

**2022 Nursing Facility
Labor Rate Survey Form**

Hourly Wage Rate and Staffing Information

Enter Provider Name

Enter Provider Number

Enter Provider Contact Name

Enter Contact Phone #

Enter Contact Email Address

This survey is for the reporting of expenses related to nursing facility services **ONLY**. If your company operates other businesses, those expenses for the other company operations should be excluded from this survey. If they are not, the survey may not be included in the statewide results.

The purpose of this survey is to collect average hourly wage rates and staffing information for payroll periods ending in CY Quarter 2 or April 1, 2022 - June 30, 2022.

1. This section should only include wages for the nursing facility staff positions listed.
2. This data should be obtained from your payroll journals for the pay periods that ended between 04/1/22 - 06/30/22 (approximately three months or 12 weeks of data).
3. Do not include any employee name information on this form as that is considered Protected Identifiable Information under HIPAA laws.
4. If you cannot break wages out into the various descriptions (regular pay, overtime, incentives), please use the regular pay columns (columns B and C) for total wages and hours.
5. To complete the schedule follow these steps:
 - a) Column A is pre-populated with the staff position titles. Separate your payroll data by these categories.
 - b) Type in the total regular wages paid for that position in column B for the pay periods ending between 04/1/22 - 06/30/22.
 - c) Type in the total regular hours worked for that position in column C for the pay periods ending between 04/1/22 - 06/30/22.
 - d) Column D is formula driven to calculate the average hourly rate for each position. Review to confirm the calculations appear accurate. Check inputs to columns B and C if anything looks off.
 - e) Type in the total overtime wages paid for that position in column E for the pay periods ending between 04/1/22 - 06/30/22.
 - f) Type in the total overtime hours worked for that position in column F for the pay periods ending between 04/1/22 - 06/30/22.
 - g) Column G is formula driven to calculate the average overtime hourly rate for each position. Review to confirm the calculations appear accurate. Check inputs to columns E and F if anything looks off.
 - h) Type in the total incentive payments for each position in column H for the pay periods ending between 04/1/22 - 06/30/22.
 - i) Column I is formula driven to pull the total hours for regular and overtime combined. Review to confirm the calculations appear accurate. Check inputs to columns C and F if anything looks off.
 - j) Column J is formula driven to calculate the average hourly rate for incentive payments. Review to confirm the calculations appear accurate. Check inputs to columns C, F and H if anything looks off.
 - k) Column K is formula driven to calculate the weighted average hourly rate for all payments by position. Review to confirm the calculations appear accurate. Check inputs to columns B, C, E, F and H if anything looks off.
 - l) Type in the total resident days of service provided in column L (for the pay periods included, i.e. 91 calendar days x 60 residents = 5,460 resident days). The days only need to be entered in the first cell.
 - m) Column M is formula driven to calculate the total hours of care provided by each job position. Review to confirm the calculations appear accurate. Check inputs to columns C and F if anything looks off.
 - n) Column N is formula driven to calculate the hours of care provided per resident day by each job position. Review to confirm the calculations appear accurate. Check inputs to columns C, F and L if anything looks off.
 - o) Column O is to report any planned increases in wages between July 1, 2022 - December 31, 2022.
 - p) Column P is to report the effective date of the planned wage increase.

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2022 Wage and Staffing Data		Regular Pay (Hourly Wages, No Benefits or Taxes)			Overtime Pay (Hourly Wages, No Benefits or Taxes)			Incentive Pay (Bonuses, Shift Differentials, etc.)			Combined Weighted Average Rate	Staffing Ratios (Hours/Resident Day)			Planned Wage Increases Through 12/31/2022	
Job Description (A)	Total Regular Wages Paid from 04/1/22 - 06/30/22 (B)	Total Regular Hours Worked from 04/1/22 - 06/30/22 (C)	Average Hourly Rate (D)	Total Overtime Wages Paid from 04/1/22 - 06/30/22 (E)	Total Overtime Hours Worked from 04/1/22 - 06/30/22 (F)	Overtime Average Hourly Rate (G)	Total Incentives Paid from 04/1/22 - 06/30/22 (H)	Total Hours Worked from 04/1/22 - 06/30/22 (I)	Incentives Average Hourly Rate (J)	Calculated Weighted Average Hourly Rate (K)	Total Days of Service Provided 04/1/22 - 06/30/22 (L)	Total Hours Worked from 04/1/22 - 06/30/22 (M)	Staffing Ratio Hours/Day (N)	% increase (O)	Effective Date (P)	
Direct Care																
Registered Nurse (RN)			\$ -			\$ -		-	\$ -	\$ -		-	0.00			
Contracted RN			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Licensed Practical Nurse (LPN)			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Contracted LPN			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Nurse Aides (CNA)			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Contracted CNA			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Medication Aides			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Contracted Medication Aides			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Direct Care Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00			
Health and Subsistence																
Director of Nursing			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Contracted Director of Nursing			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Activities			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Social Services			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Dietician/Dietary Supervisor			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Other Dietary Staff			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Laundry Supervisor			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Other Laundry Staff			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Health & Subsistence Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00			
Administrative																
Administrator			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Assistant Administrator			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Office Administrative Staff			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Administrative Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00			
Plant/Operational																
Maintenance Supervisor			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Other Maintenance Staff			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Housekeeping Supervisor			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Other Housekeeping Staff			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00			
Plant/Operational Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00			

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Additional Information (Use the space below to add any additional information about anticipated pay structure changes or other aspects of employee compensation.)