

Division of Developmental Disabilities Direct Support Professional (DSP) Wage Annual Reporting Template and Instructions

As stipulated by the Fiscal Year 2019 Appropriations Act language increasing certain reimbursement rates for the provision of a DSP wage increase, the Division is required to ensure that the rate increase resulted in increased payments to DSPs. Providers paid for these services through Medicaid fee-for-service claims are required to provide an annual report to the Division that shows the increased rates were used to increase the wages of the staff who directly provide these services. This report shall contain specific data including prior year and current year salaries of employees.

Attached is an Excel file that contains a blank template to be used for annual reporting. The annual report is based on the State Fiscal Year (July through June) and will be due on October 31. The second Excel file attachment is an example of a completed report.

Instructions: The template is designed for the user to fill in one Excel worksheet with employee hourly wages and bonus information. Each employee paid during either year should be individually identified in a row. If Employee ID numbers are unique, the file will recognize which employees were on the payroll in both years and therefore subject to an increase. Providers may elect, however, to only include employees that were on the payroll in both years. Please follow the instructions listed below:

1. On the “Cover Sheet” tab, fill in the Provider Name in cell B1, the Federal Tax ID used for MMIS billing in cell B2, and the Reporting Officer’s name and contact information in cells B3 to B6 (Title, Phone #, E-mail).
2. On the “Cover Sheet” tab, fill in the point-in-time reporting dates in cells B9 to B11. This includes the Date of the base year hourly wage (e.g., employee wages as of July 1, 2017), the Date of the increase year hourly wage, and the Date of the bonus paid in the increase year. Providers should use dates that correspond to the time periods used to pay the increase to employees.
3. In the “Wages” tab, starting on Row 4, fill in the:
 - a. Employee ID;
 - b. Hourly rate for the base year (regular paytime);
 - c. Hourly rate for the increase year; and
 - d. Amount of one-time bonuses paid for the increase year.
4. For employees on the payroll in both time periods, the columns for each employee’s Hourly increase will be automatically calculated.
5. Summary figures will be automatically calculated in the “Summary” tab.
6. Please email the final report to DDD.WaiverFinancialReports@dhs.state.nj.us