

**From:** Fawver, Trish <TFawver@merakey.org>  
**Sent:** Monday, September 13, 2021 2:31 PM  
**To:** Smith, Rick  
**Subject:** [External] FW: ODP Financial Workgroup - Staffing Hours Survey  
**Attachments:** Waiver Residential Fee Schedule Staffing Hours Survey 2021.xlsx

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Following up to confirm if you will be sending a survey to the workgroup to complete or if we should update the file Thomas attached.

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**From:** Thomas Crofcheck <ThomasCrofcheck@melmark.org>  
**Sent:** Friday, September 10, 2021 2:36 PM  
**To:** Smith, Rick [REDACTED]; Melanie Opalka Bentler <mopalka@stjosephscenter.org>; Chris Elliott <CElliott@barberni.org>  
**Cc:** Bill Harriger <BHarriger@verland.org>; Tonja Smith <tonja.smith@achomecare.org>; Saylor, Kristine <Ksaylor@khs.org>; Fawver, Trish <TFawver@merakey.org>; eyth.john@archumanservices.org; Kenneth Gibat <klgibat@persondirectedsupports.com>; Bill Schoppe <bschoppe@pathcenter.org>; Ahrens, Kristin [REDACTED]  
**Subject:** ODP Financial Workgroup - Staffing Hours Survey

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Rick,

Per your request, please find attached a simplified staffing hours survey based on the daily staffing hours planned/scheduled on:

- An average “without day” day
- And an average “with day” day

The first tab is the survey template. The second tab is an example of how to fill it out based on a few real life scenarios.

Best regards,

Tom

Thomas J. Crofcheck, CPA  
Vice President and CFO  
[TCrofcheck@Melmark.org](mailto:TCrofcheck@Melmark.org)  
610-325-4935 (Office) 570-956-1542 (Cell)



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**From:** Smith, Rick [REDACTED]  
**Sent:** Wednesday, September 8, 2021 3:28 PM  
**To:** Melanie Opalka Bentler <[mopalka@stjosephscenter.org](mailto:mopalka@stjosephscenter.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>  
**Cc:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Fawver, Trish

<TFawver@merakey.org>; eyth.john@archumanservices.org; Kenneth Gibat <klgibat@persondirectedsupports.com>; Bill Schoppe <bschoppe@pathcenter.org>; Ahrens, Kristin <[REDACTED]>

**Subject:** RE: [External] RE: ODP Financial Workgroup - CPS Transportation Costs

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Thanks for the productive discussion today. Attached is the residential survey from 2016 that we discussed. Perhaps we could have a brief discussion Friday at noon to agree on a relevant time period to report on and an expected response time?

**From:** Melanie Opalka <mopalka@stjosephscenter.org>

**Sent:** Wednesday, September 8, 2021 1:34 PM

**To:** Smith, Rick <[REDACTED]>; Thomas Crofcheck <ThomasCrofcheck@melmark.org>; Chris Elliott <CElliott@barberni.org>

**Cc:** Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>; Bill Harriger <BHarriger@verland.org>; Tonja Smith <tonja.smith@achomecare.org>; Saylor, Kristine <Ksaylor@khs.org>; Fawver, Trish <TFawver@merakey.org>; eyth.john@archumanservices.org; Kenneth Gibat <klgibat@persondirectedsupports.com>; Bill Schoppe <bschoppe@pathcenter.org>; Ahrens, Kristin <[REDACTED]>

**Subject:** RE: [External] RE: ODP Financial Workgroup - CPS Transportation Costs

Wage survey from 2017

Melanie Opalka Bentler  
Vice President, Administration  
St. Joseph's Center  
2010 Adams Avenue  
Scranton, PA 18509  
Phone: 570-963-1273  
Fax: 570-963-1286



**From:** Smith, Rick [mailto:[REDACTED]]

**Sent:** Wednesday, September 8, 2021 10:45 AM

**To:** Thomas Crofcheck <ThomasCrofcheck@melmark.org>; Chris Elliott <CElliott@barberni.org>

**Cc:** Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>; Bill Harriger <BHarriger@verland.org>; Tonja Smith <tonja.smith@achomecare.org>; Saylor, Kristine <Ksaylor@khs.org>; Fawver, Trish <TFawver@merakey.org>; eyth.john@archumanservices.org; Kenneth Gibat <klgibat@persondirectedsupports.com>; Bill Schoppe <bschoppe@pathcenter.org>; Ahrens, Kristin <[REDACTED]>; Melanie Opalka <mopalka@stjosephscenter.org>

**Subject:** RE: [External] RE: ODP Financial Workgroup - CPS Transportation Costs

Thank you.

