



**COMMONWEALTH of VIRGINIA**  
*Department of Medical Assistance Services*

CYNTHIA B. JONES  
DIRECTOR

600 EAST BROAD STREET  
SUITE 1300  
RICHMOND, VA 23219

January 8, 2018

Dear Administrator:

The Department of Medical Assistance Services (DMAS) requests that nursing facilities provide wage data, to be used for the development of inflation factors, on an annual basis. **Completion of the wage survey is mandatory for all non-hospital based nursing facilities participating in Virginia Medicaid.** The data are needed to support the development of rates and must be collected in a manner more timely than cost reports. Therefore, DMAS requires all non-hospital based facilities to complete this annual wage survey.

Effective July 1, 2014 DMAS converted nursing facility reimbursement from cost-based to a prospective price-based reimbursement methodology. The wage survey data will be used to develop the inflation factors used under price-based reimbursement methodology. The survey questions are the same as in previous years and data collected should be consistent with nursing staff costs and hours filed on the cost report. For nursing facilities with a 12/31 fiscal year end (FYE), total nursing staff costs on the wage survey should equal total nursing staff costs on Schedules A-4 and N of the PIRS 1090 cost reporting forms. Facilities who do not have a 12/31 FYE, should use the same data sources as would be used for the cost report, but for the twelve-month period ending December 31, 2017.

Parts I-III of the summary require those nursing staff salary costs and hours included in the total on lines 1 and 2 of Schedule A-4 (excluding nursing departmental supplies and professional fees) or Lines 24 and 25 of Schedule B-5, Part 1, whichever is applicable, of the PIRS 1090 cost reporting forms, plus the NATCEP wages and benefits in Schedule N. Parts I-III of the survey should include any quality assurance nurses' salary costs and hours. Quality assurance nurses were added to the computation of direct patient care base operating costs effective July 1, 2002 and should be reported on Schedule A-4 or B-5, Part 1 and on this survey. In addition, time spent at the facility by quality assurance coordinators employed by the home office should be included in direct patient care base operating costs and in the data submitted for this survey in Parts I-III. The regulatory language regarding direct patient care operating costs, in the form of nursing service expenses, are included below:

*12VAC30-90-271. Direct patient care operating*

*A. Nursing service expenses.*

*1. Salary --nursing administration. Gross salary (includes sick pay, holiday pay, vacation pay, staff development pay and overtime pay) of all licensed nurses in supervisory positions defined*

*as follows (Director of Nursing, Assistant Director of Nursing, nursing unit supervisors, patient care coordinators and MDS coordinators).*

*2. Salaries --RNs. Gross salary of registered nurses.*

*3. Salaries --LPNs. Gross salary of licensed practical nurses.*

*4. Salaries --Nurse aides. Gross salary of certified nurse aides.*

*5. Salaries --Quality assurance nurses. Gross salary of licensed nurses who function as quality assurance coordinators and are responsible for quality assurance activities and programs. Quality assurance activities and programs are concerned with resident care and not with the administrative support that is needed to document the care. If a quality assurance coordinator is employed by the home office and spends a percentage of time at nursing facilities, report directly allocated costs to the nursing facility in this category rather than under the home office operating costs.*

*6. Nursing employee benefits. Benefits related to registered nurses, licensed practical nurses, certified nurse aides, quality assurance nurses, and nursing administration personnel as defined in subdivision 1 of this subsection. See 12VAC30-90-272 B for description of employee benefits.*

Part IV of the survey, requires the reporting of non-nursing salaries and hours. This includes all other salaries and wages included in the indirect care operating costs reported on Schedule A-3 or Schedule B-5, Part I of the PIRS 1090. Part V is for reporting the salaries and wages of employee only therapists. The total of these salaries and wages should correspond to the total of employee therapists' salaries and wages as included in the total ancillary costs reported on Schedule C of the PIRS 1090. Parts VI and VII summarize salary and benefits data reported for nursing home employees and Part VIII requests data on liability insurance premiums and deductibles.

Parts IX and X survey data are used for DMAS purposes, unrelated to inflation factors. The nursing staff information in Part IX will be used to develop measures of retention and turnover. This should include all nursing staff as defined above for Parts I-III, excluding agency and corporate nursing staff. In order for DMAS to calculate the number of nursing hours per resident per day, each facility is asked to report the total number of bed days, in Part X, for the twelve-month period ending December 31, 2017.

The attached Microsoft Excel worksheet may assist in gathering the required information prior to completing the online survey. Completion of this worksheet is **not required**. The final section provides some reasonability checks for values to be entered in the survey. These formulas can help verify your responses.

Facilities are required to complete the survey via DMAS' secure website. The survey link can be found at: <http://www.dmas.virginia.gov> in the *What's New* section. The survey is expected to be posted by January 16, 2018. The "Certification by Officer or Administrator of Provider" form has been integrated into the online survey and is no longer a separate document. At the end of the survey you will be asked to re-enter your name and to check the certification box. Checking the box acts as an electronic signature stating that you verify the accuracy of your responses. Certifying your results by checking the box is **required**.

For documentation purposes, please print and retain a copy of your completed survey prior to online submission. If you are contacted in the event of problem with the web survey submission, the printed copy will provide DMAS with a method to verify your answers. If you are unable to provide DMAS with a copy, you will be asked to complete the online survey again.

**The survey is due by February 23, 2018.** If you have any questions, please contact Sara Wood at (804) 786-3673 or email: [NFPayment@dmass.virginia.gov](mailto:NFPayment@dmass.virginia.gov). Thank you for your continued support and cooperation.

Sincerely,

A handwritten signature in black ink that reads "William J. Lessard, Jr." in a cursive script.

William J. Lessard, Jr.  
Director, Provider Reimbursement

Attachment