



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

November 26, 2018

TO: Administrators, Medicaid Nursing Facilities

FROM: Jane Sacco, Chief *Sacco*
Division of Long Term Care Services

NOTE: Please read these instructions and forward them to the staff member chosen to complete your facility's Annual Medicaid Wage Survey

RE: Annual Medicaid Wage Survey Instructions –
October/November 2018 Wage Survey

This memorandum contains instructions for completion of the Annual Medicaid Wage Survey. Providers should strive to ensure that completion of the wage survey is assigned to an individual who is thoroughly knowledgeable of these instructions.

The Maryland Medicaid Program regulations require an annual wage survey of all participating nursing homes. As specified in COMAR 10.09.10.15B(2), any facility failing to provide requested wage and hourly data "shall incur a 1 percentage point reduction in its applicable rental rate" in the Capital Cost Center.

Beginning this year, providers are required to submit the Wage Survey directly to the Hilltop Institute using the online DHMH Nursing Home Cost Report server (www.dhmhucr.org) created by Hilltop. Providers have the option of entering wage data directly or uploading the spreadsheet.

The wage survey data encompasses the following occupation groups: Director/Assistant Director of Nursing, registered nurse, licensed practical nurse, nurse aide, certified medication aide, feeding assistant¹, and respiratory therapist. As instructed, determine whether the individual's employment status is an employee or agency staff.

Please be sure that you do not include hours spent performing non-nursing functions. For nurse aides that also function as "ward clerks" or "unit secretaries," include only those hours for which they are perform nurse aide tasks. Also, time nursing staff spends conducting training or performing quality assurance duties cannot be included in the survey since these are administrative duties. Time spent by nursing staff attending training sessions as trainees or performing MDS duties, however, is included in the survey.

The payroll period for this survey must be the first pay period in October/November 2018 after October 8, 2018. The earliest two-week pay period in this timeframe is October 9 – October 22, and the last is October 22 – November 4. If your facility's payroll is weekly, include wages and hours data for the first two pay periods after October 8. You must enter the wage survey start and end dates in the following format: MM/DD/YYYY. If you use the incorrect payroll period(s), your survey will not be accepted and must be resubmitted with data from the correct pay period(s).

The wage survey is due Friday, February 15, 2019.

Questions regarding the online process may be directed to Bruce Sun of Hilltop at (410) 455-1745 or bsun@hilltop.umbc.edu. Questions regarding survey completion may be directed to Lisa Jones at (410) 767-5235 or lisam.jones@maryland.gov.

Attachments

cc: Nursing Home Liaison Committee

¹ Feeding assistants are those persons who have successfully completed the State approved training course as described under COMAR 10.07.02 Paid Feeding Assistants.