

Data Required To Prepare Case Management rate worksheet

DRAFT

CASE MANAGER INFORMATION

Number of Case Managers
Average annual pay for a Case Manager
Total of all Case Managers average annual pay

CASE MANAGER SUPERVISOR INFORMATION

Number of Case Manager Supervisors
Average annual pay for a Case Manager Supervisor
Total Case Manager Supervisor average annual pay
Does the Case Manger Supervisor spend 100% of their time performing Case Management related duties?
If no, provide percent of time spent on Case Management related duties

ADMINISTRATOR INFORMATION

Number of Administrators
Average Annual Pay for a Administrator
Total Administrators average annual pay
Does the Administrator spend 100% of their time performing Case Management related duties?
If no, provide percent of time spent on Case Management related duties

CLERICAL ASSISTANCE INFORMATION

Number of Clerical Assistances
Average annual pay for a Clerical Assistance
Does the Clerical Assistant spend 100% of their time performing Case Management related duties?
If no, provide percent of time spent on Case Management related duties

OTHER INFORMATION

Employee related expenses %

Indirect Cost % (From indirect cost negotiations agreement w/Federal Government)

Organizational chart

Number of vehicles
Average number of miles traveled per day per case manager
Other travel related expenses, example airfare and lodging

Case Load Ratios

Case load and member mix by location and caseloads if applicable, broken down by Institutional, Acute and HCBS