Commonwealth of PA
Bureau of Early Intervention Services and Family Supports

Early Intervention Rate Study Analysis

Cost Study and Personnel Roster Tool Training

Training Dates:

November 29th, 30th

December 5th, 7th, 8th

PUBLIC CONSULTING GROUP

Solutions that Matter

Agenda

- Introductions: Public Consulting Group (PCG) Team
- Project Overview
- Personnel Roster
- Cost Report
- Next Steps & Wrap-Up

Questions? Please e-mail us at
PABEISFSRATESTUDY@pcgus.com

Introductions

Project Team Roles and Responsibilities

Joe Carbeau
Engagement Manager

Jill Rigsby
Project Manager

Zane Wyrick
Project Advisor

Ted Lindsay
Lead Financial Analyst

Karla Buitrago
Lead Analyst

Shelbi Neely
Analyst

Susie Storer
Analyst

La Toria Lane
Engagement Analyst

Andy Gomm
Engagement Lead

VESPA GROUP

Vespa Group
Data Science Lead

THE HOLLISTER GROUP

Hollister Group
Finance QA Team

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Project Overview

Project Goals

PCG understands the goal of the PA Early Intervention program is for the rate study to *"perform analysis on the current statewide early intervention (EI) fees… to include interviews with staff and providers, collection of data, and conducting time/motion studies under different testing environments to suggest statewide rates for adequate compensation and well as uniformity in approach and methodology for these services"*.
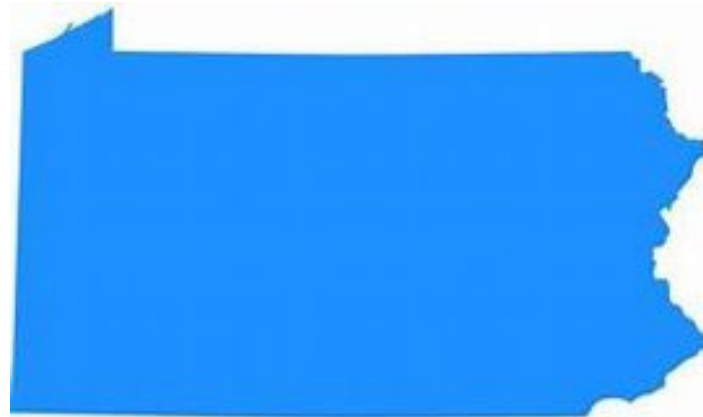
Methodology

Cost Report and Personnel Roster

- ❖ Cost Instrument and Personnel Roster (both Excel-based) completed by all BEISFS provider agencies
- ❖ Cost Instrument will capture revenue, personnel expenses, and other expenses associated with providing EI services within a fiscal year
- ❖ Personnel Roster will capture information about all employees and subcontractors at the agency that deliver early intervention services
- ❖ Allows BEISFS and PCG to understand the cost of service delivery

Time Study

- ❖ Time Study Tool (Excel-based) completed by all BEISFS practitioners
- ❖ Captures all time worked on EI services and EI-related tasks during 10 scheduled workdays during the time study period
- ❖ Used to align expenses with services based on the current rate structure

