



Wage Data Survey Instructions

Introduction

The Colorado Department of Health Care Policy and Financing (the Department) is collecting data for the January 2020 - June 2020 Minimum Wage Supplemental Payment. The Department will use an Excel template (Wage Data Survey.xlsx) to collect data elements from skilled nursing facility (SNF) internal accounting records necessary for the calculation of the Minimum Wage Supplemental Payment. The sections in this document correspond to the name of the tabs in the Excel template that need to be filled out. Only fill out the Excel template if your SNF is eligible for the Minimum Wage Supplemental Payment. An eligible SNF is any Medicaid SNF that resides in the City and County of Denver and any Medicaid SNF that is within 15 driving miles of a SNF that resides in the City and County of Denver.

Completed surveys and certifications should be submitted via email to Riley De Valois at Riley.DeValois@state.co.us or uploaded to the Colorado Long Term Care Online (COLTCO) web portal by the due date of July 31, 2020. The web address for COLTCO is <https://www.msllccolorado.com/>. Once you are logged in, the section at the top labeled "Minimum Wage Data" will allow you to submit the completed survey and certification statement. If you do not have access to COLTCO, email COLTCOAccounts@msllc.com.

Survey Certification

A Wage Data Survey certification must be signed by a SNF's licensed owner or corporate officer. A signed copy of the certification statement should be submitted with the completed survey. A scanned Adobe document of the original wet signature is satisfactory.

General Information

The information within this section (items 1 through 3) is populated by the SNF so the Department can properly identify the SNF that is submitting data. Item 1 is the public facing name of the SNF, not the legal name. The public facing name is also known as the "doing business as" (DBA) name. Item 2 is the Medicaid ID for the SNF. Do not enter the National Provider Identifier (NPI). Item 3 should be completed if the SNF is affiliated with a SNF system, chain or network.

Complete the contact information for the individual authorized to respond to inquiries related to the survey. All questions regarding the submitted survey will be directed to the individual identified in this section.

Data

Each employee should be reported individually to include the employee's ID, employee's name, and job title. There are two reporting options:

1. Report each pay period separately for each employee (multiple records for each employee); or
2. Aggregate all reporting periods for each employee (one record for each employee)



If the second reporting option is selected and an employee receives a raise and/or a promotion, separate the records so the first record contains data for the earnings and hours before the raise and the second record contains data for the earnings and hours after the raise (repeat for more than one raise/promotion if necessary)¹.

Include the base rate² of the employee immediately prior to January 1, 2020. In addition, include the base rate of the employee effective on or after January 1, 2020. Only include records where the base rate of the employee immediately prior to January 1, 2020 is less than \$12.85 (the locally enacted minimum wage in the City and County of Denver for 2020).

Note the following for reporting the facility's wage information:

- Regular and overtime earnings/hours should be reported separately.
- Regular earnings/hours should include any time worked at the base rate: sick time, holiday time, juror time, or any other type of work paid at the base rate.
- Any time worked on a shift differential at a base rate should be included in the regular category, however the add-on after the base rate should not be included in the earnings; report only the earnings/hours at the base rate.
- Overtime earnings/hours should include any time worked at a rate higher than the base rate as a result of working over 40 hours in any given week. Specify what the overtime multiplier is as a number (typically 1.5).
- Any time worked on a shift differential at an overtime rate should be included in the overtime category, however the add-on after the overtime rate should not be included in the earnings; report only the earnings/hours at the overtime rate.

The reporting period is January 2020 through June 2020. Provide payroll data for a period in time that most closely aligns with the reporting period that includes six months of data (e.g. 1/3/2020 through 7/3/2020). Do not include any data prior to January 2020.

COVID-19 Pandemic: Wage enhancements an employee receives as part of the COVID-19 pandemic, including hazard or retention pay, should be excluded from the data submission.

Notes

Any data caveats should be included in this section.

Contacts

If there are questions or you need assistance with the Wage Data Survey, please contact the following individual at the Department:

Riley De Valois
Provider Fee Analyst
Riley.DeValois@state.co.us
(303) 866 - 6621

¹ This is not required if the first reporting option is selected because each record would display information for only one pay period since raises and/or promotions do not occur in the middle of a pay period.

² Base rate is the hourly wage the employee earns for time worked that is not overtime. It does not include any add-ons as a result of a shift differential adjustment.