Below are also a few answers from questions from the last meeting...

Which assumption are dedicated training staff and schedulers captured in? This would be captured in the Other Program Staff wages cost category, if it applies to the service. If the training and scheduling staff is not specific to a service, these costs would be covered by the administrative factor that is built into each service fee.

Other program staff or admin? Same as above.

Do we have a more detailed description of the costs captured by the admin % assumption? The administrative factor captures costs related to operations and not related to the direct provision of services (e.g., administrative staff, executive leadership, accounting, human resources, office supplies, office leases, etc.). This is consistent with the factor definition from CMS (Slide 1 (medicaid.gov)).

---

**From:** Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>

**Sent:** Wednesday, September 8, 2021 10:00 AM

**To:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Smith, Rick <[REDACTED]>

**Cc:** Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith

<[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>;

[eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>;

Ahrens, Kristin <[REDACTED]>; Melanie Opalka Bentler <[mopalka@stjosephscenter.org](mailto:mopalka@stjosephscenter.org)>

**Subject:** [External] RE: ODP Financial Workgroup - CPS Transportation Costs

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Chris – This is a very helpful analysis

Rick – When developing this (and other) assumptions please consider that these historic costs have increased considerably with inflation and we anticipate they will not decrease back to Feb. 2020 levels. For example:

- According to the Bureau of Labor Statistics consumer price index, the cost of a new vehicle has increased by 6.8% since February 2020. The cost of used cars has increased 41.7%.



## Databases, Tables & Calculators by Subject

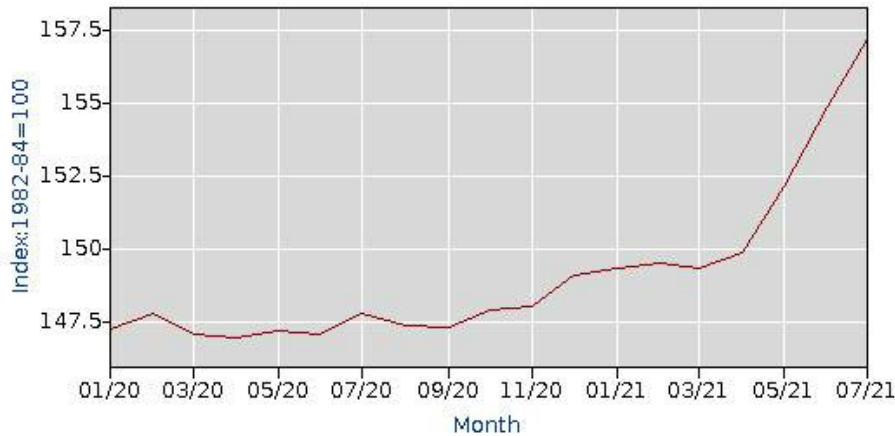
Change Output Options: From:  To:

include graphs  include annual averages [More Formatting Options](#)

Data extracted on: August 26, 2021 (2:51:42 PM)

### CPI for All Urban Consumers (CPI-U)

**Series Id:** CUUR0000SETA01  
 Not Seasonally Adjusted  
**Series Title:** New vehicles in U.S. city average, all urban consumers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** New vehicles  
**Base Period:** 1982-84=100



Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2020	147.253	147.803	147.124	147.007	147.222	147.108	147.803	147.412	147.361	147.956	148.063	149.091	147.253	147.948
2021	149.377	149.515	149.321	149.892	152.143	154.847	157.203						150.849	

- As far as gas prices: According to federal government data gas prices have increased 43.5% as compared the period covered by Chris’s cost summary.