Market Analysis

- ❖ Market research of salaries for professions within BEISFS Service Definitions and Standards
- ❖ Completed by PCG to inform rate calculations; establishes an understanding of the salaries in the market for similar EI services
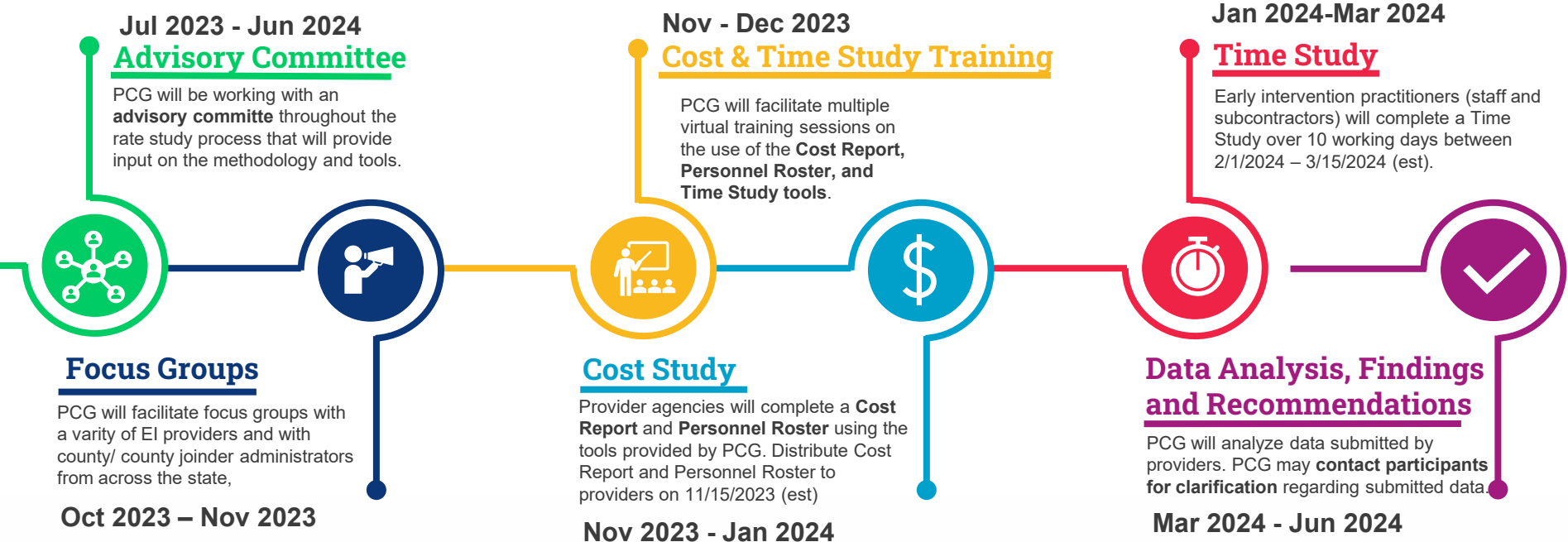
Project Workplan and Timeline

CALLING ALL EARLY INTERVENTION PRACTITIONERS!

In partnership with Public Consulting Group (PCG), BEISFS is facilitating a **Rate Study** to better understand the cost of providing EI services.

Your participation in this study is necessary to help inform the Pennsylvania Early Intervention System on the true cost of providing these critical services to Pennsylvania's children and families. Through this work, PCG will provide rate recommendations to BEISFS which are based on your input.

Jul 2023 - Jun 2024
Advisory Committee
PCG will be working with an **advisory committe** throughout the rate study process that will provide input on the methodology and tools.

Nov - Dec 2023
Cost & Time Study Training
PCG will facilitate multiple virtual training sessions on the use of the **Cost Report, Personnel Roster, and Time Study tools**.

Jan 2024-Mar 2024
Time Study
Early intervention practitioners (staff and subcontractors) will complete a Time Study over 10 working days between 2/1/2024 – 3/15/2024 (est).

Focus Groups
PCG will facilitate focus groups with a varity of EI providers and with county/ county joinder administrators from across the state,

Oct 2023 – Nov 2023

Cost Study
Provider agencies will complete a **Cost Report** and **Personnel Roster** using the tools provided by PCG. Distribute Cost Report and Personnel Roster to providers on 11/15/2023 (est)

Nov 2023 - Jan 2024

Data Analysis, Findings and Recommendations
PCG will analyze data submitted by providers. PCG may **contact participants for clarification** regarding submitted data.

Mar 2024 - Jun 2024

Disclaimer: PA BEISFS may use all, some, or none of the recommendations provided by PCG.

Questions? Please e-mail us at
PABEISFSRATESTUDY@pcgus.com

Overview: Cost Report and Personnel Roster

❖ **What cost information will be collected?** Revenue, expenses (personnel and non-personnel) and service details from Fiscal Year 2023 (July 1, 2022 - June 30, 2023).

❖ **Why?** The Pennsylvania Department of Human Services Office of Child Development and Early Learning (OCDEL) is the state lead agency responsible for IDEA Part C Early Intervention Services (EI) in the Commonwealth. As such, OCDEL holds responsibility to ensure an appropriate and compliant administration of the program for eligible children and families. A standard rate system provides equity to service providers as the set rates are non-negotiable and are not unique to any provider or practitioner. Standard rates allow for improved budgeting on the part of the State and the provider agencies.

