time Between Individuals	1.25	1.25	1.25	1.25	1.25	1.25	-	-	1.25	1.25	-	-
Time Lost Due to Missed Appointments	0.25	0.25	0.25	0.25	-	0.25	-	-	-	-	-	-
Recordkeeping	0.75	-	0.75	-	0.75	-	-	-	-	-	-	-
Employer Time	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Program Development	-	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-	-	-	-	-	-
Direct Services	16.32	17.25	16.32	17.25	16.75	17.25	18.65	18.65	17.50	17.50	18.75	18.75
Total Hours	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Annual Hours for Training and PTO

Training	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Paid Time Off	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.16	-	0.16	-	-	-	0.09	0.09	-	-	-	-
Travel Time Between Individuals	1.08	1.08	1.08	1.08	1.08	1.08	-	-	1.08	1.08	-	-
Time Lost Due to Missed Appointments	0.22	0.22	0.22	0.22	-	0.22	-	-	-	-	-	-
Recordkeeping	0.65	-	0.65	-	0.65	-	-	-	-	-	-	-
Employer Time	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Program Development	-	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Direct Services	15.51	16.32	15.51	16.32	15.89	16.32	17.53	17.53	16.54	16.54	17.62	17.62
Total Hours	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

**Review of Home and Community Based Services (HCBS) Fee Schedule
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Appendix C: Productivity Assumptions

Supervised Living	Supervised Living, Second Staff Person	In-Home Family Supports	In-Home Family Supports, Second Staff Person	Shared Living-Hourly	Shared Living-Hourly, Second Staff Person	Staffed Living	Group Living	Respite-Hourly	Respite-Hourly, Second Staff Person	Respite-Daily	Respite-Daily, Second Staff Person
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Average Across All Staff

Assumed Full-Time Workforce	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Assumed Part-Time Workforce	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.27	-	0.27	-	-	-	0.15	0.15	-	-	-	-
Travel Time Between Individuals	1.94	1.94	1.94	1.94	1.94	1.94	-	-	1.94	1.94	-	-
Time Lost Due to Missed Appointments	0.39	0.39	0.39	0.39	-	0.39	-	-	-	-	-	-
Recordkeeping	1.16	-	1.16	-	1.16	-	-	-	-	-	-	-
Employer Time	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Program Development	-	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77
Direct Services	26.47	27.90	26.47	27.90	27.13	27.90	30.08	30.08	28.29	28.29	30.23	30.23
Total Hours	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
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Appendix C: Productivity Assumptions

Community Supports, Non-Facility	Community Supports, Non-Facility Second Staff Person	Community Supports, Facility	Employment Assessment	Employer and Job Development	Job Training	Job Training, Second Staff Person	Ongoing Support to Maintain Employment	Ongoing Support to Maintain Employment, Second Staff Person	Communication Support	Supports Broker
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Full-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.35	-	0.35	0.35	0.35	0.35	-	0.35	-	0.35	-
Travel Time Between Individuals	2.50	2.50	2.00	2.50	2.50	2.50	2.50	2.50	2.50	2.50	3.75
Time Lost Due to Missed Appointments	0.50	0.50	-	-	-	0.50	0.50	0.50	0.50	-	-
Recordkeeping	1.50	-	1.50	2.00	2.00	2.00	-	2.00	-	3.75	3.75
Employer Time	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Program Development	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	2.50	-	-	-	-	-	-
Direct Services	33.90	35.75	34.90	33.90	31.40	33.40	35.75	33.40	35.75	32.15	31.25
Total Hours	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00

Annual Hours for Training and PTO

Training	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Paid Time Off	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.30	-	0.30	0.30	0.30	0.30	-	0.30	-	0.30	-
Travel Time Between Individuals	2.15	2.15	1.72	2.15	2.15	2.15	2.15	2.15	2.15	2.15	3.23
Time Lost Due to Missed Appointments	0.43	0.43	-	-	-	0.43	0.43	0.43	0.43	-	-
Recordkeeping	1.29	-	1.29	1.72	1.72	1.72	-	1.72	-	3.23	3.23
Employer Time	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Program Development	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	2.15	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62	4.62
Direct Services	29.21	30.80	30.07	29.21	27.06	28.78	30.80	28.78	30.80	27.70	26.92
Total Hours	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00

**Review of Home and Community Based Services (HCBS) Fee Schedule
Draft Rate Models
prepared for Vermont Developmental Disabilities Services Division**

Appendix C: Productivity Assumptions

Community Supports, Non-Facility	Community Supports, Non-Facility Second Staff Person	Community Supports, Facility	Employment Assessment	Employer and Job Development	Job Training	Job Training, Second Staff Person	Ongoing Support to Maintain Employment	Ongoing Support to Maintain Employment, Second Staff Person	Communication Support	Supports Broker
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Part-Time Staff

Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.18	-	0.18	0.18	0.18	0.18	-	0.18	-	0.18	-
Travel Time Between Individuals	1.25	1.25	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.88
Time Lost Due to Missed Appointments	0.25	0.25	-	-	-	0.25	0.25	0.25	0.25	-	-
Recordkeeping	0.75	-	0.75	1.00	1.00	1.00	-	1.00	-	1.88	1.88
Employer Time	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Program Development	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	1.25	-	-	-	-	-	-
Direct Services	16.32	17.25	16.82	16.32	15.07	16.07	17.25	16.07	17.25	15.44	14.99
Total Hours	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Annual Hours for Training and PTO

Training	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Paid Time Off	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.16	-	0.16	0.16	0.16	0.16	-	0.16	-	0.16	-
Travel Time Between Individuals	1.08	1.08	0.86	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.62
Time Lost Due to Missed Appointments	0.22	0.22	-	-	-	0.22	0.22	0.22	0.22	-	-
Recordkeeping	0.65	-	0.65	0.86	0.86	0.86	-	0.86	-	1.62	1.62
Employer Time	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Program Development	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	1.08	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Direct Services	15.51	16.32	15.95	15.52	14.44	15.30	16.32	15.30	16.32	14.76	14.38
Total Hours	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

**Review of Home and Community Based Services (HCBS) Fee Schedule
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Appendix C: Productivity Assumptions

Community Supports, Non-Facility	Community Supports, Non-Facility Second Staff Person	Community Supports, Facility	Employment Assessment	Employer and Job Development	Job Training	Job Training, Second Staff Person	Ongoing Support to Maintain Employment	Ongoing Support to Maintain Employment, Second Staff Person	Communication Support	Supports Broker
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Average Across All Staff

Assumed Full-Time Workforce	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Assumed Part-Time Workforce	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.27	-	0.27	0.27	0.27	0.27	-	0.27	-	0.27	-
Travel Time Between Individuals	1.94	1.94	1.55	1.94	1.94	1.94	1.94	1.94	1.94	1.94	2.91
Time Lost Due to Missed Appointments	0.39	0.39	-	-	-	0.39	0.39	0.39	0.39	-	-
Recordkeeping	1.16	-	1.16	1.55	1.55	1.55	-	1.55	-	2.91	2.91
Employer Time	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Program Development	-	-	-	-	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	1.94	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77
Direct Services	26.47	27.90	27.25	26.47	24.53	26.08	27.90	26.08	27.90	25.11	24.41
Total Hours	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00

**Review of Home and Community Based Services (HCBS) Fee Schedule
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Appendix D: Group Living - Staff Hour Assumptions

Category 1 Level 1	Category 2 Level 2	Category 3 Level 3	Category 4 Levels 4/M/B
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Three and Four-Individual Residences

<i>Base Staff Hours</i>				
Hours in a Week	168.0	168.0	168.0	168.0
'Peak' Daytime Hours ¹	82.0	82.0	82.0	82.0
Non-'Peak' Daytime Hours	30.0	30.0	30.0	30.0
Overnight Hours	56.0	56.0	56.0	56.0
Number of Staff on Shift During 'Peak' Daytime Hours	1.0	1.0	2.0	2.0
Number of Staff on Shift During Non-'Peak' Daytime Hours	1.0	1.0	1.0	2.0
Number of Staff on Shift During Overnight Hours	1.0	1.0	1.0	1.0
Base Staff Hours	168.0	168.0	250.0	280.0
<i>Floating Staff Hours²</i>				
'Floating' FTE Per Week	0.5	1.0	0.0	0.0
Anticipated Floating Hours per Week	20.0	40.0	0.0	0.0
Total Hours per Home per Week	188.0	208.0	250.0	280.0
Hours per Member per Week	62.7	69.3	83.3	93.3

Five and Six-Individual Residences

<i>Base Staff Hours</i>				
Hours in a Week	168.0	168.0	168.0	168.0
'Peak' Daytime Hours ¹	82.0	82.0	82.0	82.0
Non-'Peak' Daytime Hours	30.0	30.0	30.0	30.0
Overnight Hours	56.0	56.0	56.0	56.0
Number of Staff on Shift During 'Peak' Daytime Hours	2.0	2.0	2.0	2.0
Number of Staff on Shift During Non-'Peak' Daytime Hours	1.0	2.0	2.0	2.0
Number of Staff on Shift During Overnight Hours	1.0	1.0	2.0	2.0
Base Staff Hours	250.0	280.0	336.0	336.0
<i>Floating Staff Hours²</i>				
'Floating' FTE Per Week	1.0	1.0	0.0	1.0
Anticipated Floating Hours per Week	40.0	40.0	0.0	40.0
Total Hours per Home per Week	290.0	320.0	336.0	376.0
Hours per Member per Week	58.0	64.0	67.2	75.2

¹'Peak' hours include times when members are likely to be at home (i.e., mornings, evenings, and weekends)

²'Floating' FTE hours are intended to accommodate participants who participate in day programs less frequently than assumed, to provide one-to-one support away from the home, etc.