



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
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September 12, 2017

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Arkansas Department of Human Services (DHS) has requested the establishment of a new differential for travelling nurses and surveyors within the Office of Long Term Care pursuant to Ark. Code Ann. §21-5-221 at the rate of 6%.

The Office of Long Term Care is designated to regulate long-term care facilities throughout the state, which consists of performing inspections at approximately 449 facilities. The large number of facilities, combined with the federally mandated timeframes and number of staff, requires that survey teams must often leave one location and immediately travel to another to complete these inspections. Most surveyor crews spend three to four days per week, if not more, in motels. It is not uncommon for survey teams to cross the state to perform surveys in a single week, or to be away from home for weeks at a time. If a survey extends past Friday, regulations dictate that the work continue through the weekend until complete. If an emergency investigation arises, a survey may extend well past midnight. In addition to constant travel, these teams must enter facilities only during off hours between 7:00 AM-7:00 PM to ensure that all operations are in compliance at all times.

These classifications were previously approved for hazardous duty differentials of 6% in Fiscal Year 2017. Although these positions do encounter hazardous conditions, this differential will more properly recognize the working conditions of the classifications. Since these positions already received a differential at this level in Fiscal Year 2017, no additional costs are anticipated for Fiscal Year 2018. In order to qualify for the differential, an employee's regularly scheduled work must expose him or her to travel during at least fifty percent (50%) of work time.

The following is a list of classifications requested to receive the travel duty differential **at the Office of Long Term Care only**:

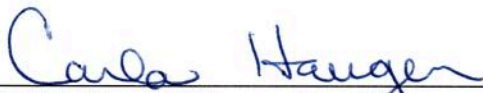
Authorized Job	Authorized Grade	Authorized Title
X067C	GS08	HEALTH FACILITIES SURVEYOR
L019C	MP02	REGISTERED NURSE COORDINATOR
L027C	MP02	REGISTERED NURSE SUPERVISOR
L038C	MP01	REGISTERED NURSE
S094C	GS08	ADC CONSTRUCTION/MAINTENANCE COORD
L016N	MP05	REGISTERED PHARMACIST

The Office of Personnel Management (OPM) has reviewed this request from the Arkansas Department of Human Services and **recommends** establishment of a new travel compensation differential. The agency has assured OPM that it has adequate funds to maintain these differentials through Fiscal Year 2018. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 01 2017

Date

KB/sd:1-2



August 18, 2017



Ms. Kay Barnhill, State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Creation of a Travel Differential for FY 2018

Ms. Barnhill:

In accordance with Act 365 of the 2017 Regular session, section 21-5-221, the Department of Human Services is requesting the creation and use of a travel pay differential of six percent (6%) for our nurses and surveyors within the Office of Long Term Care.

This request of a travel differential is pursuant to ACA 21-5-221 (m) which states:

- (m) Other compensation differentials may be administered by the Office of Personnel Management after:*
- (1) Approval by the State Personnel Administrator; and*
 - (2) Review by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee.*

The Office of Long Term Care (OLTC) is the unit of state government designated to regulate long-term care facilities in Arkansas. Regulation consists of performing, among other functions, inspections (surveys) of long-term care facilities to ensure those facilities are in compliance with both state and federal requirements. Federal requirements are mandated by the Centers for Medicare and Medicaid Services (CMS) through a contract with the State of Arkansas.

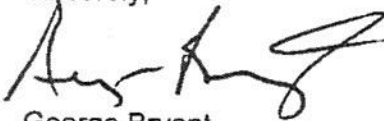
The number of long-term care facilities – approximately four hundred forty-nine (449) – combined with the federally mandated timeframes and the number of staff, means that survey staff must often leave one location after completion of a survey and immediately travel to another location to perform another survey; this results in surveyors commonly spending three (3) and four (4) days per week – at a minimum – in motels. It is not uncommon for survey teams to complete a survey in one corner of the state, and have to travel to another corner to perform the next survey, or to be away from home for weeks at a time. If the survey extends past Friday, the survey must, by CMS regulation, continue through the weekend until the survey is completed. If actual harm or immediate jeopardy situations are being investigated, the survey may extend throughout the day and past midnight.