❖ **When?** Two live trainings for county/county joinders (service coordinators only) will be held on **November 29th 12:30 – 2:00PM ET** and **December 5th from 10:30AM-12:00PM ET**. Live trainings for providers will be held on **November 30th from 12:30-2:00PM ET, December 7th from 11:30AM-1PM ET, and December 8th from 1:00-2:30PM ET**. A training will be recorded and shared along with other resources. **Cost reports will be due on Tuesday, January 16th, 2024**.

❖ **How?** Completion of two Excel workbooks along with backup documentation.

  ▪ **Cost Instrument:** Excel workbook filled out by fiscal staff at your agency (one per provider agency) that will capture revenue, personnel expenses, and other expenses associated with providing early intervention services .

  ▪ **Personnel Roster:** Excel workbook that will capture information about all employees and subcontractors at your agency that deliver early intervention services.

Training Resources and Supports

You are not alone! **All BEISFS programs will be filling out the Cost Instrument and Personnel Roster.** When you have questions, we have several supports in place to help you get to the finish line:

- ❖ **Live Training Sessions:** PCG will facilitate live webinars to provide training on completing the Cost Report and Personnel Roster:
  - County/County joinders (SC services only): November 29, 2023, from 12:30 PM – 2:00 PM EST
  - Providers: November 30, 2023, from 12:30 PM – 2:00 PM EST
  - County/County joinders (SC services only): December 5, 2023, from 10:30 AM – 12:00 PM EST
  - Providers: December 7, 2023, from 11:30 AM – 1:00 PM EST
  - Providers: December 8, 2023, from 1:00 PM – 2:30 PM EST

- ❖ **Live Office Hours:** You will be invited to Office Hours sessions in the month of December and January where PCG team members will be available live to answer any questions related to Cost Report and Personnel Roster. Dates and times are: **December 20, 2023 from 12:30-1:30 PM EST** and **January 4, 2024 from 10 – 11 AM EST**.

Training Resources (continued)

❖ **Training Recording:** We will record one of the live training sessions. We will make that recording available for you to reference if you cannot attend, or if you want to re-watch a portion of it.

❖ **Website:** All videos of PCG's trainings and other materials will be uploaded to a dedicated Web site at https://paeiratestudy.weebly.com.

❖ **List of FAQs:** PCG will maintain a running list of questions and will create a Frequently Asked Questions (FAQs) document available for you to reference on the Web site noted above.

❖ **Training PPT:** This presentation will be available for reference.

❖ **Email Support:** E-mail us at **PABEISFSRATESTUDY@pcgus.com** with any specific questions you have.

❖ **Cost Report Instructions:** PCG will provide a document with instructions and definitions for use in completing the Cost Report and the Personnel Roster.

❖ Feel free to use each other as supports as well!

Personnel Roster

Why Use a Personnel Roster?

❖ Collecting Personnel Rosters will allow the PCG Team to conduct:

- a detailed salary analysis by position across the state;

- a turnover analysis by position across the state; and,

- running correlations between experience, education, certifications/licensure and retention

❖ We will be able to consider all these aspects during the rate modeling process and contribute meaningfully to the conversation about recruiting and retaining high-quality staff.

Questions? *Please e-mail us at* *PABEISFSRATESTUDY@pcgus.com*

Provider Information

State of Pennsylvania, Bureau of Early Intervention Services and Family Supports (BEISFS)
Active Personnel Roster (Provider Agencies) (SFY 2022/2023)

BEISFS Provider Agency Name (Drop-Down)	
BEISFS Program Name (if different)	
Contact Name	
Contact E-mail	

Provider IRS Tax Status (Drop-Down)	
Provider County- Main Office (Drop-Down)	
Reporting Period	SFY2023 (July 1, 2022 to June 30, 2023)

Key Points:

❖ Completing the Personnel Roster

- The Personnel Roster should be completed by agency fiscal staff and/or administrators, individuals knowledgeable of staff salaries and background; the tool covers role, education, and salary information.

  - Reporting Period: **Fiscal Year 2023** (Exact Time Period is: 7/1/2022- 6/30/2023).

- Due Date is **Tuesday, January 16, 2024**.

- **All active staff** during the SFY should be included, whether they are salaried, flat rate/ hourly employees, or independent contractors.

