**PRA Package No. 0938-832**

**Burden Estimate for CMS-1561 and CMS-1561A Forms**

Number of CHOWS in CY 2016: **2,454**

1. **Time Burden Associated With Completion of the 1561 or 1561A forms**
2. **Time required to review statutory and regulatory law assoc. with the CMS-1561 and CMS-1561A forms**

* **40** minutes by the facility CEO
* **40** minutes x **2,454** CHOWS = **98,160** minutes per all CHOWS
* **98,160** minutes divides by **60** min/hour = **1,636** hours per year across all facilities

1. **Time required to fill in and sign the 1561 or 1561A form**

* **10** min. by the facility CEO
* **10** minutes x **2,454** CHOWS = **24,540** minutes per all CHOWS
* **24,540** minutes divides by **60** min/hour = **409** hours per year across all facilities

1. **Time required to prepare completed CMS-1561 & 1561A forms for mailing and mail**

* **10** min by a Secretary or Office Clerk
* **10** minutes x **2,454** CHOWS = **24,540** minutes per all CHOWS
* **24,540** minutes divides by **60** min/hour = **409** hours per year across all facilities

1. **Total time burden associated with completion of EACH CMS-1561 / 1561A form:**

* Time required to review statutory and regulatory law: 40 min.
* Time required to fill in and sign the 1561 or 1561A form 10 min
* Time required to prepare form for mailing & mail 10 min

**TOTAL 60 min.**

1. **Total time burden associated with completion of ALL CMS-1561 / 1561A form:**

* Time required to review statutory and regulatory law: 1,636 hours
* Time required to fill in and sign the 1561 or 1561A form 409 hours
* Time required to prepare form for mailing & mail 409 hours

**TOTAL 2,454 hours**

**PRA Package No. 0938-832**

**Revised Burden Estimate for CMS-1561 and CMS-1561A**

1. **Financial Burden Associated With Completion of the 1561 or 1561A forms**
2. **Costs Associated With Review Statutory and Regulatory Law Associated with the 1561/1561A Forms:**

* **40** minutes of time by the facility CEO at an average executive salary of **$93.44** per hour[[1]](#footnote-1)
* **$93.44** divided by **60** min. **= $1.56** per min.
* **$1.56** x **40** min = $**62.40** per **40** min.
* **$62.40** x **2454** CHOWS per year = **$153,130** per year across all facilities

1. **Cost Required to Fill In and Sign the 1561 or 1561A Form**

* **10** minutes of time by the facility CEO at an average executive salary of **$93.44** per hour
* **$93.44** divided by **60** min. **= $1.56** per min.
* **$1.56** x **10** min = **$15.60** per **10** min.
* **$15.60** x **2,454** CHOWS per year = **$38,282** per year across all facilities

1. **Cost Associated with Preparation and Mailing of the 1561/1561A Form**

* **10** minutes of time by a Secretary of Office Clerk as an hourly salary of **$16.22** per hour[[2]](#footnote-2)
* **$16.22** divided by **60** min. **= $0.27** per min.
* **$0.27** x **10** min = **$2.70** per **10** min.
* **$2.70** x **2,454** CHOWS per year = **$6,626** per year across all facilities completing form 1561 or 1561A

1. **Fringe Benefits**

Fringe benefits in the amount of **$198, 038** added to match 100% of the labor costs

($153,130 + $38,282 + $6,626 = $198,038)

1. **Other Non-Labor Related Costs**

The cost of two 1st class postage stamps at $0.50 each = **$1.00**

**$1.00** x **2,454** CHOW = **$2,454** across all facilities completing form 1561 or 1561A

**PRA Package No. 0938-832**

**Revised Burden Estimate for CMS-1561 and CMS-1561A**

1. **Total Financial Burden Associated With Use of form 1561 and 1561(A)**

Cost Required to Review Law Associated with the 1561/1561A Forms: **$153,130**

Cost Associated Filling In and Signing the 1561/1561A Form: **$38,282**

Cost Associated with Preparation and Mailing of 1561/1561A Form: **$6,626**

Labor Fringe Benefits  **$198,038**

Other Non-Labor Related Costs: **$2,454**

**Total Costs for Completion of form 1561/1561A across all new facilities: $398,530**

1. The wages for a facility CEO can be found on the U.S. Bureau of Labor Statistics website at <https://www.bls.gov/oes/current/oes111011.htm>. [↑](#footnote-ref-1)
2. The wages for a Medical Secretary can be found on the U.S. Bureau of Labor Statistics website at <https://www.bls.gov/oes/current/oes436013.htm>. [↑](#footnote-ref-2)