

Direct care and supervisor payment cost allocations – contractors

This section of the cost report asks the cost report preparer to allocate direct care and supervisory payments made to contractors, temporary workers and per diem workers provided on the [direct care and supervisor payments – contractors section](#). The allocation should follow the principles in the [general guidance about cost allocation methodologies section](#).

Category	Instructions
Position classifications and total payments	The working job title, position type, total payments and total hours paid automatically populate from information on the direct care and supervisor payments – contractors section .
Allocations	<p>For each working job title, provide the percentage of payments attributable to each job function cost category listed.</p> <p>Most staff members reported on this section will only have costs allocated for direct care cost categories.</p> <p>If a direct care staff member spends some of their working time on planning services, traveling between people who receive services or other work-related time that is not supporting people, allocate that portion of the staff member's work to program plan support for the correct service grouping.</p> <p>If a direct care staff member also provides administrative tasks as a portion of their working time, allocate that portion of the staff member's work to the DWRS service administration cost category. Do not allocate administrative time to the direct care cost categories. Only allocate time directly spent with people served to direct care cost categories.</p> <p>Example: Tenzin is an RN for a residential provider. She spends 90% of her working time providing direct care for residents, but she also spends 10% of her time providing clinical oversight of the non-DWRS services for the organization. The organization allocates 90% of Tenzin's costs to RN staff for residential services and 10% to all other administration.</p> <p>The accuracy of these allocations depends on how the organization accounts for staffing time. If the organization makes estimates, the cost report preparer should support the estimates with sound reasoning/estimation methodologies and describe them in the "cost allocation methodology" field. For help determining the allocation of staff time for the organization, see Time-study worksheet, DHS-7190 (PDF).</p> <p>Example: Lee is a direct support professional who spends his time providing DWRS services but splits the amount of time he works into different tasks. He spends 75% of his time providing day services as a direct care worker and 25% of his time doing program plan support, which includes documentation and planning activities for the group. The organization allocates 75% to day services for direct care staff and 25% to program plan support for day services.</p> <p>Example: A group of direct support workers provide personal support direct care services as their main job task. The organization requires that 5% of all direct care workers' time be spent on program support, completing documentation and attending training. The organization allocates 95% of this group of to the personal support staff category and 5% to program plan support for unit-based services without programming.</p>
Total allocation	The DWRS direct care, other and administrative allocation percentages automatically calculate. The allocation percentages should equal 100%.
Cost allocation methodology	Describe the methodology the organization used to allocate contract costs for direct care and supervisory contractors. Include enough detail so a

	person unfamiliar with the organization can understand the allocation procedure used. For information about how to allocate costs, see the general guidance about cost allocation methodologies section .
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Next step

Next, review [other benefits, including cost allocation](#).