# Databases, Tables & Calculators by Subject

Change Output Options:

From: 2020 To: 2021 [GO](#)

include graphs  include annual averages

[More Formatting Options](#) 

Data extracted on: August 26, 2021 (3:00:13 PM)

## PPI Commodity Data

**Series Id:** WPU0571

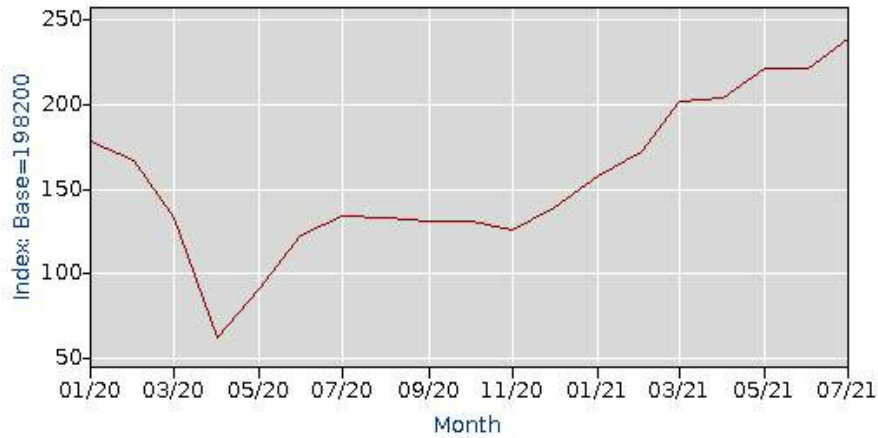
Not Seasonally Adjusted


**Series Title:** PPI Commodity data for Fuels and related products and power-Gasoline, not seasonally adjusted

**Group:** Fuels and related products and power

**Item:** Gasoline

**Base Date:** 198200



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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	178.5	167.0	133.3	62.6	90.8	122.5	134.6	133.5	131.5	131.3	126.2	139.2
2021	157.5	171.8	202.4	203.9(P)	221.5(P)	221.8(P)	239.6(P)					

P : Preliminary. All indexes are subject to revision four months after original publication.

Tom

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**From:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>  
**Sent:** Thursday, August 26, 2021 10:52 AM  
**To:** Smith, Rick <[REDACTED]>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)> <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** RE: [External] RE: ODP Financial Workgroup

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Good morning,

I wanted to add to the discussion yesterday about CPS and in particular the transportation costs. I pulled our transportation/vehicle related costs in one of our CPS service locations from July 2019 Through Feb 2020 and annualized it for a full fiscal year. This location, as can be seen below, was right at 25% of time in the community in terms of total units provided thru Feb 2020. I then pulled our client census as of February 2020. What can be seen is that for 3 individuals within this CPS program, which was out in the community 25% of the time, our transportation costs were roughly \$11,000. This is more than double the assumption of \$5,000. Therefore, if we just rollforward using an index the \$5,000, we will still be drastically short in terms of the costs it takes to take our clients out into the community. If you have any questions about this, please let me know but I think it is important to capture the true costs we are seeing when spending time out in the community.

Expense	YTD Feb FY20	Annualized YTD Feb FY20
Vehicle Insurance	\$ 87,257	\$ 130,885
Motor Vehicle Repros	\$ 24,861	\$ 36,992
Fuel, Parking, Tolls	\$ 40,126	\$ 60,639
Vehicle Interest	\$ 9,240	\$ 13,874
Depreciation - Motor Vehicles	\$ 19,911	\$ 29,866
Total Vehicle Costs	\$ 211,504	\$ 317,256
Client Census Feb FY20	87	87
Vehicle Costs / Client	\$ 2,431	\$ 3,647
<b>Vehicle Costs X 3 Clients</b>	<b>\$ 7,295</b>	<b>\$ 10,940</b>

Unit Type	Units	% in Community
CPS - Community	69,001	24.5%
CPS - Facility	213,157	75.5%
Total Units	282,158	100.0%

Chris Elliott, CPA  
 VP of Finance  
 Barber National Institute  
 100 Barber Place, Erie, PA 16507  
 Work Phone 814-878-4132  
 Cell Phone 814-449-0550  
[cellriott@barberni.org](mailto:cellriott@barberni.org)  
[www.barberinstitute.org](http://www.barberinstitute.org)

**From:** Smith, Rick <[REDACTED]>  
**Sent:** Wednesday, August 25, 2021 10:10 AM  
**To:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)> <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>



