

Review of Home and Community Based Services
(HCBS) Payment Methodologies and Rates

Proposed Rate Models

- prepared for -

Vermont Developmental Disabilities Services Division

- prepared by -

Burns & Associates, Inc.
3030 North 3rd Street, Suite 200
Phoenix, Arizona 85012
(602) 241-8520
www.burnshealthpolicy.com

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Appendices

- Appendix A: Wage Assumptions
- Appendix B: Benefits Assumptions
- Appendix C: Productivity Assumptions

¹ No rate model was developed for Job Training services (C03); rather, these services will be reimbursed at the same rate as Employment Assessment (C01) / Employer and Job Development (C02) services.

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Service Planning and Coordination (A01)

	Unit of Service	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	100%	
	- Direct Staff Hourly Wage	\$23.65	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	28.1%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$30.30	
	<i>Productivity Adjustments</i>		
	Total Hours	40.00	
	- Attending Individual Support Agreement Meetings	0.84	
	- Oversight/Coordination of Services	-	
	- Travel Time Between Individuals	3.37	
	- Recordkeeping	2.11	
	- Employer Time	0.84	
	- Time Lost Due to Missed Appointments	-	
	- Training	0.92	
	- Paid Time Off	5.38	
	"Billable" Hours	26.54	
Productivity Factor	1.51		
	Staff Cost After Productivity Adj. per Billable Hour	\$45.75	
Mileage	- Number of Miles Traveled per Week	150	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost	\$87.00	
	Mileage Cost per Billable Hour	\$3.28	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$49.03	
	- Program Support Percent	15%	
	Program Support Cost per Billable Hour	\$9.81	
	- Administration Percent	10%	
	Administration Cost per Billable Hour	\$6.54	
	Rate per Hour	\$65.38	

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Community Supports - Individual Support (B01)

		1:1	2:1	
Unit of Service		Hour	Hour	
Direct Support Staff Wages and Benefits - Primary Staff	- Percent of Direct Care Staff Working Full-Time	80%	80%	
	- Direct Staff Hourly Wage	\$16.85	\$16.85	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	35.0%	35.0%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.75	\$22.75	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.26	0.26	
	- Travel Time Between Individuals	1.90	1.90	
	- Recordkeeping	0.76	0.76	
	- Employer Time	0.84	0.84	
	- Training	0.92	0.92	
	- Paid Time Off	4.73	4.73	
	"Billable" Hours	26.59	26.59	
	Productivity Factor	1.35	1.35	
	Primary Staff Cost After Productivity Adj. per Billable Hour	\$30.71	\$30.71	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care Staff Working Full-Time		80%	
	- Direct Staff Hourly Wage		\$16.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		31.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$22.00	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.90	
	- Employer Time		0.84	
	- Training		0.92	
	- Paid Time Off		4.73	
	"Billable" Hours		27.61	
Productivity Factor		1.30		
	Additional Staff Cost After Productivity Adj. per Billable Hour		\$28.60	
Mileage	- Number of Miles Traveled per Week	150	150	
	- Amount per Mile	\$0.580	\$0.580	
	Weekly Mileage Cost	\$87.00	\$87.00	
	Mileage Cost per Billable Hour	\$3.27	\$3.27	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$33.98	\$62.58	
	- Program Support Percent	15%	10%	
	Program Support Cost per Billable Hour	\$6.80	\$7.82	
	- Administration Percent	10%	10%	
	Administration Cost per Billable Hour	\$4.53	\$7.82	
	Rate per Hour	\$45.31	\$78.22	

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Community Supports - Individual Support (B01)

Multi-Person Rate	- Number of Participants Served	2
	- Multi-Person 'Premium'	10%
	Total Rate per Hour	\$49.84
	Rate per Hour per Person	\$24.92
	- Number of Participants Served	3
	- Multi-Person 'Premium'	20%
Total Rate per Hour	\$54.37	
Rate per Hour per Person	\$18.12	

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Community Supports - Individual Support (B01), Consumer-Directed

	Unit of Service	Hour
Direct Support Staff Wages and Benefits	- Direct Staff Hourly Wage	\$16.85
	- Employee Benefit Rate	10.2%
	- Sick Leave (as a percentage of wages)	1.9%
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$18.89
Administration	Hourly Cost Before Administration	\$18.89
	- Administration Percent	5.0%
	Administration Cost per Billable Hour	\$0.99
	Rate per Hour	\$19.88

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Community Supports - Group Support (B02)

		Low	Medium	High	
Unit of Service		Hour	Hour	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	80%	80%	
	- Direct Staff Hourly Wage	\$16.85	\$16.85	\$16.85	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	35.0%	35.0%	35.0%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.75	\$22.75	\$22.75	
	<i>Productivity Adjustments</i>				
	Total Hours	36.00	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.53	0.53	0.53	
	- Recordkeeping	1.51	1.51	1.51	
	- Program Preparation/Set-Up/Clean-Up	2.85	2.85	2.85	
	- Employer Time	0.84	0.84	0.84	
	- Training	0.92	0.92	0.92	
	- Paid Time Off	4.73	4.73	4.73	
	"Billable" Hours	24.62	24.62	24.62	
	Productivity Factor	1.46	1.46	1.46	
	Hourly Staff Cost per Billable Hour	\$33.22	\$33.22	\$33.22	
	<i>Staffing Ratio</i>				
	- Group Size (Participants per Direct Support Staff)	3.0	2.0	1.5	
	- Participant Attendance Rate	90%	90%	90%	
	- Adjusted Weighted Avg. of No. of Participants per Staff	2.70	1.80	1.35	
	Staff Cost per Participant per Billable Hour	\$12.30	\$18.46	\$24.61	
Attendance	- Annual Days of Program Operations	250.0	250.0	250.0	
	- Annual Days of Participant Attendance	225.0	225.0	225.0	
	- Hours per Day of Participant Attendance	5.00	5.00	5.00	
	Hours per Year of Participant Attendance	1,125	1,125	1,125	
Mileage	- Number of Miles Traveled per Group per Week	150	150	150	
	- Amount per Mile	\$0.580	\$0.580	\$0.580	
	Allocated Miles per Participant per Week	55.6	83.3	111.1	
	Annual Mileage Cost/ Participant (at 250 days of operation)	\$1,611.11	\$2,416.67	\$3,222.22	
	Mileage Cost per Participant per Billable Hour	\$1.43	\$2.15	\$2.86	
Facility	- Square Feet of Service Space per Participant	75	75	75	
	- Annual Cost per Square Foot	\$20.00	\$20.00	\$20.00	
	Annual Facility Cost per Participant	\$1,500.00	\$1,500.00	\$1,500.00	
	Facility Cost per Participant per Billable Hour	\$1.33	\$1.33	\$1.33	
Supplies	- Cost of Supplies per Participant per Day	\$1.00	\$1.00	\$1.00	
	Supply Cost per Participant per Billable Hour	\$0.20	\$0.20	\$0.20	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$15.26	\$22.14	\$29.00	
	- Program Support Percent	15%	15%	15%	
	Program Support Cost per Billable Hour	\$3.05	\$4.43	\$5.80	
	- Administration Percent	10%	10%	10%	
	Administration Cost per Billable Hour	\$2.03	\$2.95	\$3.87	
Rate per Hour		\$20.34	\$29.52	\$38.67	

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Employment Supports - Employment Assessment (C01)

	Unit of Service	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$19.37	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	31.7%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$25.51	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.26	
	- Conducting Employer Market Research	1.51	
	- Travel Time Between Individuals	1.90	
	- Recordkeeping	0.76	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	25.08	
Productivity Factor	1.44		
	Staff Cost After Productivity Adj. per Billable Hour	\$36.73	
Mileage	- Number of Miles Traveled per Week	100	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost	\$58.00	
	Mileage Cost per Billable Hour	\$2.31	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$39.04	
	- Program Support Percent	15%	
	Program Support Cost per Billable Hour	\$7.81	
	- Administration Percent	10%	
	Administration Cost per Billable Hour	\$5.21	
	Rate per Hour	\$52.06	

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Employment Supports - Employer and Job Development (C02)

	Unit of Service	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$19.37	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	31.7%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$25.51	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.26	
	- Conducting Employer Market Research	1.51	
	- Travel Time Between Individuals	1.90	
	- Recordkeeping	0.76	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	25.08	
	Productivity Factor	1.44	
	Staff Cost After Productivity Adj. per Billable Hour	\$36.73	
Mileage	- Number of Miles Traveled per Week	100	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost	\$58.00	
	Mileage Cost per Billable Hour	\$2.31	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$39.04	
	- Program Support Percent	15%	
	Program Support Cost per Billable Hour	\$7.81	
	- Administration Percent	10%	
	Administration Cost per Billable Hour	\$5.21	
	Rate per Hour	\$52.06	