Questions? Please e-mail us at
PABEISFSRATESTUDY@pcgus.com

Personnel Information

#	Last Name or ID Number/Mnemonic	First Name or ID Number/Mnemonic	Employee Type (Drop-Down)	Primary Role / Discipline (Drop-Down)	Secondary Role / Discipline (Drop-Down)	Actual Title
1	Hoagland	Margaux	Full Time Employee	Speech Pathologist	Supervisor/Manager	Speech Language Pathologist
2	Carbeau	Joe	Part Time Employee			
3	Wyrick	Zane	Contractor			
4						
5						
6						
7						
8						
9						
10						
11						

Key Points:

- Reporting Period: **State FY2023** (7/1/2022 - 6/30/2023).

- You do not need to use your employee's names; a unique ID you track is OK to use instead of actual names.

- Please choose a drop-down option for the "Employee Type" field.

- For the Primary EI Role Category, please choose their primary (and secondary if necessary) EI roles from the drop-down menu.

  - It's possible that someone might have a title that is slightly different from the Role Category; in this scenario, please choose the role category that best matches their official title.

- Enter the staff member's "Actual Title" as text.

Who to <u>INCLUDE</u> on the Personnel Roster?

❖ **All Active Staff in SFY2022/2023:** All active staff regardless of "status" who were employed during the reporting period. Anyone who was hired or who left employment within the year should be included with start and end date listed.

❖ **All Direct Service and Administrative Staff Paid by EI Dollars:** This includes both direct service and administrative staff – anyone who receives a W-2 or 1099 from your agency that is paid via early intervention dollars should be included, unless they are included in an administrative allocation in larger agencies.

❖ **Personnel Roster and Cost Report Alignment:** If you include a position's salary in the Personnel Line of the Cost Report, then you should include that position in the Personnel Roster.

Who Does <u>NOT</u> Belong on the Personnel Roster?

❖ **Non-EI Staff:** Staff that do not deliver or are not funded (or both).

❖ **County/County-Joinder Administrative Staff:** Only Service Coordinators should be included on the Personnel Roster for County/County Joinder submissions.

❖ **Indirect Staff Costs Included in the Administrative Cost Allocation Line Item of the Cost Report:** This includes any staff that are not directly attributable to your EI program but are part of the larger organization and allocated as an expense through the Administrative Cost Allocation line.

	Non-Personnel Expenses		
Annual EI-Specific Costs During Reporting Period (July 2022 - June 2023)	**BEISFS Program Costs $**		**Notes/Comments**
Administrative Cost Allocation *(Please Describe)*			

Personnel Information (cont'd)

Union Status (Drop-Down)	Bi-Lingual Status (Drop-Down)	Highest Education Reached (Drop-Down)	Professional Licensure(s)	End/Term Date, if applicable

Key Points:

- If a given staff member is unionized, select "Yes/No" from the drop-down menu for the "Union Status" field.

- If your staff member conducts professional business in another language other than English, please indicate which language they use in the drop-down menu under "Bi-Lingual Status" field.

- Select highest education attained by a given staff member *as it applies to the EI field/the work they are doing today.*

- Enter any Professional Licensures or additional certifications related to EI services that your staff might have in the text fields available.

- It's possible that some of your staff have been hired or left during the study period; please indicate this in the start/hire and term/end date fields.

Personnel Information (cont'd)

	# Hours Paid Annually (in SFY22 & 23)	Total Annual Salary or Amount Paid (in SFY22/23)	Total Annual Taxes & Fringe Benefits Paid (in SFY22/23)	% Time Allocated to BEISFS-Direct Services	% Time Allocated to BEISFS-Supv & Support	% Time Allocated Elsewhere (Non-BEISFS)	Total % Time Allocated	Direct Service FTE	Admin FTE	BEISFS Hours Allocated	Total Annual Personnel Expenses	Total Annual BEISFS Personnel Expenses
Totals:	$0.00	$0.00						-	-	-	$0.00	$0.00
							0%	0.0	0.0	0.00	$ -	$ -
							0%	0.0	0.0	0.00	$ -	$ -
							0%	0.0	0.0	0.00	$ -	$ -
							0%	0.0	0.0	0.00	$ -	$ -

- If you hold a 40-hour work week as standard for salaried staff and that person worked for you for the entire SFY, the # of hours worked annually would be 40 hours * 52 weeks = 2,080 total hours. For someone who worked part time at 20 hours a week, this would be 1,040 hours. For someone who worked hourly, please enter their actual hours paid during the time period.

- Direct service employees likely spend 100% of their time on EI or related services, so you would enter 100% in the "% Time Allocated to BEISFS-Direct Services" column. Time spent on other activities in support of EI but not related to direct services (e.g., supervision, administration) should be entered in "% Time Allocated to BEISFS-Supv & Support."

