



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene  
201 W. Preston Street • Baltimore, Maryland 21201

Robert L. Ehrlich, Jr., Governor—Michael Steele, Lt. Governor—S. Anthony McCann, Secretary

Developmental Disabilities Administration  
Diane K. Coughlin, Director

**TO: Executive Directors  
Community Service Providers**

**FROM: Scott M. Uhl  
Deputy Director, DDA**

**SUBJECT: 2006 DDA/CSRRC Annual Wage and Benefits Survey**

**DATE: August 10, 2006**

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We appreciate the response from providers in returning the February 2006 pay-period wage survey. In previous years, we asked providers to complete both an annual expenditure survey and a February pay-period survey. The annual survey now combines the two, and we will not ask for a February pay-period survey next year. With this survey, we are collecting overall expenditures data for the fiscal year, including fringe benefits, total payroll, bonuses, and money spent to increase wages and benefits. We also are collecting employee detail data, including wages and hours paid for the year for specific positions, number of employees, turnover, and tenure.

As with previous surveys, an independent CPA must attest to the accuracy of this data. **We are asking that this data be returned to me by November 1, 2006 and the attestations by independent CPAs for this survey and the survey for the February pay period be returned to me by December 1, 2006.** Please send separate attestations for the wage surveys—do not include them with other attestations or documents. Attached are examples of attestation statements. All community services providers funded by the DDA are required to properly complete and return the survey in accordance with the Health-General Article, §7-306.1(1), of the Annotated Code of Maryland. State law authorizes fiscal sanctions to be imposed on providers that do not submit this data timely.

Because of errors that occur with paper submissions, we are asking that all surveys be returned in electronic form. You can download the Excel file of this survey from the DDA website ([www.ddamaryland.org](http://www.ddamaryland.org)). From the DDA home page, click on the Forms & Resources for Providers button on the left side of the page, right click on “2006 Annual Wage Survey” in the Forms for Providers section, and save the file to your computer’s hard drive. Use the file saved to your hard drive to enter data—do not enter data online. Once you have entered the data into the spreadsheet, please save a copy for your records and send the completed file to me as an attachment to an email at [uhls@dnhm.state.md.us](mailto:uhls@dnhm.state.md.us). You also may send the file to me on a floppy disk. We will confirm in writing our receipt of this data.

Thank you for your help with this.

Attachments

cc: Graham Atkinson, CSRRC  
Diane K. Coughlin, DDA  
Theodore Giovanis, CSRRC

Laura Howell, MACS  
Anne Hubbard, DHMH  
Regional Directors, DDA

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*Web Site:* [www.dnhm.state.md.us](http://www.dnhm.state.md.us)