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Employment Supports - Ongoing Support (C04)

		1:1	2:1	
Unit of Service		Hour	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	80%	
	- Direct Staff Hourly Wage	\$17.95	\$17.95	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	33.5%	33.5%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$23.96	\$23.96	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.26	0.26	
	- Travel Time Between Individuals	1.90	1.90	
	- Recordkeeping	0.76	0.76	
	- Employer Time	0.84	0.84	
	- Training	0.92	0.92	
	- Paid Time Off	4.73	4.73	
	"Billable" Hours	26.59	26.59	
	Productivity Factor	1.35	1.35	
Staff Cost After Productivity Adj. per Billable Hour		\$32.35	\$32.35	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care Staff Working Full-Time		80%	
	- Direct Staff Hourly Wage		\$16.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		31.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$22.00	
	<i>Productivity Adjustments</i>			
	Total Hours		36.00	
	- Travel Time Between Individuals		1.90	
	- Employer Time		0.84	
	- Training		0.92	
	- Paid Time Off		4.73	
"Billable" Hours		27.61		
Productivity Factor		1.30		
Additional Staff Cost After Productivity Adj. per Billable Hour			\$28.60	
Mileage	- Number of Miles Traveled per Week	150	150	
	- Amount per Mile	\$0.580	\$0.580	
	Weekly Mileage Cost	\$87.00	\$87.00	
	Mileage Cost per Billable Hour	\$3.27	\$3.27	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$35.62	\$64.22	
	- Program Support Percent	15%	15%	
	Program Support Cost per Billable Hour	\$7.12	\$12.84	
	- Administration Percent	10%	10%	
Administration Cost per Billable Hour		\$4.75	\$8.56	
Rate per Hour		\$47.49	\$85.62	

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Employment Supports, Consumer-Directed

	Unit of Service	Hour
Direct Support Staff Wages and Benefits	- Direct Staff Hourly Wage	\$17.95
	- Employee Benefit Rate	10.2%
	- Sick Leave (as a percentage of wages)	1.9%
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$20.12
Administration	Hourly Cost Before Administration	\$20.12
	- Administration Percent	5.0%
	Administration Cost per Billable Hour	\$1.06
	Rate per Hour	\$21.18

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Respite - Hourly Supports (D01)

	Unit of Service	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$16.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	35.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.67	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	29.51	
	Productivity Factor	1.22	
	Staff Cost After Productivity Adj. per Billable Hour	\$27.66	
Mileage	- Number of Miles Traveled per Week	0	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost	\$0.00	
	Mileage Cost per Billable Hour	\$0.00	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$27.66	
	- Program Support Percent	15%	
	Program Support Cost per Billable Hour	\$5.53	
	- Administration Percent	10%	
	Administration Cost per Billable Hour	\$3.69	
	Rate per Hour	\$36.88	
Multi-Person Rate	- Number of Participants Served	2	
	- Multi-Person 'Premium'	10%	
	Total Rate per Hour	\$40.57	
	Rate per Hour per Person	\$20.29	
	- Number of Participants Served	3	
	- Multi-Person 'Premium'	20%	
Total Rate per Hour	\$44.26		
	Rate per Hour per Person	\$14.75	

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Respite - Hourly Supports (D01), Consumer-Directed

	Unit of Service	Hour
Direct Support Staff Wages and Benefits	- Direct Staff Hourly Wage	\$16.77
	- Employee Benefit Rate	10.2%
	- Sick Leave (as a percentage of wages)	1.9%
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$18.80
Administration	Hourly Cost Before Administration	\$18.80
	- Administration Percent	5.0%
	Administration Cost per Billable Hour	\$0.99
	Rate per Hour	\$19.79

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Respite - Daily Supports (D02)

	Unit of Service	Day	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$16.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	35.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.67	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	29.51	
	Productivity Factor	1.22	
	Staff Cost After Productivity Adj. per Hour	\$27.66	
	- Number of Funded Hours per Day	16	
	Staff Cost per Billable Day	\$442.56	
	Admin and Program Support	Daily Cost Before Administration and Program Support	\$442.56
- Program Support Percent		15%	
Program Support Cost per Billable Day		\$88.51	
- Administration Percent		10%	
Administration Cost per Billable Day	\$59.01		
	Rate per Billable Day	\$590.08	
Multi-Person Rate*	- Number of Participants Served	2	
	- Multi-Person 'Premium'	10%	
	Total Rate per Hour	\$649.09	
	Rate per Hour per Person	\$324.55	
	- Number of Participants Served	3	
	- Multi-Person 'Premium'	20%	
Total Rate per Hour	\$708.10		
Rate per Hour per Person	\$236.03		

* The three-person rate are applicable in individuals' own home (e.g., a sibling group) or other settings that would not require licensure as a residential care home.

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Respite - Daily Supports (D02), Consumer-Directed

	Unit of Service	Day
Direct Support Staff Wages and Benefits	- Direct Staff Hourly Wage	\$16.77
	- Employee Benefit Rate	10.2%
	- Sick Leave (as a percentage of wages)	1.9%
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$18.80
	- Number of Funded Hours per Day	16
	Staff Cost per Billable Day	\$300.80
Administration	Daily Cost Before Administration	\$300.80
	- Administration Percent	5%
	Administration Cost per Billable Day	\$15.83
	Rate per Billable Day	\$316.63

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Housing and Home Supports - Supervised Living (H01)

		1:1	2:1	
Unit of Service		Hour	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	80%	
	- Direct Staff Hourly Wage	\$16.85	\$16.85	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	35.0%	35.0%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.75	\$22.75	
	<i>Productivity Adjustments</i>			
	Total Hours	36.00	36.00	
	- Attending Individual Support Agreement Meetings	0.26	0.26	
	- Travel Time Between Individuals	1.90	1.90	
	- Recordkeeping	0.76	0.76	
	- Employer Time	0.84	0.84	
	- Training	0.92	0.92	
	- Paid Time Off	4.73	4.73	
	"Billable" Hours	26.59	26.59	
	Productivity Factor	1.35	1.35	
Staff Cost After Productivity Adj. per Billable Hour		\$30.71	\$30.71	
Direct Support Staff Wages and Benefits - Second Staff	- Percent of Direct Care Staff Working Full-Time		80%	
	- Direct Staff Hourly Wage		\$16.77	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)		31.2%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)		\$22.00	
	<i>Productivity Adjustments</i>			
	Total Hours		20.00	
	- Travel Time Between Individuals		1.06	
	- Employer Time		0.85	
	- Training		0.92	
	- Paid Time Off		2.15	
"Billable" Hours		15.02		
Productivity Factor		1.33		
Additional Staff Cost After Productivity Adj. per Billable Hour			\$29.26	
Mileage	- Number of Miles Traveled per Week	150	150	
	- Amount per Mile	\$0.580	\$0.580	
	Weekly Mileage Cost	\$87.00	\$87.00	
	Mileage Cost per Billable Hour	\$3.27	\$3.27	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$33.98	\$63.24	
	- Program Support Percent	15%	15%	
	Program Support Cost per Billable Hour	\$6.80	\$12.65	
	- Administration Percent	10%	10%	
Administration Cost per Billable Hour		\$4.53	\$8.43	
Rate per Hour		\$45.31	\$84.32	

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Housing and Home Supports - Supervised Living (H01)

Multi-Person Rate	- Number of Participants Served	2
	- Multi-Person 'Premium'	10%
	Total Rate per Hour	\$49.84
	Rate per Hour per Person	\$24.92
	- Number of Participants Served	3
	- Multi-Person 'Premium'	20%
Total Rate per Hour	\$54.37	
Rate per Hour per Person	\$18.12	

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Housing/ Home Supp. - Supervised Living (H01), Consumer-Directed

	Unit of Service	Hour
Direct Support Staff Wages and Benefits	- Direct Staff Hourly Wage	\$16.85
	- Employee Benefit Rate	10.2%
	- Sick Leave (as a percentage of wages)	1.9%
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$18.89
Administration	Hourly Cost Before Administration	\$18.89
	- Administration Percent	5.0%
	Administration Cost per Billable Hour	\$0.99
	Rate per Hour	\$19.88

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Housing and Home Supports - Staffed Living (H02)

	Unit of Service	Day	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$16.85	
	- Employee Benefit Rate (as a percent of wages)	35.0%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.75	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.15	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	29.36	
	Productivity Factor	1.23	
	Staff Cost After Productivity Adj. per Hour	\$27.98	
	<i>Staffing</i>		
	- Total Hours per Home per Week		
Weekly Staff Cost per Home	\$0.00		
Mileage	- Number of Miles Traveled per Week	150	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost per Home	\$87.00	
Admin and Program Support	Weekly Cost Before Administration and Program Support	\$87.00	
	- Program Support Percent	15%	
	Program Support Cost per Participant per Week	\$17.40	
	- Administration Percent	10%	
Administration Cost per Participant per Week	\$11.60		
	Total Cost per Home per Week	\$116.00	
	- Number of Participants		
	Rate per Month		