- Some employees may not devote 100% of their time to EI or related programs. You should enter that time in Column U which is labeled "% Time Allocated Elsewhere (Non-BEISFS)." An approximation is OK if you do not have it calculated exactly.

- Once you enter the % time, the annual salary, and the benefits, The last five columns and yellow cells along the top will auto-calculate with the totals.

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Personnel Roster Demo

Questions on the Personnel Roster?

Questions? *Please e-mail us at*
PABEISFSRATESTUDY@pcgus.com

Cost Report

Why Use a Cost Report?

❖ Provider rates are typically expense driven with additional factors incorporated for implementation such as inflation factors and prospective cost adjustments, as needed.

❖ The cost report allows BEISFS to understand the true cost of service delivery. It ties to the Personnel Roster data. Finally, the Cost Report also provides agency contact, service, and revenue details that help BEISFS and PCG vet, understand, and incorporate each submission into the rate development process.

Cost Report – Program & Contact Info

State of Pennsylvania, Bureau of Early Intervention Services and Family Supports (BEISFS)

BEISFS Cost Instrument (Provider Agencies)

Fiscal Year Reporting Period	State Fiscal Year 2023 (SFY23, July 1, 2022 to June 30, 2023)

Provider and Contact Information

BEISFS Provider Agency Name (Drop-Down)	
Provider IRS Tax Status (Drop-Down)	
BEISFS Program Name (if different)	
BEISFS Provider Address	
County (Drop-Down)	
Service Coverage Mile Radius	
City	
Zip Code	
Contact Name	
Contact Position/Title	
Contact Email	
Contact Phone	

Key Points:

❖ Completing the Cost Report

  ▪ The Cost Report should be completed by agency fiscal staff and/or administrators, i.e. individuals knowledgeable of staff salaries and background; the tool covers role, education, and salary information.

❖ Reporting Period: **State Fiscal Year (SFY) 2023** (7/1/2022 – 6/30/2023)

❖ Due Date: **Tuesday, January 16, 2024**

Questions? Please e-mail us at
PABEISFSRATESTUDY@pcgus.com

Cost Report – Revenue

Revenue		
Annual EI-Specific Revenue During Reporting Period (July 2022 - June 2023)	**Provider Total Revenue for EI $**	**Notes/Comments**
State Maintenance		
Medicaid		
ITF Waiver		
PPP or other Federal Funds (Please Describe)		
Other Revenue, i.e. Grants, Donations (Please Describe)		
In-Kind Contributions (Please Describe)		
Total Revenue	$0.00	

Key Points:

- All data should be for the SFY2023. The exact dates are 07/01/2022 - 06/30/2023.

- Please only include revenue that supported the EI program.

- State Maintenance: Please enter all revenue from providing EI services, including evaluations, assessments, IFSP Meetings, and IFSP Services.

- Medicaid: Please enter revenue received as Medicaid-eligible reimbursements.

- Infants, Toddlers, and Families (ITF) Waiver: Please enter all revenue received as ITF Waiver-eligible reimbursements.

- Other Revenue: Any other revenues received for activities/services not covered above.

- Please use the notes/comments fields on each item to describe what is included in a given Revenue category.

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Cost Report – Personnel Detail & Expenses

Personnel

	Full-Time Equivalents (FTEs)	Notes/Comments	
Direct Service Employee FTEs (for EI only)			
Administrative Employee FTEs (for EI only)			*Total FTEs for EI Services should align with the personnel roster.*
Contractor Direct Service FTEs **(for EI only)**			
Contractor Admin FTEs (for EI only)			
Total FTEs for EI Services	0.0		
Vacant Direct Service FTEs (for EI only)			
Vacant Admin FTEs (for EI only)			

	Average Days Per Person Per Year	Notes/Comments
Holidays (Federal, Postal, etc.)		
Vacation Days (Or PTO if they are combined)		
Sick Days (if separate from Vacation)		
Total Paid Non-Working Days for One Person Annually	0.0	

	BEISFS Program Costs $	Notes/Comments	
Direct Service Employee Salaries			
Taxes, Fringe, and Other Direct Service Personnel Costs			*Please note that the total salaries should match the salary costs calculated in the personnel roster.*
Administrative Employee Salaries			
Taxes, Fringe, and Other Admin Personnel Costs			
Direct Service Independent Contractor Costs			
Administrative Independent Contractor Costs			
Total Personnel Expenses	$0.00		

Key Points:

- "Holidays" is for the number of federal/state holidays that you observe.