In addition to near-constant travel, CMS mandates that survey teams enter facilities during "off hours" to ensure that all operations of the facility are in compliance at all times of the day and night. To accomplish this, surveyors must sometimes enter facilities at hours before 7:00 a.m. and after 7:00 p.m. In addition, surveyors must enter on weekends and holidays to comply with CMS regulations.

We have previously handled this with the hazardous duty differential at six percent but believe that the travel differential designation is a more fitting title. There is no change in the allowed percentage for this fiscal year.

Should further information be required, please contact me at 683-5928.

Sincerely,

A handwritten signature in black ink, appearing to read "George Bryant", is written over a horizontal line.

George Bryant
DHS HR Administrator

Position Number	Authorized Job	Authorized Grade	Authorized Title
22097311	L038C	MP01	REGISTERED NURSE
22097333	L038C	MP01	REGISTERED NURSE
22097392	X067C	GS08	HEALTH FACILITIES SURVEYOR
22097532	L038C	MP01	REGISTERED NURSE
22097535	L038C	MP01	REGISTERED NURSE
22097594	L027C	MP02	REGISTERED NURSE SUPERVISOR
22097675	L038C	MP01	REGISTERED NURSE
22097929	X067C	GS08	HEALTH FACILITIES SURVEYOR
22097948	L038C	MP01	REGISTERED NURSE
22098155	L027C	MP02	REGISTERED NURSE SUPERVISOR
22098177	L038C	MP01	REGISTERED NURSE
22098202	L027C	MP02	REGISTERED NURSE SUPERVISOR
22098350	L038C	MP01	REGISTERED NURSE
22098396	L038C	MP01	REGISTERED NURSE
22098425	X067C	GS08	HEALTH FACILITIES SURVEYOR
22098446	L038C	MP01	REGISTERED NURSE
22098504	S094C	GS08	ADC CONSTRUCTION/MAINTENANCE COORD
22098533	L038C	MP01	REGISTERED NURSE
22098589	L038C	MP01	REGISTERED NURSE
22098631	L038C	MP01	REGISTERED NURSE
22098633	L038C	MP01	REGISTERED NURSE
22098640	L038C	MP01	REGISTERED NURSE
22098651	L038C	MP01	REGISTERED NURSE
22098682	L038C	MP01	REGISTERED NURSE
22098688	X067C	GS08	HEALTH FACILITIES SURVEYOR
22098794	L038C	MP01	REGISTERED NURSE
22098819	L019C	MP02	REGISTERED NURSE COORDINATOR
22098845	L038C	MP01	REGISTERED NURSE
22098906	L038C	MP01	REGISTERED NURSE
22098919	L016N	MP05	REGISTERED PHARMACIST
22098981	L027C	MP02	REGISTERED NURSE SUPERVISOR
22098988	L038C	MP01	REGISTERED NURSE
22099025	L038C	MP01	REGISTERED NURSE
22099100	L038C	MP01	REGISTERED NURSE
22099289	L038C	MP01	REGISTERED NURSE
22099316	L019C	MP02	REGISTERED NURSE COORDINATOR
22099323	X067C	GS08	HEALTH FACILITIES SURVEYOR
22099378	X067C	GS08	HEALTH FACILITIES SURVEYOR
22099427	L019C	MP02	REGISTERED NURSE COORDINATOR
22099699	X067C	GS08	HEALTH FACILITIES SURVEYOR
22099809	L016N	MP05	REGISTERED PHARMACIST
22099859	L038C	MP01	REGISTERED NURSE
22100177	L038C	MP01	REGISTERED NURSE
22100188	L038C	MP01	REGISTERED NURSE
22100245	L027C	MP02	REGISTERED NURSE SUPERVISOR
22100246	L038C	MP01	REGISTERED NURSE
22100249	L038C	MP01	REGISTERED NURSE
22100305	L019C	MP02	REGISTERED NURSE COORDINATOR
22100462	L027C	MP02	REGISTERED NURSE SUPERVISOR
22100470	L038C	MP01	REGISTERED NURSE
22100507	X067C	GS08	HEALTH FACILITIES SURVEYOR
22100797	L038C	MP01	REGISTERED NURSE
22100798	L038C	MP01	REGISTERED NURSE

