

PRA Package No. 0938-832
Burden Estimate for CMS-1561 and CMS-1561A Forms

Number of CHOWS in CY 2016: 2,454

I. Time Burden Associated With Completion of the 1561 or 1561A forms

A. 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

B. 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

C. 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

D. 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 |
| • <u>Time required to prepare form for mailing & mail</u> | <u>10 min</u> |
| TOTAL | 60 min. |

E. 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 |
| • <u>Time required to prepare form for mailing & mail</u> | <u>409 hours</u> |
| TOTAL | 2,454 hours |

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

II. Financial Burden Associated With Completion of the 1561 or 1561A forms

A. 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 hour¹
- **\$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

B. 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

C. 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 hour²
- **\$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

D. Fringe Benefits

Fringe benefits in the amount of **\$198,038** added to match 100% of the labor costs
($\$153,130 + \$38,282 + \$6,626 = \$198,038$)

E. 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

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

¹The 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>.

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>.

F. 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