



Gallagher Surveys
a Division of Gallagher Benefit Insurance Services

2019 Pennsylvania Home Care And Hospice Compensation Survey

GENERAL INSTRUCTIONS

Welcome to the 2019 Pennsylvania Home Care and Hospice Compensation Survey, produced by Gallagher Surveys in cooperation with The Pennsylvania Homecare Association, The Hospital Association of Pennsylvania and The Society of Healthcare Human Resources Associates of Pennsylvania. Below is information about survey organization and content, as well as general instructions for completion.

In response to feedback from various healthcare organizations throughout the state, the traditional Pennsylvania hospital survey has been expanded to now contain sections for Home Health, Private Duty/Non-Medical and Hospice positions. These three sections are co-sponsored by The Pennsylvania Homecare Association and home care/hospice/private duty agencies from across the state will also be submitting data for those sections. These participants will receive results that contain data from both hospital-owned and independent agencies from across the state. Beyond this valuable home care/hospice/private duty data, participants will also have the option to purchase the hospital related section of the survey for an additional fee.

Survey participation process consists of just three steps:

- ◇ Submit Organizational and Compensation Policy on a preformatted spreadsheet.
- ◇ Populate the supplied template with your organization's compensation data
- ◇ Transmit your data to Gallagher Surveys via email

The survey results are based on individual incumbent data. This type of submission reduces the number of errors, increases the reliability of the final results, and allows for more extensive analysis of the data. We are very flexible regarding to the format of electronic salary submissions and can accept almost any electronic format as long as it contains the necessary data.

THE EFFECTIVE DATE OF DATA IS JANUARY 1, 2019. DO NOT REPORT CHANGES THAT TOOK PLACE AFTER THAT DATE.

Please return your organization's completed questionnaire, salary data, comments, and special survey request to compensationsurveys@ajg.com

The submission deadline is February 15, 2019

Questions? Contact Thomas Cummins at Thomas_cummins@ajg.com or (617) 531-7758.

Instructions for Participating in the 2019 PA Home Care and Hospice Survey Compensation Survey

Step 1

Complete the Institution Data and Policy sections of the questionnaire

All of the Organizational and Compensation Policy data in the survey is **collected on a pre-formatted spreadsheet**. To begin, open the file “2019 PAHCH.xls” in MS Excel. Once opened, save a copy to your own computer to act as a working copy. **This spreadsheet file contains several worksheets:**

1. **Org Data**
2. **Policy**
3. **Home Care Template**
4. **Hospice Template**
5. **Private Duty/Non-medical**
6. **Positions**

Complete the “Org Data” and “Policy” worksheets of the spreadsheet (the first two). Once completed, this data can either be sent to Gallagher along with your compensation data (if you are including it within the spreadsheet) or separately (if you are submitting your compensation data on your own form).

Step 2

Submit Individual Incumbent Salary Data

The survey will be compiled using individual incumbent data, i.e. a salary for each employee. The survey results will present two sets of statistics, one based on the individual incumbent data and another based on averages by organization (the “traditional method”). In order to compile the survey this way, all participants must submit an electronic report based on the provided template. Please note that we are flexible and can accept incumbent salary submissions in various formats as long as they contain the necessary data. Your submission does not have to match the template exactly, just provide the relevant data in some form.

Please submit home care data on the “Home Health Template”, hospice data on the “Hospice” template and private duty/non-medical data on the “Private Duty” template. If your organization has more than one home care or hospice agency, you may copy the sheet and submit for each one.

As stated earlier, your actual submission does not have to match this format exactly as long as we receive all of the data in some electronic form.

Please submit **FULL-TIME ANNUAL SALARIES** for exempt positions and **HOURLY RATES** for non-exempt positions (full time and part time employees).

The following is a brief explanation of the data requested for management positions.

Survey code	The code used to link each individual salary to a position in the survey. The codes are located in the list of positions on the “Mangt Positions” worksheet.
Annual salary	The Annual Base Salary for the employee (Full Time Salaries Only!)

Hourly rate	Report current average pay for all non-exempt employees on an HOURLY basis (report both full and part time employees)
Range minimum and maximum	Report formal range numbers on an HOURLY basis. <i>Note:</i> if you report one of the range figures, please report the other as well.
Eligible for bonus	Report yes (y) or no (n)
Union	Report yes (y) if unionized; no (n) if not
Exempt	Report yes (y) if position is FLSA exempt; no (n) if not
Shift Differentials	Report shift differentials as either a % or \$. Please note that we are now asking for Weekend Day, Weekend Evening and Weekend Night differentials. Please report the total amount for each differential.
Per Visit Rate	The \$ amount paid per visit.

We are very flexible with regards to the format of your submissions and can accept a wide range of submission formats. If you are having a problem or have any questions, please call Thomas Cummins at (617) 531-7758 or Thomas_Cummins@ajg.com. We can work with you to come up with some sort of feasible alternative.

Step 3

Submit your data to Gallagher Surveys

After completing your submission, please submit it to Gallagher Surveys via email –

compensationsurveys@ajg.com

We will confirm receipt of your data. If you do not receive a confirmation, please contact us.

The survey deadline is February 15, 2019.



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