

Permanent Case Management

Permanent Case Management Benchmarks				
	Benchmark FTEs	Benchmark Salaries	Status	Comments
Supervisor/Program Director	0.15	\$ 64,327		Salary Benchmarks Weighted Average (UFR 1S & 2S)
Case Manager	1.00	\$ 35,486		Salary Benchmarks 60th Percentile (UFR 30S - 34S)
Benchmark Expenses				
Tax and Fringe		25.06%		Average of FY15 SCM UFR data
Operating Expenses				
Meals		\$ 2,978		101 CMR 420 (applied here to BSAS youth benchmark for 365 bed days)
Travel		\$ 474		Average of FY15 SCM UFR data per FTE
Occupancy (Offices)		\$ 9,836		GSA space allocation benchmarks blended for PD and CM, DTA leasing price per square foot
Staff Training		\$ 100.00		Chapter 257 Benchmark (reported average = \$97.39)
Program Supplies (Adult)		\$ 500.00		Chapter 257 Benchmark based on FY15 Adult SCM UFR data per FTE (reported average = \$447)
Program Supplies (Family)		\$ 1,000.00		Chapter 257 Benchmark based on FY15 Family SCM UFR data per FTE (reported average = \$992)
Program Supplies (Youth)		\$ 1,500.00		Chapter 257 Benchmark based on FY15 Youth SCM UFR data per FTE (reported average = \$1,488)
Admin. Alloc. (M&G)		14.23%		Average of FY15 SCM UFR data
CAF Rate		4.38%		FY15 Data for July 2017 Implementation
Rate Review CAF		2.68%		Base: FY19Q4 Prospective: FY20 & FY21

Permanent - Adult			
	Clients	20	
	Days per Year	365	
	Salary	FTE	Expense
Supervisor/Prog. Dir.	\$ 64,327	0.15	\$ 9,649
Case Manager	\$ 35,486	1.00	\$ 35,486
Sub-Total Staff		1.15	\$ 45,135
Taxes and Fringe		25.06%	\$ 11,312
Total Staffing Costs			\$ 56,447
	Per FTE	Unit Cost/ Sq. Ft.	Expense
Travel	\$ 474		\$ 545
Occupancy (Offices)		\$ 23.42	\$ 9,836
Staff Training	\$ 100		\$ 115
Program Supplies	\$ 500		\$ 575
Total Reimbursable Exp. Excl. Admin.			\$ 67,519
Admin. Alloc. (M&G)	14.23%		\$ 9,610
Total			\$ 77,129
Calculated Rate			\$ 10.57
Calculated Rate with CAF	4.38%		\$ 11.03
Enrolled Client Day Rate			\$ 11.03
RATE : Rate Review FY20 & FY21	2.68%		\$ 11.32

Permanent - Family/Special Populations/High Acuity			
	Clients	10	
	Days per Year	365	
	Salary	FTE	Expense
Supervisor/Prog. Dir.	\$ 64,327	0.15	\$ 9,649
Case Manager	\$ 35,486	1.00	\$ 35,486
Sub-Total Staff		1.15	\$ 45,135
Taxes and Fringe		25.06%	\$ 11,312
Total Staffing Costs			\$ 56,447
	Per FTE	Unit Cost/ Sq. Ft.	Expense
Travel	\$ 474		\$ 545
Occupancy (Offices)		\$ 23.42	\$ 9,836
Staff Training	\$ 100		\$ 115
Program Supplies	\$ 1,000		\$ 1,150
Total Reimbursable Exp. Excl. Admin.			\$ 68,094
Admin. Alloc. (M&G)	14.23%		\$ 9,692
Total			\$ 77,786
Calculated Rate			\$ 21.31
Calculated Rate with CAF	4.38%		\$ 22.24
Enrolled Client Day Rate			\$ 22.24
RATE : Rate Review FY20 & FY21	2.68%		\$ 22.84

Permanent - Youth			
	Clients	10	
	Days per Year	365	
	Salary	FTE	Expense
Supervisor/Prog. Dir.	\$ 64,327	0.15	\$ 9,649
Case Manager	\$ 35,486	1.00	\$ 35,486
Sub-Total Staff		1.15	\$ 45,135
Taxes and Fringe		25.06%	\$ 11,312
Total Staffing Costs			\$ 56,447
	Per FTE	Per Client	Unit Cost/ Sq. Ft.
Meals	\$ 2,978		\$ 29,784
Travel	\$ 474		\$ 545
Occupancy (Offices)		\$ 23.42	\$ 9,836
Staff Training	\$ 100		\$ 115
Program Supplies	\$ 1,500		\$ 1,725
Total Reimbursable Exp. Excl. Admin.			\$ 98,453
Admin. Alloc. (M&G)	14.23%		\$ 14,013
Total			\$ 112,466
Calculated Rate			\$ 30.81
Calculated Rate with CAF	4.38%		\$ 32.16
Enrolled Client Day Rate			\$ 32.16
RATE : Rate Review FY20 & FY21	2.68%		\$ 33.02

