

## DIRECT CARE COMPENSATION AVERAGE FOR DIRECT SERVICE PROVIDERS & SUPPORT COORDINATION AGENCIES HOURLY WAGE CALCULATIONS

(26-DD-13 Memo Attachment)

### NOTES:

|                                                                                                                                                                                                        |
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| In Average DSP Hour Calculation make sure you include                                                                                                                                                  |
| 1. Direct Care hours and compensation of Direct care employees including:                                                                                                                              |
| A. Regular pay                                                                                                                                                                                         |
| B. Overtime                                                                                                                                                                                            |
| C. Bonuses                                                                                                                                                                                             |
| 2. Direct care hours and compensation of Contract Employees                                                                                                                                            |
| 3. Direct Care hours and Compensation of Administrative Staff (see below)                                                                                                                              |
| A. Non Direct Care Staff who deliver some Direct Care time shall be calculated by utilizing the percentage of their time that is dedicated to Direct Care (example in 3 B.)                            |
| B. Jim an Administrative staff employee dedicates 4 hours a week to Direct Care and earns \$20 an hour. This employee would have 10% of their time and salary counted toward Direct Care Compensation. |
| 4. Make sure you include the SUI quarterly report in you submission.                                                                                                                                   |

### Frequently Asked Questions

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| 1 | Should hours worked by private providers who are not on payroll be included in the DSP Quarterly Wage Report?                                                                                                                                                                                 |
|   | Agencies should include hours that are reported to the Alabama Department of Labor. The SUI quarterly report is the supporting documentation used to verify the average DSP hourly wage. It's important to note that "In-Kind" hours should not be included in the DSP Quarterly Wage Report. |
| 2 | Typically the Alabama Department of Labor's state unemployment insurance (SUI) report is not available at the end of the quarter. When will the direct support staff quarterly audit wage report be due to ADMH?                                                                              |
|   | The DSP Wage report must be submitted by end of business August 7th for the quarter ending June 30, 2025.                                                                                                                                                                                     |
| 3 | When was the deadline for the provider to meet the average wage requirement for the DSP?                                                                                                                                                                                                      |
|   | September 30, 2024                                                                                                                                                                                                                                                                            |
| 4 | Who should sign the DSP Quarterly Wage Report for the Agency?                                                                                                                                                                                                                                 |
|   | The person responsible for preparing the document must sign it and include their title, telephone number, and email address.                                                                                                                                                                  |
| 5 | Who receives the DSP Quarterly Wage Report?                                                                                                                                                                                                                                                   |
|   | Submit the DSP quarterly Wage Report to your regional fiscal office.                                                                                                                                                                                                                          |