

**Frequently Asked Questions (FAQs)**  
**SB 3 Survey**  
**Updated November 9, 2016**

*1. Where do I include Laundry and Linen contract staff?*

Laundry and Linen contract staff can be included in the Housekeeping Contract Staff section of the survey.

*2. We have admin/support staff who work for centralized departments (i.e. home offices) with wages between the \$13 and \$21, whose wages are allocated across all programs. How would we account for their hours?*

Facilities may choose to allocate administrative/support staff similar method as cost reports; however, it is up to each facility on how they would like to report their hours.

*3. I am a large facility and have over 100 employees that makes below \$13/hour. I do not have enough fields to enter them in the survey.*

Large facilities that wish to provide more than 30+ employees in addition to completing the online survey may submit an excel document that contains the following:

- Facility Contact Information
  - Name
  - OSHPD ID (if known)
  - NPI
  - Address
  - Type
- Hourly Staff Information (for the pay period from April 1, 2016 through June 30, 2016)
  - Employee's Initials
  - Job Title
  - \$ Base Hourly Pay
  - # Regular Hours worked at base pay
  - # Overtime Hours worked at 1.5x
  - # Overtime Hours worked at 2x
- Authorized Signature
  - Name
  - Title
  - Date
  - Organization Name

Name the excel document “[Facility's Name & NPI #] -SB 3 Survey Extension” and submit it to [supp1629@dhcs.ca.gov](mailto:supp1629@dhcs.ca.gov) or [LTCreimbursement@dhcs.ca.gov](mailto:LTCreimbursement@dhcs.ca.gov) (ICF-DDs only). Refrain from providing any unnecessary detail or information that may compromise privacy.