

# New Jersey Narrative Guide to the Simple Forecasting Tool

## Your Step-by-Step Guide to Simplifying Budget Forecasts

The Simple Forecasting Tool is designed to help your agency understand and visualize how much revenue the Housing Supports Program could generate. It provides an easy way to estimate the billable hours each staff member needs to cover their pay costs.

## How to Use the Simple Forecasting Tool

### Step 1: Gather Your Data

Before you begin, collect the necessary data:

- Salaries and benefits of your direct service staff
- Estimated billable hours for each staff member
- Medicaid reimbursement rates for services

### Step 2: Enter Staff Information

Input details about each staff member into the tool, including their salary, benefits, and expected billable hours. For example:

- Staff Member: Case Manager
- Annual Salary: \$45,000
- Benefits: \$10,000
- Billable Hours per Week: 30

### Step 3: Calculate Revenue and Costs

The tool will automatically calculate the projected revenue based on Medicaid reimbursement rates and the total costs for each staff member. You can visualize how much billable time is required to break even.

### Step 4: Analyze the Results

Review the results to see if your agency will generate enough revenue to cover staff costs. If not, consider adjusting the billable hours or staffing levels.

## Example Scenario

Let's say you have a case manager who earns \$45,000 annually with \$10,000 in benefits. They work 30 billable hours per week, with half of the case load designated as lower level of need and the other half at high level of need. In New Jersey, Medicaid reimburses \$320 per client at the lower

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level of need per month and \$640 per client at the higher level of need per month. The tool will show you that the case manager needs to serve a certain number of clients to break even.

## FAQ

- **What does the tool include?** The tool includes direct staff costs and revenue calculations. It does not cover costs like medical billing, staff training, or electronic health record (EHR) software.
- **Can I customize the tool?** Yes, you can adjust the inputs to reflect your agency's specific data and needs.
- **Is there a more detailed tool available?** CSH and the Camden Coalition are currently developing a more detailed Services Budget Tool that includes additional factors. This will be made publicly available in 2025.

## Benefits of Using the Simple Forecasting Tool

- **Clarity:** Easily visualize your agency's financial health and make informed decisions.
- **Efficiency:** Quickly estimate the revenue needed to cover staff costs without delving into complex calculations.
- **Planning:** Prepare for future expenses and ensure your program remains financially sustainable.

This tool is a valuable resource for agencies participating in the Housing Supports Program, helping you to manage finances effectively and focus on delivering quality services to those in need.

For further assistance, please contact CSH at [consulting@csh.org](mailto:consulting@csh.org). Happy forecasting!