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
Proposed Rate Models
prepared for Vermont Developmental Disabilities Services Division**

Housing and Home Supports - Group Living (H03)

	Unit of Service	Day	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$16.85	
	- Employee Benefit Rate (as a percent of wages)	35.0%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.75	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.15	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	29.36	
	Productivity Factor	1.23	
	Staff Cost After Productivity Adj. per Hour	\$27.98	
	<i>Staffing</i>		
	- Total Hours per Home per Week		
Weekly Staff Cost per Home	\$0.00		
Mileage	- Number of Miles Traveled per Week	150	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost per Home	\$87.00	
Admin and Program Support	Weekly Cost Before Administration and Program Support	\$87.00	
	- Program Support Percent	15%	
	Program Support Cost per Participant per Week	\$17.40	
	- Administration Percent	10%	
Administration Cost per Participant per Week	\$11.60		
	Total Cost per Home per Week	\$116.00	
	- Number of Participants		
	Rate per Month		

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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Housing and Home Supports - Shared Living (H04 and H05)

		Low	Medium	High
Unit of Service		Day	Day	Day
FT / PT	- Percent of Recruiters Working Full-Time	100%	100%	100%
Recruitment	- Recruitment Staff Hourly Wage	\$24.86	\$24.86	\$24.86
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	26.9%	26.9%	26.9%
	Hourly Recruiter Cost (wages + benefits)	\$31.55	\$31.55	\$31.55
	- Number of Recruiter Hours to Complete Recruitment	80	80	80
	Recruiter Cost per Home Recruitment	\$2,524.00	\$2,524.00	\$2,524.00
	- Number of Years Under Supervision	8.0	8.0	8.0
	Amortized Annual Home Recruitment Cost	\$315.50	\$315.50	\$315.50
Home Payment	Annual Payment per Participant	\$24,000.00	\$30,000.00	\$40,000.00
Admin and Program Support	Annual Cost Before Administration and Program Support	\$24,315.50	\$30,315.50	\$40,315.50
	- Program Support Percent	15%	15%	15%
	Program Support Cost per Participant per Year	\$4,863.10	\$6,063.10	\$8,063.10
	- Administration Percent	10%	10.0%	10.0%
	Administration Cost per Participant per Year	\$3,242.07	\$4,042.07	\$5,375.40
Total Cost per Participant per Year		\$32,420.67	\$40,420.67	\$53,754.00
Rate per Month		\$2,701.72	\$3,368.39	\$4,479.50

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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Housing and Home Supports - Shared Living-Hourly (H04 and H05)

	Unit of Service	Hour	
Direct Support Staff Wages and Benefits	- Percent of Direct Care Staff Working Full-Time	80%	
	- Direct Staff Hourly Wage	\$16.85	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	35.0%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$22.75	
	<i>Productivity Adjustments</i>		
	Total Hours	36.00	
	- Attending Individual Support Agreement Meetings	0.26	
	- Travel Time Between Individuals	1.90	
	- Recordkeeping	0.76	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	4.73	
	"Billable" Hours	26.59	
Productivity Factor	1.35		
	Staff Cost After Productivity Adj. per Billable Hour	\$30.71	
Mileage	- Number of Miles Traveled per Week	150	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost	\$87.00	
	Mileage Cost per Billable Hour	\$3.27	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$33.98	
	- Program Support Percent	15%	
	Program Support Cost per Billable Hour	\$6.80	
	- Administration Percent	10%	
	Administration Cost per Billable Hour	\$4.53	
	Rate per Hour	\$45.31	
Multi-Person Rate	- Number of Participants Served	2	
	- Multi-Person 'Premium'	10%	
	Total Rate per Hour	\$49.84	
	Rate per Hour per Person	\$24.92	

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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prepared for Vermont Developmental Disabilities Services Division

Clinical Services - Assessment and Therapy (E01, E02, E03, E04)

		Psychiatrist	Psychiatric Trainee	Psychologist	Psychology Trainee	
Unit of Service		15 Min.	15 Min.	15 Min.	15 Min.	
Direct Support Staff Wages and Benefits	- Percent of Clinicians Working Full-Time	100%	100%	100%	100%	
	- Direct Staff Hourly Wage	\$90.07	\$73.43	\$30.30	\$22.81	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	13.1%	15.3%	25.2%	30.3%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$101.87	\$84.66	\$37.94	\$29.72	
	<i>Productivity Adjustments</i>					
	Total Hours	40.00	40.00	40.00	40.00	
	- Travel Time Between Individuals	0.84	0.84	0.84	0.84	
	- Recordkeeping	4.21	4.21	4.21	4.21	
	- Employer Time	0.84	2.84	0.84	2.84	
	- Time Lost Due to Missed Appointments	0.42	0.42	0.42	0.42	
	- Training	0.92	0.92	0.92	0.92	
	- Paid Time Off	5.38	5.38	5.38	5.38	
	"Billable" Hours	27.39	25.39	27.39	25.39	
	Productivity Factor	1.46	1.58	1.46	1.58	
Hourly Staff Cost per Billable Hour		\$148.73	\$133.76	\$55.39	\$46.96	
Clinical Supervision	- Clinical Supervisor Wage		\$90.07		\$30.30	
	- Employee Benefit Rate		13.1%		25.2%	
	- Hours of Supervision per Week		2.00		2.00	
	Weekly Clinical Supervision Cost		\$203.74		\$75.87	
Clinical Supervision Cost per Billable Hour			\$8.02		\$2.99	
Clinic Space	- Square Feet of Service Space per Clinician	100	100	100	100	
	- Annual Cost per Square Foot	\$20.00	\$20.00	\$20.00	\$20.00	
	Annual Clinic Space Cost per Clinician	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Clinic Space Cost per Billable Hour		\$1.40	\$1.51	\$1.40	\$1.51	
Supplies	- Annual Cost of Supplies per Clinician	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
	Supply Cost per Participant per Billable Hour	\$0.70	\$0.76	\$0.70	\$0.76	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$150.83	\$144.05	\$57.49	\$52.22	
	- Program Support Percent	15%	15%	15%	15%	
	Program Support Cost per Billable Hour	\$30.17	\$28.81	\$11.50	\$10.44	
	- Administration Percent	10%	10%	10%	10%	
Administration Cost per Billable Hour		\$20.11	\$19.21	\$7.67	\$6.96	
Cost per Hour		\$201.11	\$192.07	\$76.66	\$69.62	
Rate per 15 Minutes (E01, E02, E03)		\$50.28	\$48.02	\$19.17	\$17.41	
Multi-Person Rates (E04)	- Number of Participants Served	2	2	2	2	
	- Multi-Person 'Premium'	10%	10%	10%	10%	
	Total Cost per Hour	\$221.22	\$211.28	\$84.33	\$76.58	
	Rate per 15 Minutes per Person	\$27.65	\$26.41	\$10.54	\$9.57	
	- Number of Participants Served	3	3	3	3	
	- Multi-Person 'Premium'	20%	20%	20%	20%	
	Total Cost per Hour	\$241.33	\$230.48	\$91.99	\$83.54	
	Rate per 15 Minutes per Person	\$20.11	\$19.21	\$7.67	\$6.96	
	- Number of Participants Served	4	4	4	4	
	- Multi-Person 'Premium'	30%	30%	30%	30%	
	Total Cost per Hour	\$261.44	\$249.69	\$99.66	\$90.51	
	Rate per 15 Minutes per Person	\$16.34	\$15.61	\$6.23	\$5.66	

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prepared for Vermont Developmental Disabilities Services Division

Clinical Services - Assessment and Therapy (E01, E02, E03, E04)