- If you do not break out vacation and sick days, please record them all in "Vacation" and leave a note that it is all PTO.

- Total FTEs for EI Services should match the Personnel Roster.

- We would expect that the Program FTEs and "Employee Salaries Total" would track to the amount recorded on the Personnel Roster.

Questions? Please e-mail us at
PABEISFSRATESTUDY@pcgus.com

Cost Report – Non-Personnel Expenses

Non-Personnel Expenses		
Annual EI-Specific Costs During Reporting Period (July 2022 - June 2023)	BEISFS Program Costs $	Notes/Comments
Administrative Cost Allocation (Please Describe)		
Rent/Mortgage		
Utilities		
Liability Insurance		
Furniture, Fixtures, & Equipment (Includes capitalized, non-capitalized, and leases)		
Repairs and Maintenance (Building and Vehicle)		
Professional Services (Cleaning, Accounting, Security, Tele-Health, etc.)		
Interpretation Services		
Translation Services		
Staff Mileage Reimbursement		
Parent Mileage, Child/Family Transportation, and Other Travel		
Office Supplies (includes Postage, Copying, etc.)		
Educational Supplies		
Advertising, Public Relations, & Special Events		
Training and Professional Development		
Computer Software		
Cell Phone Expense or Reimbursement		
Other Expenses (Please Describe)		
Other Expenses (Please Describe)		
Other Expenses (Please Describe)		
Total Non-Personnel Expenses	$0.00	
Total Expenses	$0.00	

- All data should be for the SFY 2023.
- Please only include expenses that went to support the EI program.
- It's possible you do not have an expense in a given category; that is OK.
- If you have more than three (3) expenses that you report as 'Other' please combine them on one line.
- While you should always feel free to use the Notes field, if you do record expenses under "Other" please leave a note in the comments field describing what it was.
- Green cells will sum the categories as you enter amounts.

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Cost Report – Attestation

Memo - Additional Comments/Context

Attestation

By entering my name, staff title and electronically signing my name below, I attest that the information contained in this worksheet and any of its accompanying financial statements/files are both accurate and complete to the best of my knowledge, and I am authorized to attest and submit this information on behalf of my provider agency.

Authorized Attestation Name:	
Attestation Staff Title:	
Electronic Signature (Retype Name):	
Date of Attestation:	

REMINDER: Please submit supporting documentation, such as audited financial statements, to verify the data listed in this cost report WITH the submission of this cost report.

Key Points:

- This section provides PCG and BEISFS with a level of assurance that an individual authorized by your agency has reviewed and approved of the contents of the Cost Report. Please fill out this section completely.

- The Memo field is a good place for any additional notes, comments, or considerations you would like us to know.

- Please also submit any accompanying back-up documentation you used to complete this report.

Questions? Please e-mail us at
PABEISFSRATESTUDY@pcgus.com

Cost Report Demo

Questions? *Please e-mail us at*
PABEISFSRATESTUDY@pcgus.com

Questions on the Cost Report?

Next Steps and Wrap Up

Key Takeaways

- All data should be for the **State Fiscal Year 2023.**
    - Start Date: 07/1/2022
    - End Date: 06/30/2023
- **Due Date for both the Personnel Roster and the Cost Report is Tuesday, January 16th, 2024**
- Please also submit any accompanying backup documentation you used to complete this report.
- Questions once you've started? We can be reached with any questions on these tools at: PABEISFSRATESTUDY@pcgus.com.
- PCG will also hold two Office Hour sessions to address your questions.
- Personnel Roster
    - Should be filled out by someone with knowledge of the staff salaries and background as it covers role, education, and salary information.
- Cost Report
    - Should be filled out by fiscal staff at your program (one per provider program) as it covers revenue, personnel expenses, and other expenses associated with providing EI services.

Next Steps

- PCG to share two Excel files and training slides after the final training on December 8th.

- PCG to share PA EI Rate Study website that houses the webinar on how to complete Cost Report and Personnel Roster tools.

- PCG to share an instructions document and a list of FAQs from all trainings with providers and BEISFS.

- PCG or BEISFS to send out invitations for upcoming Office Hours – keep an eye out for those dates and times!

Questions? *Please e-mail us at* *PABEISFSRATESTUDY@pcgus.com*

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