



HOME & COMMUNITY- BASED SERVICES

WYOMING DEPARTMENT OF HEALTH
DIVISION OF HEALTHCARE FINANCING

Rate Study Process and Importance

DD Case Manager Support Call

September 8, 2025

State Law



- WY Stat § 42-4-120 (g) - Requires the Department to complete a rate study every 2 to 4 years and submit the information.
- Additional important highlights of the statute.
 - Use information provided to the Department.
 - Consult with providers and families.
 - Contingent upon approval by Centers for Medicare and Medicaid Services.
 - Require Providers to provide cost and supply data.

Rate Study Objectives



- Develop and publish a data-informed rate study report to be used to inform rate discussions.
 - Use a variety of data sources to determine provider costs.
 - Develop a rate model recommendation.
 - Publish a rate study report.
- Rate study report is published on the HCBS website.
 - Transparency.
 - Budgeting activities.

Rate Study Process



- Reach out to the contracted entity.
 - Develop project plan.
 - Build provider survey.
 - Agree upon communication plan.
- Provider workgroup and steering committee.
 - Determine make-up
 - Outreach plan
- Gather Data
- Discuss Data
- Develop and publish rate study

Guidehouse



- The Wyoming Department of Health (WDH) has a contract with Guidehouse to assist with the development of the rate study process, including:
 - Developing the provider survey regarding costs and wages paid;
 - Collecting data and conducting analysis of the results;
 - Developing and explaining a rate buildup that is informed by Wyoming provider costs and economic factors;
 - Writing the final report regarding the rate study's recommendations
- The Department has worked with them for several rate studies and Guidehouse is familiar with Wyoming's service system.
 - This group provides the expertise of the provider experience, expenses, and challenges that are unique to Wyoming

Provider Workgroup



When the Division announces the start of the rate study an email is sent out on our GovDelivery listserv asking providers to fill out an application to be a part of the provider workgroup. The Provider workgroup plays an important role in confirming the data Guidehouse collects, or indicate if the data is skewed. depending on the topic. To get a diverse group of providers here is what we consider in determining who is on the workgroup.

- Service delivery types
- Agency vs Independent Provider.
- Have they been a part of the workgroup before?
- Prior engagement with the Department.

Steering Committee



Composed of key state agency staff, legislators, and participant and provider representatives who serve in an advisory capacity to provide feedback on the rate methodology and proposed rates.

- Review recommendations by the Provider Team regarding rate components, request additional information if needed, and make final decisions.
- Review and provide feedback on rate modeling analyses and estimated budget impacts.

Data Collection/Methodology



An independent rate build-up methodology is used when establishing benchmark rates. This comprises direct care and indirect care components. The rates are not modified to presumed a predetermined budget impact.

- Tools utilized
 - Committees/Workgroups
 - Focus Groups
 - Provider Surveys
 - Supplemental National Data Sources

Rate Study Components and Terminology



- **Provider Costs and Wage Surveys**
 - Goal: To gather information related to the cost of deliver specific services, the variety of administrative costs associated with service delivery, and the costs of personnel
 - Sent out through GovDelivery Listserv
 - Posted on the HCBS Section Website

- **Data Sources Used to Supplement the Survey**
 - Bureau of Labor Statistics (BLS)
 - Centers for Medicare and Medicaid Services (CMS)MS Basket Data
 - Agency for Healthcare Research and Quality, Medical Expenditure Panel Survey-Insurance Component (MEPS-IC)

Components/Terminology Continued



- Direct Cost Allocation Factors
 - Staff Wages
 - Employee Related Expenses (Benefits)
 - Productivity Adjustment
 - Supervisor Factors
 - Occupancy Adjustment

- Non-Direct Cost Factors
 - Administrative Costs
 - Program Support
 - Mileage Cost

Rate Study Report



Once all the data is collected and conversations with committees and workgroups are completed, information is compiled in a final rate study report. The rate study report is published to the HCBS website. A copy of the report is submitted to WDH senior leadership and the Wyoming State Legislature. We send notification that the rate study is complete through several channels.

The Why and the Importance



Questions/Next Steps



Thank you!