		Social Worker	Soc. Wrk. Trainee	
Unit of Service		15 Min.	15 Min.	
Direct Support Staff Wages and Benefits	- Percent of Clinicians Working Full-Time	100%	100%	
	- Direct Staff Hourly Wage	\$28.12	\$22.36	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	26.4%	30.7%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$35.54	\$29.22	
	<i>Productivity Adjustments</i>			
	Total Hours	40.00	40.00	
	- Travel Time Between Individuals	0.84	0.84	
	- Recordkeeping	4.21	4.21	
	- Employer Time	0.84	2.84	
	- Time Lost Due to Missed Appointments	0.42	0.42	
	- Training	0.92	0.92	
	- Paid Time Off	5.38	5.38	
	"Billable" Hours	27.39	25.39	
	Productivity Factor	1.46	1.58	
Hourly Staff Cost per Billable Hour	\$51.89	\$46.17		
Clinical Supervision	- Clinical Supervisor Wage		\$28.12	
	- Employee Benefit Rate		26.4%	
	- Hours of Supervision per Week		2.00	
	Weekly Clinical Supervision Cost		\$71.09	
Clinical Supervision Cost per Billable Hour		\$2.80		
Clinic Space	- Square Feet of Service Space per Clinician	100	100	
	- Annual Cost per Square Foot	\$20.00	\$20.00	
	Annual Clinic Space Cost per Clinician	\$2,000.00	\$2,000.00	
	Clinic Space Cost per Billable Hour	\$1.40	\$1.51	
Supplies	- Annual Cost of Supplies per Clinician	\$1,000.00	\$1,000.00	
	Supply Cost per Participant per Billable Hour	\$0.70	\$0.76	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$53.99	\$51.24	
	- Program Support Percent	15%	15%	
	Program Support Cost per Billable Hour	\$10.80	\$10.25	
	- Administration Percent	10%	10%	
Administration Cost per Billable Hour	\$7.20	\$6.83		
Cost per Hour		\$71.99	\$68.32	
Rate per 15 Minutes (E01, E02, E03)		\$18.00	\$17.08	
Multi-Person Rates (E04)	- Number of Participants Served	2	2	
	- Multi-Person 'Premium'	10%	10%	
	Total Cost per Hour	\$79.19	\$75.15	
	Rate per 15 Minutes per Person	\$9.90	\$9.39	
	- Number of Participants Served	3	3	
	- Multi-Person 'Premium'	20%	20%	
	Total Cost per Hour	\$86.39	\$81.98	
	Rate per 15 Minutes per Person	\$7.20	\$6.83	
	- Number of Participants Served	4	4	
- Multi-Person 'Premium'	30%	30%		
Total Cost per Hour	\$93.59	\$88.82		
Rate per 15 Minutes per Person	\$5.85	\$5.55		

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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prepared for Vermont Developmental Disabilities Services Division

Clinical Services - Medication and Medical Support (E05)

		Psychiatrist	Nurse Practitione	Registered Nurse	
Unit of Service		15 Min.	15 Min.	15 Min.	
Direct Support Staff Wages and Benefits	- Percent of Clinicians Working Full-Time	100%	100%	100%	
	- Direct Staff Hourly Wage	\$90.07	\$50.84	\$32.88	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	13.4%	17.5%	22.5%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$102.14	\$59.74	\$40.28	
	<i>Productivity Adjustments</i>				
	Total Hours	40.00	40.00	40.00	
	- Travel Time Between Individuals	0.84	0.84	0.84	
	- Recordkeeping	4.21	4.21	4.21	
	- Employer Time	0.84	0.84	0.84	
	- Time Lost Due to Missed Appointments	0.42	0.42	0.42	
	- Training	0.92	0.92	0.92	
	- Paid Time Off	5.38	5.38	5.38	
	"Billable" Hours	27.39	27.39	27.39	
	Productivity Factor	1.46	1.46	1.46	
Hourly Staff Cost per Billable Hour		\$149.12	\$87.22	\$58.81	
Clinic Space	- Square Feet of Service Space per Clinician	100	100	100	
	- Annual Cost per Square Foot	\$20.00	\$20.00	\$20.00	
	Annual Clinic Space Cost per Clinician	\$2,000.00	\$2,000.00	\$2,000.00	
	Clinic Space Cost per Billable Hour	\$1.40	\$1.40	\$1.40	
Mileage	- Number of Miles Traveled per Week	35	35	35	
	- Amount per Mile	\$0.580	\$0.580	\$0.580	
	Weekly Mileage Cost	\$20.30	\$20.30	\$20.30	
	Mileage Cost per Billable Hour	\$0.74	\$0.74	\$0.74	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$151.26	\$89.36	\$60.95	
	- Program Support Percent	15%	15%	15%	
	Program Support Cost per Billable Hour	\$30.25	\$17.87	\$12.19	
	- Administration Percent	10%	10%	10%	
Administration Cost per Billable Hour		\$20.17	\$11.91	\$8.13	
Cost per Hour		\$201.68	\$119.14	\$81.27	
Rate per 15 Minutes		\$50.42	\$29.79	\$20.32	
Multi-Person Rates (E04)	- Number of Participants Served	2	2	2	
	- Multi-Person 'Premium'	10%	10%	10%	
	Total Cost per Hour	\$221.85	\$131.05	\$89.40	
	Rate per 15 Minutes per Person	\$27.73	\$16.38	\$11.18	
	- Number of Participants Served	3	3	3	
	- Multi-Person 'Premium'	20%	20%	20%	
	Total Cost per Hour	\$242.02	\$142.97	\$97.52	
	Rate per 15 Minutes per Person	\$20.17	\$11.91	\$8.13	
	- Number of Participants Served	4	4	4	
	- Multi-Person 'Premium'	30%	30%	30%	
Total Cost per Hour	\$262.18	\$154.88	\$105.65		
Rate per 15 Minutes per Person		\$16.39	\$9.68	\$6.60	

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prepared for Vermont Developmental Disabilities Services Division

Supportive Services - Behavioral Support (E07), Communication Support (N01)

	Unit of Service	15 Min.	
Direct Support Staff Wages and Benefits	- Percent of Clinicians Working Full-Time	100%	
	- Direct Staff Hourly Wage	\$23.65	
	- Employee Benefit Rate (weighted by FT/ PT, as % of wages)	28.1%	
	Hourly Staff Cost Before Productivity Adj. (wages + benefits)	\$30.30	
	<i>Productivity Adjustments</i>		
	Total Hours	40.00	
	- Travel Time Between Individuals	2.53	
	- Recordkeeping	3.16	
	- Employer Time	0.84	
	- Training	0.92	
	- Paid Time Off	5.38	
	"Billable" Hours	27.17	
	Productivity Factor	1.47	
	Hourly Staff Cost per Billable Hour	\$44.54	
Clinic Space	- Square Feet of Service Space per Participant	100	
	- Annual Cost per Square Foot	\$20.00	
	Annual Facility Cost per Participant	\$2,000.00	
	Facility Cost per Participant per Billable Hour	\$1.42	
Mileage	- Number of Miles Traveled per Week	100	
	- Amount per Mile	\$0.580	
	Weekly Mileage Cost	\$58.00	
	Mileage Cost per Billable Hour	\$2.13	
Admin and Program Support	Hourly Cost Before Administration and Program Support	\$48.09	
	- Program Support Percent	15%	
	Program Support Cost per Billable Hour	\$9.62	
	- Administration Percent	10%	
	Administration Cost per Billable Hour	\$6.41	
	Cost per Hour	\$64.12	
	Rate per 15 Minutes	\$16.03	

Review of Home and Community Based Services
(HCBS) Payment Methodologies and Rates

Appendices to Proposed Rate Models

- prepared for -

Vermont Developmental Disabilities Services Division

- prepared by -

Burns & Associates, Inc.
3030 North 3rd Street, Suite 200
Phoenix, Arizona 85012
(602) 241-8520
www.burnshealthpolicy.com

