Data Required To Prepare Case Management rate worksheet

**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 Manager 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