Transitional Case Management

Transitional Case Management Benchmarks				
	Benchmark FTEs	Benchmark Salaries	Status	Comments
Supervisor/Program Director	0.15	#####	####	Salary Benchmarks Weighted Average (UFR 1S & 2S)
Case Manager	1.00	#####	####	Salary Benchmarks 60th Percentile (UFR 30S - 34S)
House Manager	0.50	#####	####	Salary Benchmarks 60th Percentile (UFR 30S - 34S)
Benchmark Expenses				
Tax and Fringe		25.06%		Average of FY15 SCM UFR data
Operating Expenses				
Meals		\$2,978		101 CMR 420 (applied here to BSAS youth benchmark for 365 bed days)
Travel		\$ 474		Average of FY15 SCM UFR data per FTE
Occupancy (Offices)		\$9,836		GSA space allocation benchmarks, DTA leasing price per square foot
Occupancy (Common Space)		#####	####	Chapter 257 Benchmark, DTA leasing price per square foot
Staff Training		\$ 100		Chapter 257 Benchmark (reported average = \$97.39)
Program Supplies (Adult)		\$ 500		Chapter 257 Benchmark based on FY15 Adult SCM UFR data per FTE (reported average = \$447)
Program Supplies (Family)		\$1,000		Chapter 257 Benchmark based on FY15 Family SCM UFR data per FTE (reported average = \$992)
Program Supplies (Youth)		\$1,500		Chapter 257 Benchmark based on FY15 Youth SCM UFR data per FTE (reported average = \$1,488)
Admin. Alloc. (M&G)**		14.23%		Average of FY15 SCM UFR data
CAF Rate		4.38%		FY15 Data for July 2017 Implementation
Rate Review CAF		2.68%		Base: FY19Q4 Prospective: FY20 & FY21

House Manager Add-On (Monthly)			
Monthly Payments Issued		FTE	Expense
		0.50	\$ 17,743
House Manager	\$ 35,486	0.50	\$ 17,743
Taxes and Fringe		25.06%	\$ 4,447
Admin. Alloc. (M&G)		14.23%	\$ 3,158
Occupancy (Office)			\$ 2,810
			\$ 28,159
Calculated Add-On Rate			\$ 2,347
Calculated Add-On with CAF		4.38%	\$ 2,449
Monthly Add-On Rate			\$ 2,449
RATE : Rate Review FY20 & FY21	2.68%		\$ 2,515

Transitional - Adult				
Clients		20		
Days per Year		365		
	Salary	FTE	Expense	
Supervisor/Prog. Dir.	\$ 64,327	0.15	\$ 9,649	
Case Manager	\$ 35,486	1.00	\$ 35,486	
Sub-Total Staff		1.15	\$ 45,135	
Taxes and Fringe		25.06%	\$ 11,312	
Total Staffing Costs			\$ 56,447	
	Per FTE	Unit Cost/ Sq. Ft.	Expense	
Travel	\$ 474	\$ 545		
Occupancy (Offices)	\$ 23.42	\$ 9,836		
Occupancy (Common Space)	\$ 23.42	\$ 12,296		
Staff Training	\$ 100	\$ 115		
Program Supplies	\$ 500	\$ 575		
Total Reimbursable Exp. Excl. Admin.			\$ 79,814	
Admin. Alloc. (M&G)	14.23%	\$ 11,360		
Total		\$ 91,174		
Calculated Rate		\$ 12.49		
Calculated Rate with CAF	4.38%	\$ 13.04		
Enrolled Client Day Rate		\$ 13.04		
RATE : Rate Review FY20 & FY21	2.68%		\$ 13.39	

Transitional - Family/Special Populations/High Acuity				
Clients		10		
Days per Year		365		
	Salary	FTE	Expense	
Supervisor/Prog. Dir.	\$ 64,327	0.15	\$ 9,649	
Case Manager	\$ 35,486	1.00	\$ 35,486	
Sub-Total Staff		1.15	\$ 45,135	
Taxes and Fringe		25.06%	\$ 11,312	
Total Staffing Costs			\$ 56,447	
	Per FTE	Unit Cost/ Sq. Ft.	Expense	
Travel	\$ 474	\$ 545		
Occupancy (Offices)	\$ 23.42	\$ 9,836		
Occupancy (Common Space)	\$ 23.42	\$ 12,296		
Staff Training	\$ 100	\$ 115		
Program Supplies	\$ 1,000	\$ 1,150		
Total Reimbursable Exp. Excl. Admin.			\$ 80,389	
Admin. Alloc. (M&G)	14.23%	\$ 11,442		
Total		\$ 91,831		
Calculated Rate		\$ 25.16		
Calculated Rate with CAF	4.38%	\$ 26.26		
Enrolled Client Day Rate		\$ 26.26		
RATE : Rate Review FY20 & FY21	2.68%		\$ 26.96	