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**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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**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 2018)				
	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	\$17.29	\$21.72	\$29.39	\$38.60	\$47.62
19-3031 Clinical/ couns./ school psychologist	Doctoral/ prof.	None	Intern/ resident	\$19.23	\$21.93	\$29.13	\$38.71	\$60.59
21-1012 Educational/ voc./ school counselor	Master's	None	None	\$16.21	\$18.89	\$23.39	\$31.42	\$41.86
21-1015 Rehabilitation counselor	Master's	None	None	\$13.62	\$15.87	\$18.62	\$26.09	\$32.76
21-1018 Substance/ behav./ mental hlth. counselor	Bachelor's	None	None	\$13.69	\$16.17	\$19.09	\$24.84	\$40.83
21-1021 Child/ family/ school social worker	Bachelor's	None	None	\$15.80	\$18.31	\$23.90	\$28.71	\$33.69
21-1022 Healthcare social worker	Master's	None	Intern/ resident	\$17.39	\$21.49	\$27.03	\$32.50	\$39.74
21-1023 Mental health/ sub. abuse social work	Master's	None	Intern/ resident	\$13.67	\$15.66	\$18.44	\$23.12	\$29.19
21-1091 Health educator	Bachelor's	None	None	\$16.88	\$22.09	\$26.61	\$34.10	\$40.51
21-1093 Social and human service assistant	High school	None	Short-term OTJ	\$12.82	\$14.27	\$16.41	\$18.70	\$22.83
21-1094 Community health worker	High school	None	Short-term OTJ	\$12.48	\$13.34	\$14.78	\$18.03	\$23.00
25-2051 Special education teacher, preschool ¹	Bachelor's	None	None	\$23.67	\$30.16	\$38.03	\$48.03	\$58.11
25-2052 Special ed. teacher, kinder. & elem. ¹	Bachelor's	None	None	\$24.46	\$30.54	\$37.41	\$46.61	\$59.28
25-2053 Special ed. teacher, middle school ¹	Bachelor's	None	None	\$27.12	\$33.20	\$38.69	\$46.73	\$53.56
25-2054 Special ed. teacher, secondary school ¹	Bachelor's	None	None	\$24.80	\$31.58	\$38.61	\$46.16	\$51.32
25-3097 Teachers and instructors, all other ¹		<i>Not available</i>		\$16.00	\$19.07	\$23.77	\$34.18	\$42.63
25-9041 Teacher assistant ¹	Some college	None	None	\$14.81	\$16.69	\$19.81	\$23.51	\$27.53
29-1066 Psychiatrist ²	Doctoral/ prof.	None	Intern/ resident	\$45.53	\$70.58	\$86.58	<i>No wage data</i>	
29-1122 Occupational therapist	Master's	None	None	\$25.51	\$31.68	\$37.32	\$44.16	\$48.41
29-1123 Physical therapist	Doctoral/ prof.	None	None	\$24.73	\$31.16	\$36.01	\$41.95	\$47.94
29-1127 Speech-language pathologist	Master's	None	Intern/ resident	\$24.19	\$28.39	\$34.34	\$41.80	\$48.76
29-1141 Registered nurse	Bachelor's	None	None	\$25.01	\$27.43	\$31.61	\$38.00	\$45.47
29-1171 Nurse practitioner	Master's	None	None	\$39.30	\$43.10	\$48.87	\$58.21	\$67.21
29-2053 Psychiatric technician	Postsec. award	Under 5 yrs.	Short-term OTJ	\$13.22	\$15.58	\$18.97	\$22.13	\$26.08
29-2061 Licensed practical/ vocational nurse	Postsec. award	None	None	\$18.93	\$20.72	\$23.40	\$27.13	\$30.02
31-1011 Home health aide	High school	None	Short-term OTJ	\$11.11	\$12.09	\$13.41	\$14.60	\$16.50
31-1013 Psychiatric aide	High school	None	Short-term OTJ	\$12.08	\$15.53	\$17.04	\$18.60	\$20.13
31-1014 Nursing assistant	Postsec. award	None	None	\$11.74	\$12.89	\$14.38	\$16.49	\$18.70
31-1015 Orderly	High school	None	Short-term OTJ	\$10.99	\$11.71	\$12.76	\$14.26	\$15.41
31-2011 Occupational therapist assistant	Associate's	None	None	\$22.60	\$25.74	\$28.26	\$30.91	\$38.65
31-2021 Physical therapist assistant	Associate's	None	None	\$19.74	\$22.86	\$26.61	\$29.85	\$33.86
31-9092 Medical assistant	Postsec. award	None	None	\$13.97	\$15.79	\$17.45	\$19.30	\$23.19
37-2011 Janitor/ cleaner, except 37-2012	None	None	Short-term OTJ	\$11.07	\$11.98	\$14.15	\$17.15	\$20.56
37-2012 Maid and housekeeping cleaner	None	None	Short-term OTJ	\$10.81	\$11.29	\$12.17	\$13.91	\$15.28
39-1021 First-line super. of pers. svc. worker	High school	Under 5 yrs.	None	\$15.66	\$17.56	\$20.83	\$25.10	\$31.16
39-9021 Personal care aide	High school	None	Short-term OTJ	\$11.01	\$11.77	\$13.24	\$15.69	\$19.63
39-9032 Recreation worker	High school	None	Short-term OTJ	\$10.87	\$11.45	\$12.91	\$16.22	\$21.28
39-9041 Residential adviser	High school	None	Short-term OTJ	\$12.42	\$13.67	\$16.18	\$20.07	\$25.08
53-3022 Bus driver, school or special client	High school	None	Short-term OTJ	\$12.23	\$15.58	\$17.94	\$20.79	\$25.30

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.

²BLS does not publish wages that exceed \$100 per hour or \$208,000 per year.

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Appendix A: Wage Assumptions
BLS Wage Adjustment Assumptions - Minimum Wage 'Spillover' and Wage Inflation**

Adjustment for Minimum Wage 'Spillover'

Current Wage	Dollar Amount from Previous 'Step'	Percentage of Dollar Amount from Previous Step 'Captured' as Part of Wage Increase	Dollar Amount from Previous Step 'Captured' as Part of Wage Increase	Revised Wage
\$10.00		100.0%		\$14.00
\$10.01 - \$10.99	\$0.99	90.0%	\$0.89	\$14.01 - \$14.89
\$11.00 - \$11.99	\$1.00	80.0%	\$0.80	\$14.90 - \$15.69
\$12.00 - \$12.99	\$1.00	70.0%	\$0.70	\$15.70 - \$16.39
\$13.00 - \$13.99	\$1.00	60.0%	\$0.60	\$16.40 - \$16.99
\$14.00 - \$14.99	\$1.00	50.0%	\$0.50	\$17.00 - \$17.49
\$15.00 - \$15.99	\$1.00	40.0%	\$0.40	\$17.49 - \$17.89
\$16.00 - \$16.99	\$1.00	30.0%	\$0.30	\$17.89 - \$18.19
\$17.00 - \$17.99	\$1.00	20.0%	\$0.20	\$18.19 - \$18.39
\$18.00 - \$18.43	\$1.00	10.0%	\$0.10	\$18.39 - \$18.43

Adjustment of Wage Inflation

Weighted Annual Average¹	2.40%
BLS Dataset Month	May-18
Midpoint of Initial Year of Implementation	Jan-20
Number of Months Between BLS Dataset and Implementation Midpoint	20
Total Inflation Factor	4.03%

¹ Compound annual growth rate for Net Earnings in Vermont for 2007 - 2017; Source Bureau of Economic Analysis <https://apps.bea.gov/regional/bearfacts/action.cfm>

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
Proposed Rate Models
prepared for Vermont Developmental Disabilities Services Division**

**Appendix A: Wage Assumptions
BLS Wage Data Adjusted for \$14 Minimum and Inflation³**

Inflationary Adjustment

# of Months from May 2018 to January 2020	20
Total Inflation	4.03%

BLS Code and Title	Estimated January 2020 Wages (Based on May 2018 BLS)				
	10th %-ile	25th %-ile	50th %-ile	75th %-ile	90th %-ile
11-9151 Social and community service mgr.	\$18.25	\$22.60	\$30.57	\$40.16	\$49.54
19-3031 Clinical/ couns./ school psychologist	\$20.01	\$22.81	\$30.30	\$40.27	\$63.03
21-1012 Educational/ voc./ school counselor	\$17.95	\$19.65	\$24.33	\$32.69	\$43.55
21-1015 Rehabilitation counselor	\$16.76	\$17.84	\$19.37	\$27.14	\$34.08
21-1018 Substance/ behav./ mental hlth. counsel.	\$16.80	\$17.94	\$19.86	\$25.84	\$42.48
21-1021 Child/ family/ school social worker	\$17.81	\$19.05	\$24.86	\$29.87	\$35.05
21-1022 Healthcare social worker	\$18.27	\$22.36	\$28.12	\$33.81	\$41.34
21-1023 Mental health/ sub. abuse social work	\$16.79	\$17.75	\$19.18	\$24.05	\$30.37
21-1091 Health educator	\$18.15	\$22.98	\$27.68	\$35.47	\$42.14
21-1093 Social and human service assistant	\$16.26	\$17.13	\$18.01	\$19.45	\$23.75
21-1094 Community health worker	\$16.03	\$16.59	\$17.38	\$18.76	\$23.93
25-2051 Special education teacher, preschool ¹	\$24.62	\$31.37	\$39.56	\$49.97	\$60.46
25-2052 Special ed. teacher, kinder. & elem. ¹	\$25.44	\$31.78	\$38.92	\$48.49	\$61.66
25-2053 Special ed. teacher, middle school ¹	\$28.21	\$34.54	\$40.25	\$48.61	\$55.72
25-2054 Special ed. teacher, secondary school ¹	\$25.80	\$32.85	\$40.17	\$48.02	\$53.39
25-3097 Teachers and instructors, all other ¹	\$17.89	\$19.84	\$24.73	\$35.55	\$44.34
25-9041 Teacher assistant ¹	\$17.39	\$18.10	\$20.61	\$24.45	\$28.64
29-1066 Psychiatrist ²	\$47.37	\$73.43	\$90.07	<i>No wage data</i>	
29-1122 Occupational therapist	\$26.54	\$32.96	\$38.82	\$45.94	\$50.36
29-1123 Physical therapist	\$25.73	\$32.42	\$37.46	\$43.64	\$49.87
29-1127 Speech-language pathologist	\$25.17	\$29.53	\$35.72	\$43.49	\$50.73
29-1141 Registered nurse	\$26.02	\$28.54	\$32.88	\$39.53	\$47.30
29-1171 Nurse practitioner	\$40.88	\$44.84	\$50.84	\$60.56	\$69.92
29-2053 Psychiatric technician	\$16.52	\$17.72	\$19.73	\$23.02	\$27.13
29-2061 Licensed practical/ vocational nurse	\$19.69	\$21.56	\$24.34	\$28.22	\$31.23
31-1011 Home health aide	\$14.98	\$15.75	\$16.64	\$17.29	\$18.04
31-1013 Psychiatric aide	\$15.75	\$17.70	\$18.20	\$19.35	\$20.94
31-1014 Nursing assistant	\$15.48	\$16.31	\$17.18	\$18.04	\$19.45
31-1015 Orderly	\$14.89	\$15.46	\$16.22	\$17.12	\$17.65
31-2011 Occupational therapist assistant	\$23.51	\$26.78	\$29.40	\$32.16	\$40.21
31-2021 Physical therapist assistant	\$20.54	\$23.78	\$27.68	\$31.05	\$35.23
31-9092 Medical assistant	\$16.97	\$17.81	\$18.28	\$20.08	\$24.13
37-2011 Janitor/ cleaner, except 37-2012	\$14.95	\$15.68	\$17.07	\$18.22	\$21.39
37-2012 Maid and housekeeping cleaner	\$14.73	\$15.12	\$15.81	\$16.94	\$17.60
39-1021 First-line super. of pers. svc. worker	\$17.75	\$18.30	\$21.67	\$26.11	\$32.42
39-9021 Personal care aide	\$14.90	\$15.51	\$16.53	\$17.77	\$20.42
39-9032 Recreation worker	\$14.78	\$15.25	\$16.33	\$17.96	\$22.14
39-9041 Residential adviser	\$15.98	\$16.79	\$17.94	\$20.88	\$26.09
53-3022 Bus driver, school or special client	\$15.85	\$17.72	\$18.66	\$21.63	\$26.32

