The Department of Developmental Services (DDS) is required to do a survey of all service providers that received a rate increase effective July 1, 2016. As required by law (Welfare and Institutions Code Section 4691.10) the purpose of the rate increase was to enhance wages and benefits for staff who spend a minimum of 75 percent of their time providing direct services to consumers. Eligible service providers also received a rate increase for administrative expenses (see Welfare and Institutions Code Section 4691.11). Any provider who received rate increases under Welfare and Institutions Code Section 4691.10 who does not complete and return this survey by October 1, 2017, will forfeit the rate increases. **NOTE: this is a preliminary draft of the survey; providers do not need to complete and return this document. The final version, with instructions on how to submit the completed survey, is planned for release on June 1, 2017.**

Providers must complete a separate survey for each combination of Vendor Number and Service Code for which a rate increase was received.

**Survey Instructions** (Survey questions start on page 3)

**Reporting Period:** It’s recommended that responses apply to January through March, 2017. However, you can use any period of at least one month between July 1, 2016 and June 30, 2017.

1. **Vendor Name**
2. **Vendor Number**
3. **Service Code**
4. **Vendoring Regional Center:** Select the regional center from which the vendor received the vendorization approval
5. **Name:** Person completing and/or responsible for responding to questions regarding the survey
6. **Email address:**
7. **Business address:**
8. **Phone number:**

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1 “Direct Services” are services, supports, care, supervision, or assistance provided by staff directly to a consumer to address the consumer’s needs, as identified in the individual program plan, and include staff’s participation in training and other activities directly related to providing services to consumers, as well as program preparation functions as defined in Section 54302 of Title 17 of the California Code of Regulations.
9. **What types of increases did employees receive?** Check the boxes next to the increases received by employees who spend at least 75 percent of their time providing direct services to consumers. Select all that apply, even if not all eligible employees received the same types of increases.

10. **Information for each category of staff that received increases in wages and/or benefits:** Fill in the information below for each staff category or classification (e.g. Direct Support Professional, Job Coach, Facilitator, etc.,) that received increases. **You are not required to report on individual employees.**

   a. **Position Category or Title:** Fill in the name of the job category or position title for employees who received salary and/or benefit increases.

   b. **Average percentage of time providing direct service:** Choose the range that reflects the average percentage of time employees who received increases in this category/title spent providing direct services

   c. **Average number of staff during the review period:** Write in the average number of employees in this job category/title who received increases. This average can be based on the number of employees who work on a typical day, week, or a pay period.

   d. **Average monthly, per person salary, wage and benefit costs:** Write in the average hourly costs for employees for in this job category/title. Include employment related costs including taxes, social security, Worker’s Compensation insurance, and benefits including health, retirement, etc.

   e. **What types of increases did staff receive?** Check the type(s) of increases employees in this job category received. For each increase, write in the percentage increase received. For example, write in 5% if the salary range for this job category/title was increased by a set percentage due to the rate increase received July 1, 2016. If a bonus or benefit did not exist prior to July 1, 2016, write in 100% for the percentage increase.

11. **How was the portion of the rate increase for administrative costs used?**
    Select from the list all areas funded by the administrative costs rate increase that apply. If “other” is selected, please write in a description of what the funds were used for.
Draft Questions for Provider Rate Increase Survey

Reporting Period (identify start and end date) ___________________

1. Vendor Name
2. Vendor Number
3. Service Code
4. Vending Regional Center (should be drop down or check box menu)
   - Contact Information
5. Name
6. Email Address
7. Business Address
8. Phone

9. Please choose what types of increases employees received
   (Choose all that apply)
   - ☐ Wages
   - ☐ Bonus
   - ☐ Health Benefits
   - ☐ Dental Benefits
   - ☐ Vision Benefits
   - ☐ Retirement/Savings Plan Benefit
   - ☐ Other (please describe in the box below)

10. Complete the information below for each category of staff that received an
    increase in wages and/or benefits (the option will be given to repeat the
    questions below for as many types of staff as received increases.)
a. Position category or title __________________________

b. Average percentage of time providing direct service
   ☐ Between 75 and 85%
   ☐ Between 86 and 95%
   ☐ More than 95%

c. Average number of staff during the reporting period ____________

d. Average monthly, per person salary, wage and benefit costs during the reporting period ________________

e. What types of increases did staff receive? Also include the percentage increase for each type.

<table>
<thead>
<tr>
<th>Type of increase</th>
<th>Percentage increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Salary</td>
<td>__________</td>
</tr>
<tr>
<td>☐ Bonus</td>
<td>__________</td>
</tr>
<tr>
<td>☐ Health Benefits</td>
<td>__________</td>
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<tr>
<td>☐ Dental Benefits</td>
<td>__________</td>
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<tr>
<td>☐ Vision Benefits</td>
<td>__________</td>
</tr>
<tr>
<td>☐ Retirement/Savings Plan Benefit</td>
<td>__________</td>
</tr>
<tr>
<td>☐ Other</td>
<td>__________</td>
</tr>
</tbody>
</table>

11. How was the portion of the rate increase for administrative costs used? Select all that apply

☐ Salaries, wages or benefits for managerial personnel whose primary purpose is the administrative management of the vendor. This includes, but is not limited to, directors and chief executive officers

☐ Salaries, wages or benefits for employees who perform administrative functions, including but not limited to payroll, personnel functions, accounting, budgeting, and facility management.

☐ Facility/occupancy costs directly associated with administrative functions

☐ Maintenance and repair

☐ Data processing and computer support services

☐ Contract and procurement activities, except those performed by direct service employees

☐ Training directly associated with administrative functions

☐ Travel directly associated with administrative functions

☐ Licenses directly associated with administrative functions

☐ Taxes

☐ Interest
☐ Property insurance
☐ Personal liability insurance directly associated with administrative functions
☐ Depreciation
☐ General expenses, including but not limited to communication costs and supplies directly associated with administrative activities
☐ Other (please explain)