



## Wage Data Survey Instructions

### Introduction

The Colorado Department of Health Care Policy and Financing (the Department) is collecting data for the January 2021 - December 2021 Minimum Wage Payment. The Department will use an Excel template (Wage Data Survey - CY2021.xlsx) to collect data elements from skilled nursing facility (SNF) internal accounting records necessary for the calculation of the Calendar Year (CY) 2021 Minimum Wage 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 qualifies for the Minimum Wage Payment. A SNF qualifies if they are a Medicaid provider and reside in the City and County of Denver, or a Medicaid provider that is within 15 driving miles of a SNF residing in the City and County of Denver and agrees to increase the minimum wage of all employees to that of the City and County of Denver. A list of all qualifying SNFs can be found at this website: <https://www.colorado.gov/pacific/hcpf/nursing-facility-minimum-wage-supplemental-payment>.

Completed surveys, certifications and supporting documentation should be submitted via email to [HCPF\\_SNF\\_MinWagePayment@state.co.us](mailto:HCPF_SNF_MinWagePayment@state.co.us) or uploaded to the Colorado Long Term Care Online (COLTCO) web portal by the **due date of 2/25/2022**. The web address for COLTCO is <https://www.mslccolorado.com/>. Once you are logged in, the section on the left-hand side labeled "Minimum Wage Bill (MWB)" will allow you to submit the completed survey and certification statement. If you do not have access to COLTCO, email [COLTCOAccounts@mslc.com](mailto:COLTCOAccounts@mslc.com) to request an account.

### 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 must be submitted with the completed survey. A scanned Adobe document of the original wet signature is satisfactory.

Please submit documentation that supports the amounts reported in the survey along with the Wage Data Survey certification. This should include payroll journal data in the form of an Excel spreadsheet (preferred) or PDF document for the period December 2020 through the end of December 2021. Submissions that do not include supporting documentation will be denied. Note that qualified SNFs adjacent to the City and County of Denver must submit payroll journal data for all employees at the facility.



## 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. A system, chain, or network is the controlling entity that owns the facility, except in the case where a management company manages the day-to-day operations of the facility.

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, name, and job title. All data submitted should be for wages earned and hours worked between 1/1/2021 and 12/31/2021. Use payroll periods that most closely align with the calendar year to provide for 52 continuous weeks. For example, if the first full pay period in the calendar year begins on 1/8/2021, disregard the prior seven (7) days. The last pay period in the calendar year will make up the difference.

There are two reporting options:

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

Note: 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)<sup>1</sup>.

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<sup>1</sup> 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.



Include the base rate<sup>2</sup> of the employee from the pay period prior to 1/1/2021. In addition, include the base rate of the employee effective on or after 1/1/2021. Only include records where the base rate of the employee from the pay period prior to 1/1/2021 is less than \$14.77 (the locally enacted minimum wage in the City and County of Denver for calendar year 2021).

**Qualified SNFs adjacent to the City and County of Denver are required to increase the minimum wage of every employee to \$14.77 in order to receive the Minimum Wage Payment.** Qualified adjacent SNFs must also submit payroll journal data for all employees, regardless of hourly wage<sup>3</sup>.

The minimum wage increase for adjacent SNFs does not have to occur on 1/1/2021, but it does have to occur at some point during the year for the SNF to be eligible for the Minimum Wage Payment. This means that there might be fewer than 52 weeks of data in the submission for SNFs that are adjacent to the City and County of Denver.

Note the following for reporting the SNF'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, paid time off (PTO), 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) in the Notes section.
- 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.

**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.

<sup>2</sup> 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.

<sup>3</sup> If there are records in an adjacent SNF's Wage Data Survey that show the base rate of the employee after 1/1/2021 is not in line with the minimum wage of the City and County and Denver, the entire application for the Minimum Wage Payment will be denied.



## Notes

Any data caveats should be included in this section. Include the date when your SNF increased the minimum wage of every employee to be in line with that of the City and County of Denver.

## Contact

If there are questions about the Wage Data Survey email  
[HCPF\\_SNF\\_MinWagePayment@state.co.us](mailto:HCPF_SNF_MinWagePayment@state.co.us).