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.

²BLS does not publish wages that exceed \$100 per hour or \$208,000 per year.

³Wages receive the larger of an adjustment for the \$14 minimum wage for DDSD services established by the Legislature or wage inflation based on 2.4% annual growth (the 10-year compound annual growth rate for net earnings in Vermont as reported by the Bureau of Economic Analysis at <https://apps.bea.gov/regional/bearfacts/action.cfm>).

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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**Appendix A: Wage Assumptions
Development of Job Requirements by Service
(Using BLS Job Codes)**

Service Planning and Coordination (A01)	Community Supports - Individual Support (B01)	Community Supports - Group Support (B02)	Employment Supports - Employment Assessment (C01)	Employment Supports - Employer and Job Development (C02)	Employment Supports - Ongoing Support (C04)	Respite - Hourly Supports (D01) and Daily Supports (D02)	Housing and Home Supports - Supervised Living (H01)	Housing and Home Supports - Staffed Living (H02)	Housing and Home Supports - Group Living (H03)
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BLS Code and Title

11-9151	Social and community service mgr.								
19-3031	Clinical/ couns./ school psychologist								
21-1012	Educational/ voc./ school counselor								
21-1015	Rehabilitation counselor			100%	100%	50%			
21-1018	Substance/ behav./ mental hlth. counsel.								
21-1021	Child/ family/ school social worker								
21-1022	Healthcare social worker	50%							
21-1023	Mental health/ sub. abuse social work	50%							
21-1091	Health educator								
21-1093	Social and human service assistant								
21-1094	Community health worker								
25-2051	Special education teacher, preschool								
25-2052	Special ed. teacher, kinder. & elem.								
25-2053	Special ed. teacher, middle school								
25-2054	Special ed. teacher, secondary school								
25-3097	Teachers and instructors, all other								
25-9041	Teacher assistant								
29-1066	Psychiatrist								
29-1122	Occupational therapist								
29-1123	Physical therapist								
29-1127	Speech-language pathologist								
29-1141	Registered nurse								
29-1171	Nurse Practitioner								
29-2053	Psychiatric technician								
29-2061	Licensed practical/ vocational nurse								
31-1011	Home health aide	20%	20%			15%	20%	20%	20%
31-1013	Psychiatric aide	20%	20%			15%	20%	20%	20%
31-1014	Nursing assistant								
31-1015	Orderly								
31-2011	Occupational therapist assistant								
31-2021	Physical therapist assistant								
31-9092	Medical assistant								
37-2011	Janitor/ cleaner, except 37-2012								
37-2012	Maid and housekeeping cleaner								
39-1021	First-line super. of pers. svc. worker								
39-9021	Personal care aide	40%	40%			50%	40%	40%	40%
39-9032	Recreation worker	20%	20%			15%	20%	20%	20%
39-9041	Residential adviser								
53-3022	Bus driver, school or special client								
		100%	100%	100%	100%	100%	100%	100%	100%

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

BLS Code and Title		Housing and Home Supports - Shared Living (H04 and H05)	Housing and Home Supports - Shared Living-Hourly (H04 and H05)	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - Psychiatrist	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - Psychologist	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - Social Worker	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - OT/ PT/ SLP	Clinical Services - Medication and Medical Support (E05) - Psychiatrist	Clinical Services - Medication and Medical Support (E05) - Nurse Practitioner	Clinical Services - Medication and Medical Support (E05) - Registered Nurse	Supportive Services - Behavioral Support (E07), Communication Support (N01)	Second Staff Person in 2:1 Rate Models
11-9151	Social and community service mgr.											
19-3031	Clinical/ couns./ school psychologist				100%							
21-1012	Educational/ voc./ school counselor											
21-1015	Rehabilitation counselor											
21-1018	Substance/ behav./ mental hlth. counse											
21-1021	Child/ family/ school social worker	100%										
21-1022	Healthcare social worker					100%					50%	
21-1023	Mental health/ sub. abuse social work										50%	
21-1091	Health educator											
21-1093	Social and human service assistant											
21-1094	Community health worker											
25-2051	Special education teacher, preschool											
25-2052	Special ed. teacher, kinder. & elem.											
25-2053	Special ed. teacher, middle school											
25-2054	Special ed. teacher, secondary school											
25-3097	Teachers and instructors, all other											
25-9041	Teacher assistant											
29-1066	Psychiatrist			100%				100%				
29-1122	Occupational therapist						33%					
29-1123	Physical therapist						33%					
29-1127	Speech-language pathologist						33%					
29-1141	Registered nurse									100%		
29-1171	Nurse Practitioner								100%			
29-2053	Psychiatric technician											
29-2061	Licensed practical/ vocational nurse											
31-1011	Home health aide		20%									15%
31-1013	Psychiatric aide		20%									15%
31-1014	Nursing assistant											
31-1015	Orderly											
31-2011	Occupational therapist assistant											
31-2021	Physical therapist assistant											
31-9092	Medical assistant											
37-2011	Janitor/ cleaner, except 37-2012											
37-2012	Maid and housekeeping cleaner											
39-1021	First-line super. of pers. svc. worker											
39-9021	Personal care aide		40%									55%
39-9032	Recreation worker		20%									15%
39-9041	Residential adviser											
53-3022	Bus driver, school or special client											
		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
Proposed Rate Models
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**Appendix A: Wage Assumptions
Rate Model Wage Assumptions
(Using BLS Wages and Job Requirement Assumptions)¹**

	Service Planning and Coordination (A01)	Community Supports - Individual Support (B01)	Community Supports - Group Support (B02)	Employment Supports - Employment Assessment (C01)	Employment Supports - Employer and Job Development (C02)	Employment Supports - Ongoing Support (C04)	Respite - Hourly Supports (D01) and Daily Supports (D02)	Housing and Home Supports - Supervised Living (H01)	Housing and Home Supports - Staffed Living (H02)	Housing and Home Supports - Group Living (H03)
10th Percentile	\$17.53	\$15.06	\$15.06	\$16.76	\$16.76	\$15.83	\$15.02	\$15.06	\$15.06	\$15.06
25th Percentile	\$20.06	\$15.94	\$15.94	\$17.84	\$17.84	\$16.68	\$15.84	\$15.94	\$15.94	\$15.94
50th Percentile (Median)	\$23.65	\$16.85	\$16.85	\$19.37	\$19.37	\$17.95	\$16.77	\$16.85	\$16.85	\$16.85
75th Percentile	\$28.93	\$18.03	\$18.03	\$27.14	\$27.14	\$22.46	\$17.96	\$18.03	\$18.03	\$18.03
90th Percentile	\$35.86	\$20.39	\$20.39	\$34.08	\$34.08	\$27.25	\$20.40	\$20.39	\$20.39	\$20.39