Transitional - Youth				
Clients		10		
Days per Year		365		
	Salary	FTE	Expense	
Supervisor/Prog. Dir.	\$ 64,327	0.15	\$ 9,649	
Case Manager	\$ 35,486	1.00	\$ 35,486	
Sub-Total Staff		1.15	\$ 45,135	
Taxes and Fringe		25.06%	\$ 11,312	
Total Staffing Costs			\$ 56,447	
	Per FTE	Per Client	Unit Cost/ Sq. Ft.	Expense
Meals		\$ 2,978		\$ 29,784
Travel	\$ 474			\$ 545
Occupancy (Offices)			\$ 23.42	\$ 9,836
Occupancy (Common Space)			\$ 23.42	\$ 12,296
Staff Training	\$ 100			\$ 115
Program Supplies	\$ 1,500			\$ 1,725
Total Reimbursable Exp. Excl. Admin.				\$ 110,748
Admin. Alloc. (M&G)	14.23%			\$ 15,763
Total				\$ 126,511
Calculated Rate				\$ 34.66
Calculated Rate with CAF	4.38%			\$ 36.18
Enrolled Client Day Rate				\$ 36.18
RATE : Rate Review FY20 & FY21	2.68%			\$ 37.15

Low Threshold Case Management

Low Threshold Case Management Benchmarks				
	Benchmark FTEs	Benchmark Salaries	Status	Comments
Supervisor	0.27	\$ 64,327		Salary Benchmarks Weighted Average (UFR 1S & 2S)
Case Manager	1.80	\$ 35,486		Salary Benchmarks 60th Percentile (UFR 30S - 34S)
				CM FTE: 12hrs/day, 5 days/week, 12 hrs/weekend
Benchmark Expenses				
Tax and Fringe		25.06%		Average of FY15 SCM UFR data
Operating Expenses				
Travel		\$ 474		Average of FY15 SCM UFR data per FTE
Occupancy (Offices)		\$ 6,956		GSA space allocation benchmarks, DTA leasing price per square foot
Occupancy (Common Space)		\$ 12,296		Chapter 257 Benchmark, DTA leasing price per square foot
Staff Training		\$ 100		Chapter 257 Benchmark (reported average = \$97.39)
Program Supplies (Adult)		\$ 500		Chapter 257 Benchmark based on FY15 Adult SCM UFR data per FTE (reported average = \$447)
Admin. Alloc. (M&G)**		14.23%		Average of FY15 SCM UFR data
CAF Rate		4.38%		FY15 Data for July 2017 Implementation
Rate Review CAF		2.68%		Base: FY19Q4 Prospective: FY20 & FY21

Relief Assumptions		
	Hours	Days
Vacation	120	15
Sick & Personal	80	10
Holidays	96	12
Training	80	10
Subtotal	376	47
Yearly Hours		18.08%

Low Threshold - Single Adult Only			
		Clients	10
		Days per Year	365
	Salary	FTE	Expense
Supervisor	\$ 64,327	0.27	\$ 17,368
Case Manager	\$ 35,486	1.80	\$ 63,875
Relief	\$ 35,486	0.33	\$ 11,547
Sub-Total Staff		2.40	\$ 92,790
Taxes and Fringe		25.06%	\$ 23,255
Total Staffing Costs			\$ 116,045
	Per FTE	Unit Cost/ Sq. Ft.	Expense
Travel	\$ 474		\$ 1,135
Occupancy (Offices)		\$ 23.42	\$ 6,956
Occupancy (Common Space)		\$ 23.42	\$ 12,296
Staff Training	\$ 100		\$ 240
Program Supplies	\$ 500		\$ 1,198
Total Reimbursable Exp. Excl. Admin.			\$ 137,869
Admin. Alloc. (M&G)	14.23%		\$ 19,624
Total			\$ 157,493
Calculated Rate			\$ 43.15
Calculated Rate with CAF			\$ 45.04
Enrolled Client Day Rate			\$ 45.04
RATE : Rate Review FY20 & FY21			\$ 46.24