22101089	L027C	MP02	REGISTERED NURSE SUPERVISOR
22101105	L016N	MP05	REGISTERED PHARMACIST
22101264	L038C	MP01	REGISTERED NURSE
22101310	X067C	GS08	HEALTH FACILITIES SURVEYOR
22101518	L038C	MP01	REGISTERED NURSE
22101536	L038C	MP01	REGISTERED NURSE
22101618	L016N	MP05	REGISTERED PHARMACIST
22101636	X067C	GS08	HEALTH FACILITIES SURVEYOR
22101888	X067C	GS08	HEALTH FACILITIES SURVEYOR
22101897	L038C	MP01	REGISTERED NURSE
22102069	X067C	GS08	HEALTH FACILITIES SURVEYOR
22102196	L016N	MP05	REGISTERED PHARMACIST
22102271	X067C	GS08	HEALTH FACILITIES SURVEYOR
22102341	L038C	MP01	REGISTERED NURSE
22102371	X067C	GS08	HEALTH FACILITIES SURVEYOR
22102393	L038C	MP01	REGISTERED NURSE
22102447	L027C	MP02	REGISTERED NURSE SUPERVISOR
22102525	X067C	GS08	HEALTH FACILITIES SURVEYOR
22102553	L038C	MP01	REGISTERED NURSE
22102575	L038C	MP01	REGISTERED NURSE
22102633	L038C	MP01	REGISTERED NURSE
22102669	L038C	MP01	REGISTERED NURSE
22103085	L038C	MP01	REGISTERED NURSE
22103269	L038C	MP01	REGISTERED NURSE
22103358	L027C	MP02	REGISTERED NURSE SUPERVISOR
22103360	L038C	MP01	REGISTERED NURSE
22103407	L038C	MP01	REGISTERED NURSE
22103453	X067C	GS08	HEALTH FACILITIES SURVEYOR
22103547	L038C	MP01	REGISTERED NURSE
22104021	L038C	MP01	REGISTERED NURSE
22104081	L038C	MP01	REGISTERED NURSE
22104093	X067C	GS08	HEALTH FACILITIES SURVEYOR
22104162	L038C	MP01	REGISTERED NURSE
22104297	X067C	GS08	HEALTH FACILITIES SURVEYOR
22109042	L038C	MP01	REGISTERED NURSE
22109340	L038C	MP01	REGISTERED NURSE
22109407	X067C	GS08	HEALTH FACILITIES SURVEYOR
22109420	L038C	MP01	REGISTERED NURSE
22109427	L038C	MP01	REGISTERED NURSE
22109639	L038C	MP01	REGISTERED NURSE
22109741	L038C	MP01	REGISTERED NURSE
22110348	X067C	GS08	HEALTH FACILITIES SURVEYOR
22111549	X067C	GS08	HEALTH FACILITIES SURVEYOR
22111591	L038C	MP01	REGISTERED NURSE
22111655	L038C	MP01	REGISTERED NURSE
22112097	L038C	MP01	REGISTERED NURSE
22114295	L027C	MP02	REGISTERED NURSE SUPERVISOR
22114296	L038C	MP01	REGISTERED NURSE
22114297	L038C	MP01	REGISTERED NURSE
22114298	L038C	MP01	REGISTERED NURSE
22114299	L038C	MP01	REGISTERED NURSE
22114300	L038C	MP01	REGISTERED NURSE
22125430	L016N	MP05	REGISTERED PHARMACIST
22133992	L038C	MP01	REGISTERED NURSE
22151176	L019C	MP02	REGISTERED NURSE COORDINATOR

22151177	L038C	MP01	REGISTERED NURSE
22151178	L038C	MP01	REGISTERED NURSE
22151179	L038C	MP01	REGISTERED NURSE