¹Wage assumptions in the rate models are set at the median values, except for clinical trainees that are set at the 25th percentile

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

	Housing and Home Supports - Shared Living (H04 and H05) ²	Housing and Home Supports - Shared Living-Hourly (H04 and H05) ²	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - Psychiatrist	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - Psychologist	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - Social Worker	Clinical Services - Assessment and Therapy (E01, E02, E03, E04) - OT/ PT/ SLP	Clinical Services - Medication and Medical Support (E05) - Psychiatrist	Clinical Services - Medication and Medical Support (E05) - Nurse Practitioner	Clinical Services - Medication and Medical Support (E05) - Registered Nurse	Supportive Services - Behavioral Support (E07), Communication Support (N01)	Second Staff Person in 2:1 Rate Models
10th Percentile	\$17.81	\$15.06	\$47.37	\$20.01	\$18.27	\$25.81	\$47.37	\$40.88	\$26.02	\$17.53	\$15.02
25th Percentile	\$19.05	\$15.94	\$73.43	\$22.81	\$22.36	\$31.64	\$73.43	\$44.84	\$28.54	\$20.06	\$15.84
50th Percentile (Median)	\$24.86	\$16.85	\$90.07	\$30.30	\$28.12	\$37.33	\$90.07	\$50.84	\$32.88	\$23.65	\$16.77
75th Percentile	\$29.87	\$18.03		\$40.27	\$33.81	\$44.36		\$60.56	\$39.53	\$28.93	\$17.96
90th Percentile	\$35.05	\$20.39		\$63.03	\$41.34	\$50.32		\$69.92	\$47.30	\$35.86	\$20.40

¹Wage assumptions in the rate models are set at the median values, except for clinical trainees that are set at the 25th percentile

²Shared Living staff relates to agency supports/ services, not the home provider

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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**Appendix B: Benefits Assumptions
Assumptions for Individual Benefits to Establish Benefit Rates**

% of Employees with Access		% of Employees Who Receive ('Participation')		Benefit Level for Participating Employees		Effective Benefit Level (Accounts for Participation)	
BLS Data ¹	Rate Models	BLS Data ¹	Rate Models	BLS Data ¹	Rate Models	BLS Data ¹	Rate Models

Mandatory Benefits

Social Security ²	All	-	100%	-	100%	-	6.20%	-	6.20%
Medicare ³	All	-	100%	-	100%	-	1.45%	-	1.45%
Federal UI ⁴	All	-	100%	-	100%	-	0.60%	-	0.60%
State UI ⁵	All	-	100%	-	100%	-	1.00%	-	1.00%
Workers' Comp.	All	-	100%	-	100%	-	2.00%	-	2.00%

Paid Time Off

						Days per year ⁶		Days per year	
Holidays	Full-Time		100%		100%		10.0		10.0
	Part-Time	80%	100%	80%	100%	8.0	4.0	6.4	4.0
	Cons. Dir.	-	0%	-	0%	-	0.0	-	0.0
Vacation Leave	Full-Time		100%		100%		15.0		15.0
	Part-Time	78%	100%	78%	100%	10.0	5.0	7.8	5.0
	Cons. Dir.	-	100%	-	100%	-	0.0	-	0.0
Sick Leave	Full-Time		100%		100%		10.0		10.0
	Part-Time	78%	100%	78%	100%	7.0	5.0	5.5	5.0
	Cons. Dir.	-	100%	-	100%	-	5.0	-	5.0
Total	Full-Time	-	-	-	-	25.0	35.0	19.7	35.0
	Part-Time	-	-	-	-	-	14.0	-	14.0
	Cons. Dir.	-	-	-	-	-	5.0	-	5.0

Health Insurance⁷

				Employer contribution/ month		Employer contribution/ month	
Employee Only			45%	\$461	\$500		
Employee + One			15%		\$875		
Family			20%	\$1,186	\$1,225		
All Coverages		74%	100%				\$601

Other Benefits⁸

				Employer contribution/ month		Employer contribution/ month	
Full-Time			100%	-	\$200	-	\$200
Part-Time		-	100%		\$50	-	\$50
Cons. Dir.		-	0%	-	\$0	-	\$0

Notes

¹BLS' 2018 National Compensation Survey (http://www.bls.gov/ncs/ebs/benefits/2018/ownership_private.htm); data reported is for private employers in the New England region; separate data for full- and part-time staff is not published at the regional level

²Applies to the first \$132,900 in earnings

³There is an additional 0.90% tax on earnings over \$200,000

⁴Applies to first \$7,000 in wages

⁵The rate model uses the rate assigned to new employers; the tax applies to first \$15,600 in wages

⁶BLS data for vacation and sick leave is based on national data (means) for employees with 1-5 years of experience (mean for those with 6-10 experience is 15 days of vacation and 7 days of sick leave)

⁷Health insurance applies only to full-time employees. According to U.S. DHHS' 2017 Medical Expenditure Panel Survey, the average premium across all Vermont employers was \$545.92 with an employer share of \$422.33 (Tables II.C.1 and II.C.2). 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 \$622 in 2019 compared to \$505 in 2018 (<https://www.kff.org/health-reform/state-indicator/marketplace-average-benchmark->

⁸BLS provides information for a variety of other benefits that cannot be combined

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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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		
			FT	PT	CD	FT	PT	CD
\$14	\$29,120	\$14,560	55.3%	19.0%	10.8%	41.9%	13.6%	8.9%
\$15	\$31,200	\$15,600	53.1%	18.7%	10.8%	39.7%	13.3%	8.8%
\$16	\$33,280	\$16,640	51.1%	18.4%	10.7%	37.7%	13.0%	8.8%
\$17	\$35,360	\$17,680	49.4%	18.1%	10.7%	36.0%	12.7%	8.8%
\$18	\$37,440	\$18,720	47.8%	17.8%	10.6%	34.4%	12.5%	8.7%
\$19	\$39,520	\$19,760	46.5%	17.6%	10.6%	33.0%	12.2%	8.7%
\$20	\$41,600	\$20,800	45.2%	17.4%	10.6%	31.8%	12.0%	8.7%
\$21	\$43,680	\$21,840	44.1%	17.2%	10.6%	30.7%	11.9%	8.7%
\$22	\$45,760	\$22,880	43.1%	17.1%	10.6%	29.6%	11.7%	8.6%
\$23	\$47,840	\$23,920	42.1%	16.9%	10.5%	28.7%	11.5%	8.6%
\$24	\$49,920	\$24,960	41.3%	16.8%	10.5%	27.9%	11.4%	8.6%
\$25	\$52,000	\$26,000	40.5%	16.6%	10.5%	27.1%	11.3%	8.6%
\$26	\$54,080	\$27,040	39.8%	16.5%	10.5%	26.3%	11.2%	8.6%
\$27	\$56,160	\$28,080	39.1%	16.4%	10.5%	25.7%	11.0%	8.6%
\$28	\$58,240	\$29,120	38.5%	16.3%	10.5%	25.0%	10.9%	8.5%
\$29	\$60,320	\$30,160	37.9%	16.2%	10.4%	24.5%	10.8%	8.5%
\$30	\$62,400	\$31,200	37.4%	16.1%	10.4%	23.9%	10.8%	8.5%
\$31	\$64,480	\$32,240	36.8%	16.0%	10.4%	23.4%	10.7%	8.5%
\$32	\$66,560	\$33,280	36.4%	16.0%	10.4%	22.9%	10.6%	8.5%
\$33	\$68,640	\$34,320	35.9%	15.9%	10.4%	22.5%	10.5%	8.5%
\$34	\$70,720	\$35,360	35.5%	15.8%	10.4%	22.1%	10.5%	8.5%
\$35	\$72,800	\$36,400	35.1%	15.8%	10.4%	21.7%	10.4%	8.5%
\$36	\$74,880	\$37,440	34.7%	15.7%	10.4%	21.3%	10.3%	8.5%
\$37	\$76,960	\$38,480	34.4%	15.6%	10.4%	21.0%	10.3%	8.5%
\$38	\$79,040	\$39,520	34.0%	15.6%	10.4%	20.6%	10.2%	8.5%
\$39	\$81,120	\$40,560	33.7%	15.5%	10.4%	20.3%	10.2%	8.4%
\$40	\$83,200	\$41,600	33.4%	15.5%	10.4%	20.0%	10.1%	8.4%
\$41	\$85,280	\$42,640	33.1%	15.4%	10.3%	19.7%	10.1%	8.4%
\$42	\$87,360	\$43,680	32.9%	15.4%	10.3%	19.4%	10.0%	8.4%
\$43	\$89,440	\$44,720	32.6%	15.4%	10.3%	19.2%	10.0%	8.4%
\$44	\$91,520	\$45,760	32.3%	15.3%	10.3%	18.9%	9.9%	8.4%
\$45	\$93,600	\$46,800	32.1%	15.3%	10.3%	18.7%	9.9%	8.4%
\$46	\$95,680	\$47,840	31.9%	15.2%	10.3%	18.5%	9.9%	8.4%
\$47	\$97,760	\$48,880	31.7%	15.2%	10.3%	18.2%	9.8%	8.4%
\$48	\$99,840	\$49,920	31.5%	15.2%	10.3%	18.0%	9.8%	8.4%
\$49	\$101,920	\$50,960	31.3%	15.1%	10.3%	17.8%	9.8%	8.4%
\$50	\$104,000	\$52,000	31.1%	15.1%	10.3%	17.6%	9.7%	8.4%

