

Full Year Wash-Up information for Mental Health & Addiction Support Workers (Pay Equity) Settlement Agreement 2018

Kia ora,

The information below is for those providers completing the Pay Equity wash-up process for workers who are covered by the Mental Health and Addiction Support Workers (Pay Equity) Settlement 2018.

You completed a data collection tool in May for the 9 month period 1 July 2017 to 31 March 2018. This information will be used to extrapolate the funding you will receive on 27 July 2018 for the full year 2017/18, and for the first quarter (July to September) of 2018/19.

We used the data submitted in May so that you have funding as early as possible for you to meet your obligations. However, we are aware that the nine month period (extrapolated) may not reflect your actuals costs for the full year. To ensure that you receive the funding you are entitled to, we are undertaking a full year wash-up. Attached is the data collection tool for you to complete and return by 3 August 2018.

A full year wash-up will give you the opportunity to ensure your workforce data has been accurately accounted for over the entire period, including changes in qualifications for workers who notified you of new equivalent qualifications after the completion of the previous tool. It is important that you check the data and ensure that it is accurate as the wash-up is your final chance to get the funding you are eligible for.

The data collection tool is being sent at the same time to providers with workers covered by the Care and Support Workers (Pay Equity) Settlement Act 2017. The tool is exactly the same except for the difference in definition of eligible worker and continuous service. These differences are explained in the instructions as attached to this email.

If you receive funding from Department of Corrections, ACC, Oranga Tamariki (Ministry for Children) and the Ministry of Social Development as well as the Ministry of Health or a DHB, include these in the data collection tool.

This email explains:

- The Wash-Up Process
- Data Collection and submission process
- How to Upload your Data Collection Tool
- Important dates to note
- Common errors in completing the Data Collection Tool
- Support
- Glossary

[The Wash-Up Process](#)

This wash-up is full and final, with all data to be submitted by **3 August 2018**. This is a strict deadline and any data not submitted or errors in this data will not be able to be accounted for in your pay equity payments for 2017/18.

The Tool includes the same level of information required in the first data collection tool except the information required to calculate the one off contribution to leave liability.

Before completing the Tool, please read the detailed instructions as attached to this email.

Data collection and submission process

The next steps in completing and submitting the Data Collection Tool to the Ministry are as follows:

1. Download the Data Collection Tool and instructions attached to this email.
2. Read the attached checklist (available on portal) and ensure your data complies.
2. Complete the Data Collection Tool using information for your eligible workforce covering the period 1 July 2017 to 30 June 2018.
3. Upload the completed Data Collection Tool to [this website](#) no later than **5pm 3 August 2018**.

This is a secure website to protect the information in your tool. Please **do not** send by email.

How to upload your Data Collection Tool

1. Go to [this website](#)
2. Enter your username.
Your username is primary email address for your organisation (ie where we have sent this email).
3. Enter your password when requested.
Your provider ID will be the same as that used previously. If you require a password reset, please contact payequity_implementation@moh.govt.nz
4. You will then be able to upload your Data Collection Tool. In the field "Data Type" select "17/18 Full year Wash-Up Plan A "

NOTE: If you are submitting a Plan B tool, then please select "17/18 Full year Wash-Up Plan B" from the Drop-down menu.

The portal will be used to check and validate data before accepting submissions. The Ministry will complete additional checks and the team will contact you if further clarification is required.

Important dates to note

1. Tuesday 3 July - Data Collection Tool sent to providers.
2. Friday 3 August – Deadline for the return of the Data Collection Tool
3. Friday 21 September – Payment to be adjusted if the Tool shows that your 2017/18 payment needs adjusting.

Common errors in completing the Data Collection Tool

The main areas where inaccuracies in data submission have been observed are:

- *Input of ordinary worked hours*

Where there is an overlap in the pay period, it is recommended that you split the period according to your pay roll data to ensure that there is no double-claim for these hours.

- *Inclusion of ineligible workers*

You must complete the eligibility assessment for all workers to ensure they are eligible for the Mental Health and Addiction Support Workers (Pay Equity) Settlement Agreement. Please refer to guidelines as outlined on the [Ministry of Health website](#).

- *Inclusion of ineligible contracts/PU codes*

Eligible workers working on eligible services covered by these contracts should be included on the data collection tool. We are aware that in some cases, services were purchased by DHBs through their provider arm payments system rather than contracting through Sector Operations. In the future, DHBs should move these contracts into the usual framework, however if you have one of these contracts (which will not be in the eligible contracts list in the data collection tool), please call or email us so we can give you a contract number that the system will accept as eligible.

- *Assessing qualification equivalency*

If your staff holds a qualification that is not a NZ Certificate in Health and Wellbeing, the qualification must be verified by Careerforce as equivalent.

If you have any questions about the qualification assessment process please contact Careerforce by calling 0800 277 486 or visit the [Careerforce website](#).

Support

If you have any questions about the wash-up process please contact the pay equity implementation team at payequity_implementation@moh.govt.nz or call 0800 540 904.

Kind regards,

Pay Equity Implementation Team