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## FEBRUARY 2010 NEWSLETTER

January 29, 2010

Hello CDASS Client and/or Authorized Representative,

First of all, we want to acknowledge that the first few payrolls were very difficult for many of you and your employees. PPL is committed to the success of the CDASS program. We want to ensure constant improvement in the processes for both payroll processing and customer service. We will work closely with HCPF and the Consumer Direction Advisory Committee to identify and prioritize modifications and enhancements on an ongoing basis.

Things available now that we want you to know about:

- The 2010 Show Me The Money table is available on the <http://www.publicpartnerships.com> website. We have also included a copy of the table with this letter.
  - We have received some questions about why the SUTA rate went up from December to January. This rate is based on the program's unemployment claims experience. Based on the claims experience for last year (2009), the Colorado Department of Labor and Unemployment increased the rate from 1.42% in 2009 to 2.02% in 2010.
  - PPL did negotiate a reduction in the Workers Compensation expense from 5% to 4.25%, a .75% reduction.
- Clients can enter on-line timesheets on behalf of their employees now. This is an improvement that PPL put in place as it was requested by many of you and by HCPF staff. Many clients have already used this functionality and have found it easy and beneficial. Feel free to try this out by going to the PPL web portal url: <https://fms.publicpartnerships.com/PPLPortal/login.aspx>, logging in, and going to the 'Create Timesheet' module. Please call the Customer Service line if you would like assistance.

We realize that many of you and/or your employees are not interested in on-line timesheets. If you are using paper timesheets, here are some tips for minimizing the time it takes for the current timesheets to be processed:

- Use the approved PPL timesheet format
- Always include the employee ID and client ID  
Client ID = Medicaid number = old Accent ID  
Employee ID = old Accent ID. If the employee was not with Accent, then their ID = PPL ID (starts with an 'E')
- It is best to use original timesheets printed off of the website. If you use photocopies, make sure they are not too light and are copied straight
- Make sure the timesheets go through the fax machine straight – 'crooked' timesheets are often rejected
- Make sure that BOTH Employee and Client sign the timesheet
- Make sure that only 1 service type is marked for each timesheet
- Don't fax the same timesheet multiple times

Reminder about timesheet rules for family members:

- Per CDASS rules, a family member can be paid for no more than 40 hours in a 7 day period

Timing of paychecks/EFT deposits:

- Paper checks for complete, accurate and timely timesheets are mailed 3 business days prior to the 10<sup>th</sup> and the 25<sup>th</sup> of each month.
- EFT deposits for complete, accurate and timely timesheets are transmitted to your bank on the 8<sup>th</sup> and 23<sup>rd</sup> of each month (days may vary slightly due to holidays or weekends – please refer to the CDASS Payment Schedule in the enrollment packets). It may take longer to show in your account based on your bank's policies.
- Once PPL receives EFT information, it may take up to 3 pay checks before direct deposit begins. This is dependent on when PPL receives the information and how long it takes each bank to get the process in place.



# "Show Me the Money"

Effective Paydays After January 1, 2010

The following chart shows you how much each employee will cost you based on the hourly rate you pay them. The total 'cost to you' is the amount that will come out of your CDASS monthly allocation. This cost to you includes employer taxes and worker's compensation insurance costs that PPC will make on your behalf. The amount of those taxes and worker's compensation insurance is broken down below:

EMPLOYEE WAGE	COST TO YOU
\$7.28	\$8.35
\$7.50	\$8.60
\$7.75	\$8.89
\$8.00	\$9.18
\$8.25	\$9.46
\$8.50	\$9.75
\$8.75	\$10.04
\$9.00	\$10.32
\$9.25	\$10.61
\$9.50	\$10.90
\$9.75	\$11.19
\$10.00	\$11.47
\$10.25	\$11.76
\$10.50	\$12.05
\$10.75	\$12.33
\$11.00	\$12.62
\$11.25	\$12.91
\$11.50	\$13.19
\$11.75	\$13.48

EMPLOYEE WAGE	COST TO YOU
\$12.00	\$13.77
\$12.25	\$14.05
\$12.50	\$14.34
\$12.75	\$14.63
\$13.00	\$14.91
\$13.25	\$15.20
\$13.50	\$15.49
\$13.75	\$15.77
\$14.00	\$16.06
\$14.25	\$16.35
\$14.50	\$16.63
\$14.75	\$16.92
\$15.00	\$17.21
\$15.25	\$17.49
\$15.50	\$17.78
\$15.75	\$18.07
\$16.00	\$18.36
\$16.25	\$18.64
\$16.50	\$18.93

EMPLOYEE WAGE	COST TO YOU
\$16.75	\$19.22
\$17.25	\$19.79
\$17.75	\$20.36
\$18.25	\$20.94
\$18.75	\$21.51
\$19.25	\$22.08
\$19.75	\$22.66
\$20.25	\$23.23
\$20.75	\$23.80
\$21.25	\$24.38
\$21.75	\$24.95
\$22.25	\$25.53
\$22.75	\$26.10
\$23.25	\$26.67
\$23.75	\$27.25
\$24.25	\$27.82
\$24.75	\$28.39
\$25.25	\$28.97
\$25.75	\$29.54

Cost Breakdown of "Show Me the Money":		Please Note:
FICA	0.062	All amounts are for illustrative purposes. You may pay employees any amount you desire within state guidelines.
Medicare	0.0145	
FUTA	0.008	
SUTA	0.0202	
Worker's Compensation	0.0425	
<b>Total Cost Factor</b>	<b>0.1472</b>	<b>Your Rate Not Here?</b> You can calculate the approximate "Cost to You" by multiplying Your Employee Wage by 1.1472

Rates in the above cost breakdown are subject to annual changes.

Future/next step items:

- HCPF and PPL are proposing a revised paper timesheet to the Timesheet Workgroup and will be working with the workgroup in developing a timesheet which accommodates CDASS clients and applicable State and Federal Labor Laws.
- PPL is working with HCPF on the over/under spent balances received by Accent to ensure the balances are accurate and that the process of exporting the data is efficient.
- PPL will be sending out interim monthly client statements. The interim statements will not include over/under spent balances. HCPF is working with PPL and CDASS community representatives on the format of the report and PPL will send out the interim monthly client statement once it is finalized.

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Miscellaneous items:

- Workers Compensation information: PPL's carrier is Chartis and our policy number is WC5318708.  
Employees should be treated at one of the Concentra Medical Centers (located throughout CO) for workers compensation injuries.
- Having correct contact information is very important -- If you or your employee has a change of address or phone number, please send us an Employment Change form immediately.
- After receiving feedback from stakeholders, a decision was made by HCPF that the CDASS enrollment suspension has been extended thru February 2010 and enrollment will open March 1, 2010. If you are passionate about consumer direction and would like to help others benefit from this program, we want you to know that PPL is currently looking for qualified individuals to be peer trainers. You need to be able to train in a variety of settings and be able to travel. This is a paid position with travel reimbursement.  
If you are interested, please send your resume and cover letter via email to: [cocdassadmin@pcgus.com](mailto:cocdassadmin@pcgus.com) or fax to 1-866-947-4813. Please mark with "Attn: Peer Trainer Coordinator".

Sincerely,

Karen Brouillette  
PPL Sr. Program Manager