

ODP Announcement

Vendor Fiscal/Employer (VF/EA) Agent Wage and Benefit Ranges for Specific Participant Directed Services Effective July 1, 2018

ODP Communication Number 058-18

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS) organization, Participants¹ utilizing the VF/EA FMS model, common law employers, Support Service Professionals (SSPs), Administrative Entities, Supports Coordination Organization (SCO) providers.

PURPOSE: This Office of Developmental Programs (ODP) communication is intended to issue the wage and benefit range tables for specific participant directed services (PDS) provided to participants utilizing the VF/EA FMS model, effective July 1, 2018. The wage ranges and benefit allowance are unchanged from Fiscal Year 2017-2018.

DISCUSSION: These wage and benefit ranges will be used to pay SSPs and to support claims processing in the Provider Reimbursement and Operations Management Information System in electronic format (PROMISe™) by the VF/EA FMS organization.

Wage Ranges and Hourly Benefits Allowance Attachments and Tables

There are ODP established wage and optional benefit allowance ranges (wage and benefit ranges) for six (6) participant directed services for participants using the VF/EA FMS model.

Attachment #1, VF/EA Wage Range Effective July 1, 2018 indicates the services for which ODP has established wages and benefit allowances (with the assigned procedure code for each service). Participants enrolled in the Participant/Family Directed Support (P/FDS), Community

¹ For the purposes of this communication, the use of the word participant implies that the person is enrolled in the Consolidated, P/FDS, or Community Living Waiver.

Living, or Consolidated Waiver will use the wage and benefit ranges in Attachment #1. These wage ranges are effective July 1, 2018.

Attachment #2 VF/EA Wage Range Effective July 1, 2018 for Enhanced Communication Services was developed for participants who have been assessed as needing a direct service by staff proficient in Sign Language. The wage and benefit ranges (with the assigned procedure code for each service) for enhanced communication services in Attachment #2 are effective July 1, 2018.

The wage and benefit ranges contained in Attachment #2 may **only** be used when a participant is:

- Enrolled in the Consolidated, P/FDS, or Community Living Waiver;
- Deaf; and
- Determined to need a service by staff who are proficient in Sign Language.

Guidance about Enhanced Communication

The Enhanced Communication Services modifier (U1) was added to eligible services listed in Attachment #2. It also allows for enhanced communication services to be included in the Individual Support Plan (ISP). The services with the U1 modifier should only be added to the ISP if the participant is eligible, is in need of enhanced communication supports and if the SSP has been determined by ODP to be qualified to provide the service.

Guidance about Wage Ranges and the Hourly Benefit Ranges

If the ISP team determines that there is a change in need which requires a revision to the ISP or if the common law employer elects to adjust an SSP wage range/benefit allowance, the “total amount” on the service details page of the ISP will need to be adjusted to reflect the total of the new wage ranges and benefits.

The Supports Coordinator shall explain the use of the wage and benefit range to the designated common law employer. It is important that the common law employer understand how to use the wage and benefit range when negotiating rates of pay with their SSPs. For example, the common law employer can use the wage range to promote recruitment, retention, and staff morale. Standard employer practices show that varied rates of pay among workers are most effective in recruiting and retaining staff. It would, therefore, not be expected that every staff person will receive the same wages and benefits. In addition, the common law employer needs to take into consideration how the negotiated wage impacts the ISP budget, especially if the participant is in the P/FDS or Community Living Waiver. For example, if the maximum wage and benefit allowance is offered to the SSP, the amount of service that will be available to the participant may be limited.

The common law employer must inform the SSP, who is eligible to be paid by the VF/EA FMS organization, of the wage in advance of the work being performed. An explanation on how to use the wage range and the optional benefit range is outlined below.