Outreach and Staffing Supports

Outreach and Staffing Supports Benchmarks				
	<u>Benchmark FTEs</u>	<u>Benchmark Salaries</u>	<u>Status</u>	<u>Comments</u>
Direct Care Staff	0.50	\$ 35,486		Salary Benchmarks 60th Percentile (UFR 30S - 34S)
Program Manager	0.10	\$ 64,327		Salary Benchmarks Weighted Average (UFR 1S & 2S)
<u>Benchmark Expenses</u>				
Tax and Fringe		25.06%		Average of FY15 SCM UFR data
<u>Operating Expenses (Per FTE)</u>				
Travel		\$ 917		Pine Street Inn FY16 Contract Budget per FTE
Occupancy (Offices)		\$ 4,216		GSA space allocation benchmarks, DTA leasing price per square foot
Staff Training		\$ 100		Chapter 257 Benchmark (reported average = \$97.39)
Program Supplies		\$ 3,400		Pine Street Inn FY16 Contract Budget per FTE
Admin. Alloc. (M&G)**		14.23%		Average of FY15 SCM UFR data
CAF Rate		4.38%		FY15 Data for July 2017 Implementation
Rate Review CAF		2.68%		Base: FY19Q4 Prospective: FY20 & FY21

Outreach and Staffing Supports			
Single FTE Accomodation Rate			
	Direct Care Worker		0.5
	Monthly Payments Issued		12
	Salary	FTE	Expense
Direct Care Staff	\$ 35,486	0.50	\$ 17,743
Program Manager	\$ 64,327	0.10	\$ 6,433
Sub-Total Staff		0.60	\$ 24,176
Taxes and Fringe*		25.06%	\$ 6,059
Total Staffing Costs			\$ 30,235
	Per FTE	Unit Cost/Sq. Ft.	
Travel	\$ 916.67		\$ 550
Occupancy		\$ 23.42	\$ 2,108
Staff Training	\$ 100.00		\$ 60
Program Supplies	\$ 3,400.00		\$ 2,040
Total Reimbursable Exp. Excl. Admin.			\$ 34,993
Admin. Alloc. (M&G)**	14.23%		\$ 4,981
Total			\$ 39,973
Calculated Rate			\$ 3,331
Calculated Rate with CAF	4.38%		\$ 3,477
Monthly Rate			\$ 3,477
RATE : Rate Review FY20 & FY21	2.68%		\$ 3,570

Formerly known as MassSTART

School-based Targeted Prevention Benchmarks				
	<u>Benchmark FTEs</u>	<u>Benchmark Salaries</u>	<u>Status</u>	<u>Comments</u>
Program Director	0.50	\$ 63,531.07		Weighted Average - FY16 Contract Budgets
Case Manager	2.00	\$ 36,072.87		Weighted Average - FY16 Contract Budgets
Benchmark Expenses				
Tax and Fringe		22.00%		Chapter 257 Benchmark (reported average = 12.11%)
Operating Expenses				
Occupancy		\$ 1,200.84		Average of FY15 MassSTART UFR data per FTE
Other Program Expenses		\$ 9,247.75		Average of FY15 MassSTART UFR data per FTE
Admin. Alloc. (M&G)		12.00%		Chapter 257 Benchmark (reported average = 8.06%)
CAF Rate		4.38%		FY15 Data for July 2017 Implementation
Rate Review CAF		2.68%		Base: FY19Q4 Prospective: FY20 & FY21

School-based Targeted Prevention MODEL			
		Months	12
		One School	
Salary		FTE	Expense
Program Director	\$63,531	0.50	\$ 31,766
Case Manager	\$36,073	2.00	\$ 72,146
Subtotal Staffing		2.50	\$ 103,911
Taxes & Fringe			
Taxes & Fringe	22.00%		\$ 22,860
Total Staffing Costs			\$ 126,772
Operating Costs			
Occupancy	\$ 1,201		\$ 3,002
Other Program Expenses	\$ 9,248		\$ 23,119
Total Reimbursable Exp. Excl. Admin.			\$ 152,893
Admin. Alloc. (M & G)	12.00%		\$ 18,347
Total			\$ 171,240
Calculated Rate			\$ 14,270
Calculated Rate with CAF	4.38%		\$ 14,895
Monthly Rate			\$ 14,895
RATE : Rate Review FY20 & FY21	2.68%		\$ 15,294

Rate-to-rate CAF

Assumption for Rate Reviews that are to be promulgated July 1, 2019

Base period: FY19Q4										
2019Q2										<u>Average</u>
2.798										2.798
Prospective rate period: FY20 & FY21										
2019Q3	2019Q4	2020Q1	2020Q2	2020Q3	2020Q4	2021Q1	2021Q2			
2.810	2.831	2.849	2.866	2.883	2.899	2.915	2.931	2.873		
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