

# Online Nursing Facility Wage Survey Data Entry Form

## BACKGROUND

The purpose of the Nursing Facility Wage Survey is to collect Virginia-specific employee wage and facility information used to develop nursing facility inflation for rate setting. Participation in the survey is mandatory for all freestanding Nursing Facilities participating in Virginia Medicaid or Managed Care Programs. Providers must complete the survey using cost reporting rules and guidelines for allotting and categorizing cost data. All salary costs related to nursing home services should be reported (salaries, benefits, bonuses, sick time, holiday time, hours, paid leave hours, etc.).

## EMPLOYEE COST CATEGORIES

The survey groups employee costs into five categories (CNA, LPN, RN, Therapist and Non-Nursing) according to how the employee spends their time. An employee's time and cost may be allotted among multiple categories, but total employee costs should equal the amounts reported across all categories. For example, if a nurse spends hours working in a non-nursing function, such as dietary, the reported costs during that time (hours worked, paid leave hours, etc.) should be reported as non-nursing costs in Part IV of the survey. The total cost of the nurse should equal the sum of all the cost categories (nursing and non-nursing). In cases where the facility administrator is a nurse, report the associated salaries, benefits cost, hours and paid leave in Part IV Non-Nursing Data. Please see the table below showing common job titles and employee cost categories.

Salary Category	Example Job Titles
Nursing	CNA, LPN, RN, Quality Assurance Nurses, Home Office Quality Assurance Coordinators (when at the facility), Nursing Administration (when performing nursing duties)
Non-Nursing	Administrators, receptionist, biller, cleaning staff, home office staff (general)
Therapist	Physical Therapist, Speech Pathologist Occupational Therapist

## EMPLOYEE SALARY

Employee salary and hours data should be accrued and reported for the stated time period of the survey in a manner similar to the cost report. If pay periods do not begin and end with calendar months, it may be necessary to adjust salaries and hours of the beginning and/or ending pay period, in order to reflect the number of calendar days in the survey period. For example, if a pay periods begin on the 5th day of the month and ends on the 25th day of the month, it will be necessary to adjust amounts to include hours and salaries from January 1 through 4 and for December 26 through 31. Do not include salaries or hours from any time period other than the specified survey time period.

## DEFINITIONS

For purposes of this survey the following terms are defined below:

SALARY COST	Any compensation paid/accrued to the employee, including bonuses and paid leave.
HOURS WORKED	Total hours providing patient related care, supervision, or performing other duties necessary to the operation of a nursing home.
PAID LEAVE HOURS	Non-work hours including sick, vacation and holiday.
EMPLOYEE BENEFITS COST	Costs incurred for employee health insurance, FICA, unemployment insurance, workers' compensation insurance, group life, pension plan, and other benefits costs incurred.
NURSING CARE	Costs associated with hands on patient care.
NON-NURSING	Cost associated with supporting patient care such as administrative duties, dietary, laundry, maintenance, medical records, patient activities, etc.