

**New Mexico HCBS Rate Study
Data Collection Matrix and Contingency Plan**

Data Requirement		Source	Contingency Source	Contingency Source Alternative
a.	The market salaries of each discipline	Bureau of Labor Statistics	Industry Standard Benchmark	Contingency Focus Group Benchmark
b.	Employee related costs taxes, workers' compensation, healthcare benefits, training, travel/mileage, vacation, holidays, sick leave	Cost Report	Industry Standard Benchmark	Contingency Focus Group Benchmark
c.	Employee duties that reduce employee's billable or productive time travel time, report writing, preparation, reflective supervision, training, sick leave, vacation leave	Time Study	Contingency Focus Group Benchmark	Industry Standard Benchmark
d.	Administrative staff costs data entry, billing, quality assurance, supervision	Time Study/ Cost Report	Industry Standard Benchmark	Contingency Focus Group Benchmark
e.	Productivity	Time Study	Contingency Focus Group Benchmark	Industry Standard Benchmark
f.	Other Administration / indirect facility, supplies, equipment, translation and interpretation	Cost Report	Industry Standard Benchmark	Contingency Focus Group Benchmark
g.	Percent of billable / productive	Time Study	Contingency Focus Group Benchmark	Industry Standard Benchmark
h.	Comparable cost and rates established by other states	Published Rate Research	Previous PCG Rate Setting	Other State Contacts
i.	Acuity and level of care	TBD	Industry Standard Benchmark	Contingency Focus Group Benchmark
j.	Results of the information gathered from the DD and MF providers and Mi Vi vendors.	Time Study/ Cost Report	Cost Report	Contingency Focus Group Benchmark
k.	Cost related to the implementation of the CMS Final Settings Rule	TBD	Contingency Focus Group Benchmark	Cost Report
l.	Cost related to complying with the DOL Home Care Rule	TBD	Contingency Focus Group Benchmark	Cost Report
m.	Cost related to implementing an EVV system	TBD	Contingency Focus Group Benchmark	Cost Report
n.	Rate Calculations	Time Study/Cost Report/Program Data	Contingency Focus Group Benchmark	Industry Standard Benchmark
o.	Develop fiscal impact report	Time Study/Cost Report/Program Data	Contingency Focus Group Benchmark	Industry Standard Benchmark
p.	Propose methodology to address increased costs / inflation costs in providing services in subsequent years after the rate study	Cost Adjustment Research (e.g. CPI)	Industry Standard Benchmark	Contingency Focus Group Benchmark