

# Wage Equity Worksheet Instructions

This worksheet is to be completed and submitted to the department by 9/1/2023. The Department has a Secure Managed File Transfer account available for facilities and consultants to upload documents securely <https://mft.wa.gov/webclient/Login.xhtml>. This site works with Microsoft Edge or Google Chrome browser. If a username is needed or password reset, send an email request to [NFRates@dshs.wa.gov](mailto:NFRates@dshs.wa.gov). Please add the facility specific vendor number on the end of file name. For example DSHSWageEquityFundingWorksheetFY23Final\_4111111.xlsx

#1. Read the 2022 Legislation Law tab and Frequently Asked Questions tab.

#2. Read the instructions below.

#3. Complete the Certification Page tab. This tab has to be completed first before the Wage Equity Funding Worksheet tab and Facility Monthly Census tab.

#4. Complete the Wage Equity Worksheet tab. This tab has to be completed before the Facility Monthly Census tab.

#5. Complete the first two columns of the Facility Monthly Census tab for Medicaid days and Medicaid Unpaid days. However this tab is not required to be completed.

## Who is responsible for completing this document:

The NF licensee on 6/30/2023 is responsible for completing and submitting the worksheet for the required data of the month of December 2021 and Fiscal Year 2023 (7/1/2022 to 6/30/2022).

The case of a CHOW the NF Licensee on 6/30/2023 has the responsibility to collect prior owner data that may fall in the time periods of the month of December 2021 and Fiscal Year 2023 (7/1/2022 to 6/30/2023).

In the case of a closed facility during Fiscal Year 2023 the licensee on the last day of the NF closure is responsible for completing and submitting the worksheet for the required data of the month of December 2021 and Fiscal Year 2023 (7/1/2022 to 6/30/2023). In the case of a closure the worksheet is due to the department the same time the closing cost report is due. A closure in Fiscal Year 2023 will not have a full Fiscal Year 2023 data but that is ok.

In the case of a new facility in Fiscal Year 2023 the department needs to work with the stakeholders to determine what data is to be entered for the month of December 2021. A new facility in Fiscal Year 2023 will not have data for the month of December 2021. A new facility in Fiscal Year 2023 will not have a full Fiscal Year 2023 data but that is ok.

There are three tabs to be completed by the providers:

Certification Page which is completed similar as the cost report Certification page but the Report Start and Report End dates will be for Fiscal Year 2023 (7/1/2022 to 6/30/2023).

Wage Equity Funding Worksheet is completed for all wage increases that falls under the intent of ESSB 5693 204(53):

1. Month of December 2021 maximum, minimum, and average wages
2. Fiscal Year 2023 maximum, minimum, average wages, and hours
3. Lines 21 to 81 are for job classes not specified by Lines 1 to 20. Lines 21 to 81 are also completed for the Job Description and if the job is Direct Care or Indirect. Lines 21 to 80 will be reviewed by the department to determine if the jobs fall under the intent of ESSB 5393 (53).
4. Job classes that were “Agency and then converted to In-house” reported on the worksheet as wage increases are reported as follows:
  - a. Report “Agency converted to In-house” on lines 1 to 20 if “Agency converted to In-house” job classes falls under any job classes described in lines 1 to 20.
    1. For Lines 1 to 20 the Month of December 2021 maximum, minimum, and average wages for “Agency converted to In-house” should just be the In-House calculations for Month of December 2021.
    2. However for Lines 1 to 20 the Fiscal Year 2023 maximum, minimum, average wages, and hours can be a mix of “Agency converted to In-house” wages and regular In-house wages.
    3. This assumes that for the particular job class that regular In-House wages were also increased along with the “Agency converted to In-house”.
  - b. Report “Agency converted to In-house” on lines 21 to 81 if “Agency converted to In-house” job classes does not fall under any job classes described in lines 1 to 20.
    1. For Lines 21 to 81 the Month of December 2021 maximum, minimum, and average wages for “Agency converted to In-house” should just be the amount paid to the agency calculations for Month of December 2021.
    2. For Lines 21 to 81 the Fiscal Year 2023 maximum, minimum, average wages, and hours only use “Agency converted to In-house” wages.

3. This assumes that for the particular job class that no regular In-House wages were also increased along with the “Agency converted to In-house”.

4. In the case that the particular job class also had regular In-House wages increased then Month of December 2021 only use regular In-House wages and a mix of “Agency converted to In-house” and regular In-house wages for Fiscal Year 2023 maximum, minimum, average wages, and hours.

### Facility Monthly Census

The Facility Monthly Census tab is not a required worksheet. It is very similar in layout to the cost report Schedule N so that providers can easily understand how to input the data, should they choose to do so. If a provider chooses to use the worksheet, they would complete the first two columns highlighted in yellow. The information from this worksheet will populate the relevant cells at the bottom of the on the Wage Equity Worksheet tab to show the comparison of wage increases to wage equity funding.