

Michigan Rehabilitation Services Vocational Rehabilitation Rate Study Personnel Roster Instructions

Rate Study Background

Michigan Rehabilitation Services (MRS) has contracted with Public Consulting Group, Inc. (PCG) to perform a rate study to identify the time, effort, and costs associated with providing Vocational Rehabilitation (VR) to recommend reimbursement rates for a variety of VR services.

PCG will use VR-specific expenses from the cost reports and additional level of effort information to propose rate recommendations to MRS that reflect the true costs associated with providing VR services.

PCG will be available to support agency staff throughout this engagement. We encourage you to contact the help line and email account below for any questions related to the cost report and personnel roster. The help line and email account are both actively monitored during normal business hours (9 a.m. to 5 p.m. Eastern Time). If a PCG employee does not answer the help line, please leave a voicemail and we will return your call as soon as possible. PCG will respond to all calls and emails within one business day. The email account will also serve as the repository for all cost report submissions.

- **Toll Free Help Line: +1 (518) 768-7625**
- **Email Account: MIMRSRateStudy@pcgus.com**

Personnel Roster Instructions

Objective

- The goal of the personnel roster is to gather personnel costs associated with providing VR services to propose rate recommendations to MRS.

Who should be included?

- **All currently active employees and subcontractors that deliver Vocational Rehabilitation services should be included in the personnel roster.**
 - Vacant positions may also be reported if they are expected to be filled within 60 days.
- We encourage you to include all **direct service staff** and **administrative staff** on the roster so that we have the most accurate personnel costs. There are two different tabs to separate direct service staff from administrative staff. *Note: If an employee performs both administrative tasks and direct service tasks to an equal degree, please list them as direct service staff.*

Formatting & Submission

- The personnel roster form is based in a Microsoft Excel workbook (.xlsx) that is compatible with Microsoft Excel 2003, 2007, 2010, 2013, and 2016.
- One workbook for each provider agency should be submitted to PCG electronically in **Microsoft Excel format** (*not* as a PDF) via email to MIMRSRateStudy@pcgus.com on or before Friday, December 13th at 5:00pm EST.
 - If your agency requires additional time to complete the tools, please contact PCG via phone or email.

How to Complete the Personnel Roster

Section 1: Important agency information

Michigan Rehabilitation Services Vocational Rehabilitation Services Active Personnel Roster	
Provider Name	<input type="text"/>
VR Program Name (if different)	<input type="text"/>
Provider IRS Tax Status	<input type="text"/>

1. Select your **Provider Name** from the dropdown menu.
 - a. If your provider is not listed, please contact PCG.
2. Write-in your **VR Program Name** (if different from Provider Name).
3. Select your **Provider IRS Tax Status** from the dropdown menu.

Section 2: Names and titles of personnel

Please include ALL active employees AND subcontractors that may deliver VR services.

Full Name OR Employee ID	Employee or Subcontractor?	Primary Title by Profession (Select Other Professional if Not Listed)	Secondary Title by Profession (Select Other if not listed)	Actual Title

- **Full Name OR Employee ID**: Enter provider's full name or ID, if the provider wishes to de-identify.
- **Employee or Subcontractor?**: Use the dropdown menu to indicate whether the personnel are an employee if employed by the agency or subcontractor if hired through a contact with an outside organization.
- **Primary Title by Profession**: Use the dropdown menu to indicate the appropriate title for the personnel based on their primary function for VR services. As a variety of agencies use different terminology, PCG asks that the closest approximation of title be used, with the Actual Title also filled in.
- **Secondary Title by Profession**: Use the dropdown menu to indicate the appropriate title for the personnel based on their primary function for VR services.
- **Actual Title**: Write-in the actual job title for personnel in your agency.

Section 3: Hours worked, time allocated to VR services, salaries, and benefits

# Hours Worked Annually (or Paid if Exempt)	% Total Time Allocated to VR Services	Total Annual Salary or Amount Paid	Total Annual Fringe Benefits Paid	Total Annual Personnel Expenses	Total Annual VR Personnel Expenses
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

- **# Hours Worked Annually:** Write-in the number of hours the personnel work annually. This should include all hours paid, including Paid Time Off (PTO). Industry standard is to use 2,080 hour(s) per work year in total. If an employee’s time is estimated to be ~40hrs per week, this is a standard to use, but not a requirement.
- **% Total Time Allocated to VR Services:** Write-in the percentage of the personnel’s time dedicated to VR services. This should be an estimate – it does not need to be an exact number. This information will be used to estimate the number of FTEs in the sample population, not as an estimate of any individual’s time spent on VR activities.
- **Total Annual Salary or Amount Paid:** Write-in the total salary or amount paid to the personnel.
- **Total Annual Fringe Benefits Paid:** Write-in the total annual fringe benefits the personnel receives that your company pays for. This should include worker’s compensation, healthcare, retirement, and/or other fringe benefits. The same allocation methodology used under the Cost Report may be used here.
- **Total Annual Personnel Expenses:** You do not need to enter anything into this field. Total annual personnel expenses will automatically populate by summing the values from the “Total Salary” and “Total Fringe Benefits” columns.
- **Total Annual VR Personnel Expenses:** You do not need to enter anything into this field. This will automatically populate by multiplying “Total Annual Personnel” by the “% Total Time Allocated to VR Services” fields.

Returning the Personnel Roster to PCG

- Please ensure that the rate study materials are filled out completely.
- Please submit the completed personnel roster in **Microsoft Excel format** (not as a PDF) via email to MIMRSRateStudy@pcgus.com on or before Friday, December 13th at 5:00pm EST.
 - If your agency requires additional time to complete the tools, please contact PCG via phone or email.