

# Home Visiting Portfolio Rate Setting

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Intial Meeting



THE PUGET SOUND  
**ECONOMIC  
FORECASTER**



# Objective

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- Learn about DCYF rate setting approach
- Get prepared for our next meeting



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# Plan Forward

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## Today

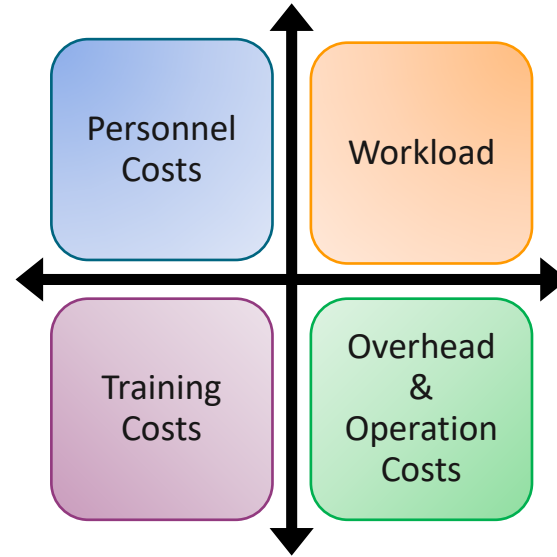
- Review information
- Hear about your programs
- Look at examples of where we are going
- Talk about next steps and schedule them



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# How Rates Are Built



*Each of these cost areas will be aggregated into the development of the rate.*

*Data is gathered and analyzed on all costs required by the contract.*

*Programs will use the overall rate, and not be required to apply the individual costs in their financial operations.*

# Overview

Personnel  
Costs

Wages and benefits of staff

Workload

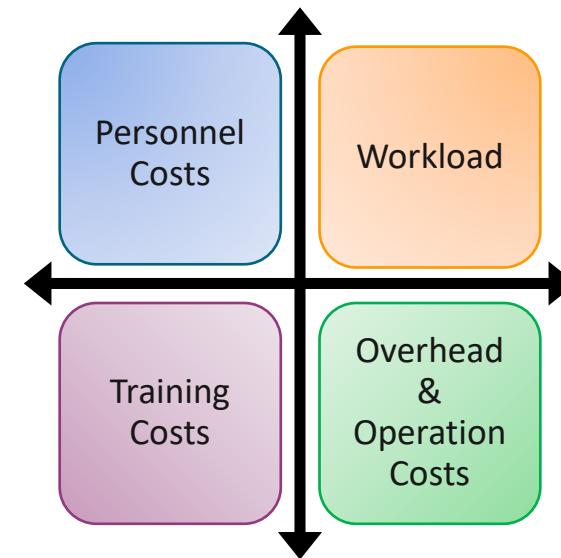
Time needed to meet Model and DCYF requirements

Training  
Costs

Cost of Model and DCYF training

Overhead &  
Operation  
Costs

Costs of staff



# Wages– Example

Personnel Costs

- Contract required personnel costs

<i>WA ECEAP Positions</i>	<i>WA ECEAP Position Description</i>	<i>Key Credential</i>	<i>Cost</i>
Lead Teacher	Directly responsible for the overall care and planning for the classroom and individual children, this includes the learning environment and other staff and volunteers	Associate degree in Early Childhood Education (ECE) or equivalent	?

- Market standard and cost

<i>SOC Code</i>	<i>SOC Code Position Title</i>	<i>SOC Code Position Description</i>	<i>SOC - ECEAP Standards</i>
25-2012	Kindergarten Teachers, Except Special Education	Teach academic and social skills to kindergarten students.	\$50,500

# Workload

DCYF will work with Providers to understand the activities required in the contract and the time needed, by position, to meet these requirements:

This organizes around:

- Identifying or establishing minimum Model requirements.
- Identifying the time needed to meet the requirements that are specific to DCYF.



# Overhead and Operational Costs

DCYF will start with standard operational costs used in other community-based services, *such as*

- Staff recruitment, etc.
- Office costs – rent, utilities, janitorial
- Travel

We will add in Program Specific Costs, *such as*

- Books and programs supplies

Through discussion, we will look for two things

- Additional cost areas specific required for your program
- Any reasons that the standard operational costs might be higher than other types of DCYF-funded services



# Understanding Your Program

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- In order for us to be able to do our work we want to understand yours!
- Please tell us about your work!
  - Key deliverables
  - Key challenges
  - Where does this depend on DCYF



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# An Example

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- Warning: this example is far more complex than what we are doing with you.
  
- *(screen share to Excel)*



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# What is Next?

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- We need to start collecting and organizing your information
  - Model Requirements
  - Service Costs
  - DCYF Standards (contracted requirements)
  - Overhead Costs
  
- Questions are 100% expected!



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# Planning Worksheet

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- We are sending you a planning worksheet to help with this.
  - It won't be perfect but it should help
- Model Section
  - First, think about what it costs to meet the staffing requirements for your program (cost efficiency with high quality)
  - When considering staff create a table with
    - Title/role
    - Key Qualifications (training, certifications, education, experiences)
    - Staffing ratios
    - Note any differences between model requirements and contracted requirements



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# Planning Worksheet

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- Model Section (*Continued*)
  - Second, consider any consumable supplies necessary
    - Think in terms of item type and cost in a unit of measurement that aligns with your work.
    - For example, per staff per month, per engagement, per client, etc.



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# Planning Worksheet

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- Service Costs Section
  - Other directly associated costs with delivering services.
  - This might include longer held assets such as video recorders, handbooks, toys, etc.
- DCYF Standards
  - These will be developed by the DCYF team either from the existing contracts that focus on program quality. We will talk more on these in our next meetings.



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# Planning Worksheet

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- Overhead Costs
  - These can vary from one provider to another. A good starting point is to look at your financial statements to see where you are facing costs that are not directly attributed to program delivery. Typical categories are:
    - Office & Utilities (Office phone, electric, Internet)
    - Office supplies
    - Insurance (property and liability)
    - Bookkeeping & Accounting (either as a contracted service or as employee)
    - HR & Payroll (either as a contracted service or as employee)
    - Staff Equipment - Phones, Laptops, etc. (use for both service and general use of just general use)
    - Cost of staff attendance training - non model
    - Cost of Trainings (external trainings)
    - Recruitment Employment Ads
    - Recruitment Materials
    - Etc



# Next Steps

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- We recommend taking time to breathe!
- Use the collection worksheet to start organizing your thoughts and information
  - It is not a one-time sitting kind of effort
- Ask questions!
- Let's schedule our next meeting to talk about what you have and go from there



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