

2020 MINIMUM WAGE SURVEY INSTRUCTIONS

MINIMUM WAGE REGIONS:

New York City – includes the counties of New York, Kings, Queens, Richmond, and the Bronx.

As of December 31, 2018, the New York City region reached the statutory minimum wage of \$15.00 per hour therefore facilities within this region will not be required to submit a minimum wage survey for Calendar Year 2020 and forward.

However, if your facility has locations outside of the New York City region you may complete this survey for each respective region.

Long Island and/or Westchester – includes the counties Nassau, Suffolk, and Westchester. For facilities in the region who have employees impacted by the increase to minimum wage please complete the 2020 minimum wage survey.

Remainder of State – all other areas of New York State outside of the five New York City counties, Long Island, and Westchester.

For facilities in the region who have employees impacted by the increase to minimum wage please complete the 2020 minimum wage survey.

GENERAL:

The NYS Department of Health continues to conduct the Minimum Wage Survey as a result of The Minimum Wage Act enacted by the Legislature as per Article 19 of the New York State Labor Law. This survey will help DOH to determine the Medicaid financial impact of this legislation for Calendar Year 2020 (and forward).

Failure to complete this survey will result in default to an average wage calculation from data reported in the facility's 2018 cost report, and as such, may result in no additional reimbursement- however, should a facility have no employees with remuneration less than the minimum wage, an opt-out choice is available.

When providing the number of employees by region, by band, please only count the employees once. Do not count employees' multiple times in multiple regions.

ATTESTATION:

Facilities are required to submit an attestation validating the minimum wage data provided on the survey. A link to this attestation is provided within the survey. It is recommended that the facility's CFO/CEO review the minimum wage data and sign the attestation prior to entering the minimum wage data into the survey.

Once the survey has been completed, please upload a copy of the signed attestation as part of the last question on the survey. Your survey will be deemed incomplete if the signed attestation document has not been included.

TECHNICAL:

Once you begin your survey you have the option to save and return to complete it at a later time. To save the survey click on the Save and continue later link found in the lower right-hand corner of the page. When using this option, you will be asked to provide an email address. Once you have confirmed your email address a notification will be sent containing a unique link to your survey in progress. In order to complete the survey, you must use the link provided within the notification.

CONFIRMATION OF SURVEY COMPLETION:

You will receive a completion notice via email at the end of this survey. The email will be automatically sent to the email address provided in the contact information section along with a pdf copy of your completed survey. Please be advised that this is the only confirmation notice that you will receive.

Thank you in advance for your participation.