- **Attachment #1 will be the appropriate table to use for most participants.** However, common law employers should contact the Supports Coordinator or Administrative Entity to determine if the participant may be eligible to receive enhanced communication services.
- **The Supports Coordinator and the Administrative Entity, when necessary, shall work with the common law employers to ensure the common law employers use the appropriate wage and benefit range for each service.** The information must be discussed at the next ISP meeting, although common law employers and participants are welcome to ask that a separate meeting be scheduled.
- **The wage and benefit ranges apply to new hires and existing SSPs.** All SSPs' wages/benefits must be within the ODP-established ranges. If the common law employer decides to reduce the SSP wage/benefit allowance, the reduction must be made in accordance with Labor and Industry Standards. Those standards include but are not limited to a disallowance for a retroactive reduction.
- **The benefit allowance, if offered, must be adjusted for a pay date following July 1, 2018.** The common law employer may not negotiate a benefit allowance that is different than the established hourly benefit allowance. The common law employer needs to explain to the SSP that the benefit allowance is an increase to the wage. The benefit allowance includes consideration for paid time-off and insurance benefits including health insurance, disability insurance, life insurance, or retirement savings.
- If a common law employer decides to increase or reduce the wages of an SSP within the ODP-established wage ranges, that increase or reduction does not have to be effective July 1. There may be reasons common law employers decide to wait to change SSP wages or benefits. For example, a decision may be made to wait until the anniversary date of the SSP's employment or the date of the annual review ISP meeting. The increase or reduction of wages within the ODP-established wage ranges is only effective from the date the increase or reduction is made and going forward. Increases/reductions in wage cannot be applied to wages earned prior to the date the decision was made to change the wage. If a common law employer chooses to increase or reduce a SSPs hourly wages, the common law employer shall complete the *Support Service Professional (SSP) rate sheet* and send it to the Supports Coordinator or Administrative Entity. The *Support Service Professional (SSP) rate sheet* may be obtained from the VF/EA organization. The common law employer must also keep a copy of the *SSP rate sheet* for each SSP.
- **The Administrative Entity shall forward a copy of the negotiated hourly wage or the SSP rate sheet to the VF/EA FMS organization. The SSP rate sheet is a mandatory form for a newly hired SSP. The Administrative Entity should not add the employer-related taxes and workers' compensation costs on the SSP rate sheet that is forwarded to the VF/EA FMS organization. Only the hourly wage and benefit**

allowance is included on the SSP rate sheet. Note: If a new service is being added that the SSP has never provided previously, a new SSP Qualification Form will need to be completed for the new service.

- **Each new or revised SSP rate sheet must include an hourly wage for each service, including 24-hour Respite services.** Even though the Waivers state that most services are either 15-minute units or day units, all services under the VF/EA FMS model are covered by hourly wages and benefit allowances.
- New or revised SSP rate sheets must be submitted to the VF/EA FMS organization prior to the beginning of the Fiscal Year, but no later than June 30 to be processed by the first payroll date in the upcoming Fiscal Year. If the revised SSP rate sheets are not submitted by June 30, the changes will not be reflected in the first payroll date of the new Fiscal Year, but will be reflected in future pay dates. If no changes are necessary to the *SSP rate sheets*, then the existing rate of pay for each SSP will carry forward into the future Fiscal Year until such time a rate change occurs.
 - The Supports Coordinator can utilize the budget calculation tool that is currently posted at: <https://www.myodp.org/course/view.php?id=377> to assist in the calculation of the cost of services to be authorized on the ISP. The Supports Coordinator will input the State Unemployment Tax Act (SUTA) percentage that is provided yearly by VF/EA FMS organization, the wage plus optional benefit allowance and number of units into the tool. The tool will then automatically calculate the total budget amount to be authorized on the ISP. Instructions are included with the tool on the first tab.
- **The enhanced services that offer staff-to-individual ratios of 2:1 have two rows of wage ranges.** The row that has a greater high-end wage may only be used to pay a staff member who is certified, has a bachelor's degree, or is a nurse in accordance with the qualification requirements in the waivers. The row that has the lower high-end wage is used to pay staff members who have a high school diploma and are not certified, do not have a bachelor's degree, or is not a nurse.
 - **NOTE:** New rate sheets need to be completed if the SSP's current hourly wage range is not within these wage ranges and will need to be adjusted.

Wage ranges were not developed for the following participant directed services identified as vendor services:

- Transportation (public)
- Respite camp
- Home accessibility adaptations
- Vehicle accessibility adaptations
- Assistive technology
- Specialized supplies
- Education Support Services
- Family/Caregiver Training and Support – registration and fees
- Participant-Directed Goods and Services (P/FDS and Community Living waivers only)

The VF/EA FMS organization is required to process all vendor service claims for participants who are self-directing waiver-funded services that are authorized in the approved ISP. This function is included as part of the VF/EA FMS organization's monthly administrative fee. The VF/EA FMS organization must process all vendor service claims at the cost of the good or service.

NOTE: Transportation mileage is reimbursed at the established rate for Department of Human Service's employees for business travel.