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

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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Appendix C: Productivity Assumptions

Service Planning and Coordination (A01)	Community Supports - Individual Support (B01)	Community Supports - Group Support (B02)	Employment Supports - Employment Assessment	Employment Supports - Employer and Job Development	Employment Supports - Ongoing Support (C04)	Respite - Hourly Supports (D01) and Daily Supports (D02)
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Full-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	1.00	0.35	0.70	0.35	0.35	0.35	-
Travel Time Between Individuals	4.00	2.50	-	2.50	2.50	2.50	-
Time Lost Due to Missed Appointments	-	-	-	-	-	-	-
Recordkeeping	2.50	1.00	2.00	1.00	1.00	1.00	-
Employer Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Program Development	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	3.75	-	-	-	-
Conducting Employer Market Research	-	-	-	2.00	2.00	-	-
Oversight/Coordination of Services	-	-	-	-	-	-	-
Direct Services	31.50	35.15	32.55	33.15	33.15	35.15	39.00
Total Hours	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
Paid Time Off	280.00	280.00	280.00	280.00	280.00	280.00	280.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.84	0.29	0.59	0.29	0.29	0.29	-
Travel Time Between Individuals	3.37	2.11	-	2.11	2.11	2.11	-
Time Lost Due to Missed Appointments	-	-	-	-	-	-	-
Recordkeeping	2.11	0.84	1.68	0.84	0.84	0.84	-
Employer Time	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Program Development	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	3.16	-	-	-	-
Conducting Employer Market Research	-	-	-	1.68	1.68	-	-
Oversight/Coordination of Services	-	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	5.38	5.38	5.38	5.38	5.38	5.38	5.38
Direct Services	26.54	29.62	27.43	27.94	27.94	29.62	32.86
Total Hours	40.00	40.00	40.00	40.00	40.00	40.00	40.00

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
Proposed Rate Models
prepared for Vermont Developmental Disabilities Services Division**

Appendix C: Productivity Assumptions

Service Planning and Coordination (A01)	Community Supports - Individual Support (B01)	Community Supports - Group Support (B02)	Employment Supports - Employment Assessment	Employment Supports - Employer and Job Development	Employment Supports - Ongoing Support (C04)	Respite - Hourly Supports (D01) and Daily Supports (D02)
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Part-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.18	0.35	0.18	0.18	0.18	-
Travel Time Between Individuals	1.25	-	1.25	1.25	1.25	-
Time Lost Due to Missed Appointments	-	-	-	-	-	-
Recordkeeping	0.50	1.00	0.50	0.50	0.50	-
Employer Time	1.00	1.00	1.00	1.00	1.00	1.00
Program Development	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	1.88	-	-	-	-
Conducting Employer Market Research	-	-	1.00	1.00	-	-
Oversight/Coordination of Services	-	-	-	-	-	-
Direct Services	17.07	15.77	16.07	16.07	17.07	19.00
Total Hours	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
Paid Time Off	112.00	112.00	112.00	112.00	112.00	112.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.15	0.30	0.15	0.15	0.15	-
Travel Time Between Individuals	1.06	-	1.06	1.06	1.06	-
Time Lost Due to Missed Appointments	-	-	-	-	-	-
Recordkeeping	0.42	0.85	0.42	0.42	0.42	-
Employer Time	0.85	0.85	0.85	0.85	0.85	0.85
Program Development	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	1.59	-	-	-	-
Conducting Employer Market Research	-	-	0.85	0.85	-	-
Oversight/Coordination of Services	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	2.15	2.15	2.15	2.15	2.15	2.15
Direct Services	14.45	13.34	13.60	13.60	14.45	16.08
Total Hours	20.00	20.00	20.00	20.00	20.00	20.00

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
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Appendix C: Productivity Assumptions

Housing and Home Supports - Supervised Living (H01)	Housing and Home Supports - Staffed Living (H02)	Housing and Home Supports - Group Living (H03)	Housing and Home Supports - Shared Living-Hourly (H04 and H05)	Clinical Services - Assessment and Therapy (E01, E02, E03, E04)	Clinical Services - Medication and Medical Support (E05)	Supportive Services - Behavioral Support (E07), Communication Support (N01)
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Full-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.35	0.20	0.20	0.35	-	-	-
Travel Time Between Individuals	2.50	-	-	2.50	1.00	1.00	3.00
Time Lost Due to Missed Appointments	-	-	-	-	0.50	0.50	-
Recordkeeping	1.00	-	-	1.00	5.00	5.00	3.75
Employer Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Program Development	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-
Oversight/Coordination of Services	-	-	-	-	-	-	-
Direct Services	35.15	38.80	38.80	35.15	32.50	32.50	32.25
Total Hours	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
Paid Time Off	280.00	280.00	280.00	280.00	280.00	280.00	280.00

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.29	0.17	0.17	0.29	-	-	-
Travel Time Between Individuals	2.11	-	-	2.11	0.84	0.84	2.53
Time Lost Due to Missed Appointments	-	-	-	-	0.42	0.42	-
Recordkeeping	0.84	-	-	0.84	4.21	4.21	3.16
Employer Time	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Program Development	-	-	-	-	-	-	-
Program Preparation/Set-Up/Clean-Up	-	-	-	-	-	-	-
Conducting Employer Market Research	-	-	-	-	-	-	-
Oversight/Coordination of Services	-	-	-	-	-	-	-
Training	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Paid Time Off	5.38	5.38	5.38	5.38	5.38	5.38	5.38
Direct Services	29.62	32.69	32.69	29.62	27.39	27.39	27.17
Total Hours	40.00	40.00	40.00	40.00	40.00	40.00	40.00

**Review of Home and Community Based Services (HCBS) Payment Methodologies and Rates
Proposed Rate Models
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Appendix C: Productivity Assumptions

Housing and Home Supports - Supervised Living (H01)	Housing and Home Supports - Staffed Living (H02)	Housing and Home Supports - Group Living (H03)	Housing and Home Supports - Shared Living-Hourly (H04 and H05)	Clinical Services - Assessment and Therapy (E01, E02, E03, E04)	Clinical Services - Medication and Medical Support (E05)	Supportive Services - Behavioral Support (E07), Communication Support (N01)
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Part-Time Staff

'Typical Workweek' Without Training and PTO

Attending Individual Support Agreement Meetings	0.18	0.10	0.10	0.18			
Travel Time Between Individuals	1.25	-	-	1.25			
Time Lost Due to Missed Appointments	-	-	-	-			
Recordkeeping	0.50	-	-	0.50			
Employer Time	1.00	1.00	1.00	1.00			
Program Development	-	-	-	-			
Program Preparation/Set-Up/Clean-Up	-	-	-	-			
Conducting Employer Market Research	-	-	-	-			
Oversight/Coordination of Services	-	-	-	-			
Direct Services	17.07	18.90	18.90	17.07			
Total Hours	20.00	20.00	20.00	20.00			

Annual Hours for Training and PTO

Training	48.00	48.00	48.00	48.00			
Paid Time Off	112.00	112.00	112.00	112.00			

Workweek Adjusted for Training and PTO

Attending Individual Support Agreement Meetings	0.15	0.08	0.08	0.15			
Travel Time Between Individuals	1.06	-	-	1.06			
Time Lost Due to Missed Appointments	-	-	-	-			
Recordkeeping	0.42	-	-	0.42			
Employer Time	0.85	0.85	0.85	0.85			
Program Development	-	-	-	-			
Program Preparation/Set-Up/Clean-Up	-	-	-	-			
Conducting Employer Market Research	-	-	-	-			
Oversight/Coordination of Services	-	-	-	-			
Training	0.92	0.92	0.92	0.92			
Paid Time Off	2.15	2.15	2.15	2.15			
Direct Services	14.45	16.00	16.00	14.45			
Total Hours	20.00	20.00	20.00	20.00			