

**2022 Nursing Facility
Labor Rate Survey Form**

Hourly Wage Rate and Staffing Information

Provider Name

Provider Number

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 current payroll periods ending in June of 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 06/1/22 - 06/30/22 (approximately one month or four 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 06/1/22 - 06/30/22.*
 - c) *Type in the total regular hours worked for that position in column C for the pay periods ending between 06/1/22 - 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 column E for the pay periods ending between 06/1/22 - 06/30/22.*
 - f) *Type in the total overtime hours worked for that position in column F for the pay periods ending between 06/1/22 - 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 E for the pay periods ending between 06/1/22 - 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. 30 calendar days x 60 residents = 1,800 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.*

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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)		
Job Description (A)	Total Regular Wages Paid from 06/1/22 - 06/30/22 (B)	Total Regular Hours Worked from 06/1/22 - 06/30/22 (C)	Average Hourly Rate (D)	Total Overtime Wages Paid from 06/1/22 - 06/30/22 (E)	Total Overtime Hours Worked from 06/1/22 - 06/30/22 (F)	Overtime Average Hourly Rate (G)	Total Incentives Paid from 06/1/22 - 06/30/22 (H)	Total Hours Worked from 06/1/22 - 06/30/22 (I)	Incentives Average Hourly Rate (J)	Calculated Weighted Average Hourly Rate (K)	Total Days of Service Provided 06/1/22 - 06/30/22 (L)	Total Hours Worked from 06/1/22 - 06/30/22 (M)	Staffing Ratio Hours/Day (N)
Direct Care													
Registered Nurse (RN)			\$ -			\$ -		-	\$ -	\$ -		-	0.00
Licensed Practical Nurse (LPN)			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00
Nurse Aides (CNA)			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00
Direct Care Combined Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00
Health and Subsistence													
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 Combined Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00
Administrative													
Administrator			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00
Assistant Administrator			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00
Office Administrative Staff			\$ -			\$ -		-	\$ -	\$ -	0	-	0.00
Administrative Combined 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 Combined Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	0	-	0.00