Questions regarding this communication should be directed to the appropriate ODP Regional Program Manager or Regional Financial Management Services Lead.

LOCATION OF THIS COMMUNICATION:

This communication may be accessed through the VF/EA FMS organization or on My ODP at <https://www.myodp>.

ATTACHMENTS:

- Attachment #1: *VF/EA Wage Range Effective July 1, 2018.*
- Attachment #2: *VF/EA Wage Range Effective July 1, 2018 for Enhanced Communication Services*

OBSOLETE COMMUNICATION:

This communication obsoletes ODP Announcement #063-17, Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS) Wage and Benefit Ranges for Specific Participant Directed Services (PDS) Effective July 1, 2017.

Vendor Fiscal/Employer Agent July 1, 2018

STATEWIDE

Service	Procedure Code	Modifier	Staffing Level	Unit	Effective 7-1-2018 Hourly Wage Range		Effective 7-1-2018 Hourly Wage and Benefits Range ²	
					Low	High	Low	High
Supports Broker	W7096		1:1	15 Minutes	\$7.25	\$19.49	\$7.25	\$24.76
Companion Services	W1726		1:1	15 Minutes	\$7.25	\$10.32	\$7.25	\$13.11
Supported Employment³ - Career Assessment	W7235		1:1	15 Minutes	\$7.25	\$19.49	\$7.25	\$24.76
Supported Employment - Job Finding and Development	H2023		1:1	15 Minutes	\$7.25	\$19.49	\$7.25	\$24.76
Supported Employment - Job Coaching and Support	W9794		1:1	15 Minutes	\$7.25	\$19.49	\$7.25	\$24.76
In-Home and Community Supports	W7060		1:1	15 Minutes	\$7.25	\$17.04	\$7.25	\$21.65
	W7068		2:1	15 Minutes	\$7.25	\$17.04	\$7.25	\$21.65

² The lower bound of the hourly wage and benefits range represents the low hourly wage with no benefits, while the upper bound represents the high hourly wage with consideration for a 27.0% benefits allowance.

³ Support service professionals providing W7235, H2023 or W9794 must have one of the following by January 1, 2019, or within six months of hire if hired after July 1, 2018: 1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) OR 2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

In-Home and Community Supports - Enhanced	W7061	TD⁴ and TE	1:1 (enhanced)	15 Minutes	\$7.25	\$28.20	\$7.25	\$35.82
	W7069	TD and TE	2:1 (enhanced)⁵	15 Minutes	\$7.25	\$28.20	\$7.25	\$35.82
			2:1(enhanced)⁶	15 minutes	\$7.25	\$17.04	\$7.25	\$21.65
In-Home Respite and Unlicensed Out-of-Home Respite Services	W9862		1:1	15 Minutes	\$7.25	\$11.72	\$7.25	\$14.88
	W9864		2:1	15 Minutes	\$7.25	\$11.72	\$7.25	\$14.88
	W9798		1:1	Day	\$7.25	\$11.72	\$7.25	\$14.88
	W9800		2:1	Day	\$7.25	\$11.72	\$7.25	\$14.88
In-Home Respite and Unlicensed Out-of-Home Respite Services - Enhanced	W9863		1:1 (enhanced)	15 Minutes	\$7.25	\$25.14	\$7.25	\$31.93
	W8095		2:1 (enhanced)⁵	15 Minutes	\$7.25	\$25.14	\$7.25	\$31.93
			2:1 (enhanced)⁶	15 Minutes	\$7.25	\$11.72	\$7.25	\$14.88
	W9799		1:1 (enhanced)	Day	\$7.25	\$25.14	\$7.25	\$31.93
	W9801		2:1 (enhanced)⁵	Day	\$7.25	\$25.14	\$7.25	\$31.93
			2:1 (enhanced)⁶	Day	\$7.25	\$11.72	\$7.25	\$14.88
Homemaker/Chore	W7283		1:1	Hour	\$7.25	\$11.28	\$7.25	\$14.33

⁴ Codes that have an enhanced staffing level can be utilized when the individual has behavioral or medical support needs that require a staff member who is certified, has a bachelor's degree, or is a nurse. While these ranges apply to any staff who meet this criteria, the TD modifier should only be used when the staff member is a RN and the TE modifier should only be used when the staff member is an LPN.

⁵ These wage ranges apply to SSPs that are a nurse, are certified, or have a bachelor's degree in accordance with the qualification criteria in the waiver. Enhanced services by a nurse are only available to participants age 21 and older.