**Subject:** RE: [External] RE: ODP Financial Workgroup

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Will add to agenda. Thanks

---

**From:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>

**Sent:** Wednesday, August 25, 2021 10:06 AM

**To:** Smith, Rick [REDACTED]; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner ([mhorner@lifepath.org](mailto:mhorner@lifepath.org)) <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>

**Cc:** Ahrens, Kristin [REDACTED]; Gilligan, Gloria [REDACTED]; Race, Andrea [REDACTED]

**Subject:** [External] RE: ODP Financial Workgroup

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Good morning Rick,

Thanks for sending this. I should have asked this last meeting but I was wondering if we could add a quick discussion to the agenda. There are a number of us who are new to working through this process with you, so what are the goals that ODP hopes to accomplish from this workgroup? More importantly, what are the goals that ODP hopes to accomplish through the rate refresh process?

Thanks and I look forward to the discussion,

Chris Elliott, CPA

VP of Finance

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---

**From:** Smith, Rick [REDACTED]

**Sent:** Tuesday, August 24, 2021 10:39 AM

**To:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner ([mhorner@lifepath.org](mailto:mhorner@lifepath.org)) <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>

**Cc:** Ahrens, Kristin [REDACTED]; Gilligan, Gloria [REDACTED]; Race, Andrea [REDACTED]

**Subject:** RE: ODP Financial Workgroup

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Good morning,

Here is a rough agenda for the Non-Residential discussion tomorrow from 12-2...

30 min – Follow up from initial meeting (Rick)

TPA Survey Questions

Current BLS Data

Current assumptions versus historical cost reports

90 min – Discussion of service level assumptions

CPS

IHCS

Supported Employment  
Nursing  
Housing Tenancy & Transition Sustaining  
Other non-res service priorities

For those of you attending in person, we have reserved room 327 which will hopefully give us sufficient technology to make a hybrid meeting work. Look forward to the discussion.

Thanks,  
Rick

---

**From:** Smith, Rick  
**Sent:** Thursday, August 19, 2021 8:23 AM  
**To:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; [tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org); Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner ([mhorner@lifepath.org](mailto:mhorner@lifepath.org)) <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin [REDACTED]; Gilligan, Gloria [REDACTED]; Race, Andrea [REDACTED]  
**Subject:** RE: ODP Financial Workgroup

Good morning,

Here is a rough agenda for this afternoon discussion...

15 min-Introductions (all)

Name/role

What services does your agency provide?

Approximate annual funding received from ODP?

How many individuals do you support?

15 min-Expectations/Rate setting process (Kristin/Rick)

Cost Components:

Wages (direct care and other program staff)

Employee Related Expenses

Paid Time Off

Full time/part-time split

Billable Hours Per Day

Absentee Factor

Staffing Ratios

Transportation

Occupancy

Food and supply costs

Training costs

Administration Percentage

30 min-General discussion

Where are pain points in system (services)? i.e. which services cause most financial distress

Covid impacts on staffing

Thoughts on gathering staff vacancy and overtime data

Plan for next two meetings – Propose 8/25 11-1 for non-residential services

Thanks and looking forward to talking to you,  
Rick

---

**From:** Smith, Rick  
**Sent:** Wednesday, August 11, 2021 10:53 AM



**To:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; [tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org); Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner ([mhorner@lifepath.org](mailto:mhorner@lifepath.org)) <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin [REDACTED] >  
**Subject:** ODP Financial Workgroup

Thank you for agreeing to be part of our financial workgroup. The main task of the workgroup is to provide current input and perspective on ODP's fee schedule rate assumptions. The existing rate assumptions can be found at <https://www.dhs.pa.gov/providers/Providers/Pages/ODP-Rates.aspx>. If you are not familiar with these assumptions, I would ask that you review them prior to the first meeting. We anticipate scheduling a 1-hour kickoff meeting where we talk through process and expectations and two longer meetings (2-3 hours) where we get into details of the assumptions, probably focusing on non-residential services at one meeting and residential at the next. The kickoff meeting will be virtual, but depending on feedback, we may want to schedule the detailed meetings with an in-person option. Please let me know if **Thursday Aug 19 from 3-4pm** would work for the initial meeting.

Best,  
Rick

**Rick Smith** | Director  
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Bureau of Financial Management and Program Support  
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