⁶ These wage ranges apply to SSPs that have a high school diploma and are not a nurse, not certified, or do not have a bachelor's degree in accordance with the qualification criteria in the waiver.

Enhanced Communication Services (with U1 modifier) ⁷ Vendor Fiscal/Employer Agent								
STATEWIDE								
Service	Procedure Code	Modifier	Staffing Level	Unit	Effective 7-1-2018 Hourly Wage Range (Enhanced Communication)		Effective 7-1-2018 Hourly Wage and Benefits Range ⁸ (Enhanced Communication)	
					Low	High	Low	High
Supports Broker	W7096	U1	1:1	15 Minutes	\$8.16	\$21.93	\$8.16	\$27.31
Companion Services	W1726	U1	1:1	15 Minutes	\$8.16	\$11.61	\$8.16	\$14.45
Supported Employment ⁹ - Career Assessment	W7235	U1	1:1	15 Minutes	\$8.16	\$21.93	\$8.16	\$27.31
Supported Employment - Job Finding and Development	H2023	U1	1:1	15 Minutes	\$8.16	\$21.93	\$8.16	\$27.31
Supported Employment - Job Coaching and Support	W9794	U1	1:1	15 Minutes	\$8.16	\$21.93	\$8.16	\$27.31
In-Home and Community Supports	W7060	U1	1:1	15 Minutes	\$8.16	\$19.18	\$8.16	\$23.88
	W7068	U1	2:1	15 Minutes	\$8.16	\$19.18	\$8.16	\$23.88

⁷ The Enhanced Communication Service may only be authorized and billed for direct services.

⁸ The lower bound of the hourly wage and benefits range represents the low hourly wage with no benefits, while the upper bound represents the high hourly wage with consideration for a 27.0% benefits allowance.

⁹ Support service professionals providing W7235, H2023 or W9794 must have one of the following by January 1, 2019, or within six months of hire if hired after July 1, 2018: 1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) OR 2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

In-Home and Community Supports - Enhanced	W7061	U1, TD¹⁰ and TE	1:1 (enhanced)	15 Minutes	\$8.16	\$31.73	\$8.16	\$39.51
	W7069	U1, TD and TE	2:1 (enhanced)¹¹	15 Minutes	\$8.16	\$31.73	\$8.16	\$39.51
			2:1 (enhanced)¹²	15 Minutes	\$8.16	\$19.18	\$8.16	\$23.88
In-Home Respite and Unlicensed Out-of-Home Respite Services	W9862	U1	1:1	15 Minutes	\$8.16	\$13.19	\$8.16	\$16.42
	W9864	U1	2:1	15 Minutes	\$8.16	\$13.19	\$8.16	\$16.42
	W9798	U1	1:1	Day	\$8.16	\$13.19	\$8.16	\$16.42
	W9800	U1	2:1	Day	\$8.16	\$13.19	\$8.16	\$16.42
In-Home Respite and Unlicensed Out-of-Home Respite Services - Enhanced	W9863	U1	1:1 (enhanced)	15 Minutes	\$8.16	\$28.28	\$8.16	\$35.22
	W8095	U1	2:1 (enhanced)¹¹	15 Minutes	\$8.16	\$28.28	\$8.16	\$35.22
			2:1 (enhanced)¹²	15 Minutes	\$8.16	\$13.19	\$8.16	\$16.42
	W9799	U1	1:1 (enhanced)	Day	\$8.16	\$28.28	\$8.16	\$35.22
	W9801	U1	2:1 (enhanced)¹¹	Day	\$8.16	\$28.28	\$8.16	\$35.22
			2:1 (enhanced)¹²	Day	\$8.16	\$13.19	\$8.16	\$16.42

¹⁰ Codes that have an enhanced staffing level can be utilized when the individual has behavioral or medical support needs that require a staff member who is certified, has a bachelor's degree, or is a nurse. While these ranges apply to any staff who meet this criteria, the TD modifier should only be used when the staff member is a RN and the TE modifier should only be used when the staff member is an LPN.

¹¹ These wage ranges apply to SSPs that are a nurse, are certified, or have a bachelor's degree in accordance with the qualification criteria in the waiver.

¹² These wage ranges apply to SSPs that have a high school diploma and are not a nurse, not certified or do not have a bachelor's degree in accordance with the qualification criteria in the waiver.