



**State of Louisiana**  
Louisiana Department of Health  
Bureau of Health Services Financing

**MEMORANDUM**

**DATE:** July 2, 2025  
**TO:** Administrators of ADHC Centers  
**FROM:** Lindsey Nizzo, Medicaid Program Manager  
**SUBJECT:** Submission of FYE 6-30-2025 ADHC Cost Reports

This letter is to remind you that annual cost reports (center and central office, if applicable) must be submitted by **November 30, 2025**. These reports cover the period of July 1, 2024 through June 30, 2025.

Attached are the ADHC payment system rate calculations. The Direct Care Component amount for dates of service 7/1/2024 to 6/30/2025 was \$2.08 per quarter hour increment. This amount will be needed to prepare the Direct Care cost settlement.

**Please note the following updates:**

1. Home Delivered Meals and ADHC Health Status Monitoring:

For FY25, Schedule B – Statistical Data includes lines 8.d., 8.e. and 10 to report the ADHC Health Status Monitoring (ADHC HSM) units and Home Delivered Meals (HDMs) which correspond to the revenues reported on Schedule G, Lines 2.a. and 2.b. of the cost report. It is critical that these lines on Schedule B be completed accurately on your as-filed cost report. Inaccurate reporting of ADHC HSM and HDM statistics on Schedule B will impact the amount that is owed by the provider to LDH for FY 2025. **NOTE: Expenses related to ADHC HSM and HDM should be reported with all other ADHC costs in sections A through E of the cost report.**

Schedule K has been modified to separately calculate the Direct Care Floor for the ADHC services and the Direct Care Floor for the ADHC HSM services (with the assumption from LDH that 10% of the \$47.35 per diem rate is related to Direct Care). The actual costs for both services are then calculated and compared to the Total Direct Care Floor to determine if an amount is due to LDH.

2. Cost Report Preparation:

Please review the adjustments and findings from your FY24 desk review or full scope engagement performed by our contractor, EisnerAmper LLP. You should incorporate all applicable findings and adjustments noted in your adjusted FY24 cost report into your FY25 cost report. Your cost report preparer/accountant should review the cost report instructions for ADHC providers in the LDH Medicaid ADHC Waiver Manual, LDH Medicaid Community Choices Waiver Manual and/or the LDH Medicaid Residential Options Waiver Manual and the excel template to comply with LDH regulations regarding cost report preparation.

For further reference, the training video and accompanying materials from the cost report preparation webinar held on 8/27/24 have been made available by LDH at <https://www.ldh.la.gov/resources/category/ADHC>. The first resource item on this page includes a link to the training video on YouTube, as well as the PDFs containing the presentation slides and other materials such as sample cost reports, cost report preparation instructions, state regulations and correspondence from LDH.

### 3. Cost Report Version:

All Louisiana Medicaid ADHC cost reports are to be completed using the most recent version of the Microsoft Excel template, [version 3.7 dated 6/30/2025](#).

Cost reports submitted using an outdated version of the Microsoft Excel template will be rejected as incomplete and will not satisfy the requirements for timely filing. The most recent version of the Medicaid ADHC cost report is located on the web at:

<https://myersandstauffer.com/client-portal/louisiana/louisiana-case-mix/#toggle-id-13>

### 4. Cost Report Submission and Cost Report Web Portal:

The Myers and Stauffer web portal **MUST** be used to file your cost report. This web portal is distinct from any other Myers and Stauffer hosted web portal that facilities may currently be using, and is a secure method of submitting Protected Health Information (PHI).

Before sending cost reports or supporting documents electronically:

- Review the file name format requirements listed at the bottom of the template Cover tab.
- Review all files for readability and legibility.
- If the provider chooses to print spreadsheets to PDF files prior to submission:
  - Do not reduce files below 50% reduction
  - Use appropriate page orientation (portrait vs. landscape) for each file
  - Include row and column headings on each page
- All PHI must be submitted in a secure, HIPAA compliant manner.
  - The Myers and Stauffer Cost Report Web Portal contains a built-in, secure uploading system and must be used for the submission of all PHI supporting documentation.
- All applicable attachments listed in the Cover tab of the excel template must be submitted with the excel template for the cost report submission to be considered complete.

Our contractor, Myers and Stauffer, is available to answer your questions or assist you if software problems are encountered. The contractor can be reached at (800) 374-6858.

If cost reports and all accompanying supporting documents are not received by Myers and Stauffer by **November 30, 2025**, a penalty may be assessed. A penalty of 5% of the average monthly payment may be imposed. The average monthly payment will be determined using the payments that were paid to the ADHC provider during the cost reporting period covered in the delinquent cost report. The penalty may increase by 5 percent for each successive month until the cost report is submitted to **Myers and Stauffer**. **All penalties are non-refundable.**

If the calculation of the Direct Care Cost Settlement indicates an amount due to the Department, **DO NOT** remit payment with the cost report. The provider will be notified of the final amount due after the desk review or full scope engagement.

The maximum salary limits for the fiscal year 2025 are based on the State Civil Service maximum amounts: Administrator: MR/DD Regional Associate Administrator 3 - \$105,206 and Assistant Administrator: MR/DD Regional Associate Administrator 1 - \$85,883.

#### **Protected Health Information (PHI) and Personally Identifiable Information (PII) –**

Please be aware that Protected Health Information (PHI) should not be submitted to Myers & Stauffer in an unsecured format. Any information that can be used to identify an individual is considered PHI. It would be prudent to review your internal company policy and procedures in regards to the secure transfer of documents containing PHI. This should also be considered with Personally Identifiable Information (PII) which includes things such as W-2 records for employees. For any documents containing PHI or PII, you should only submit the minimum required support. Please note that standard email is not secure and therefore not HIPAA compliant. Any documents that Myers and Stauffer receives that contain PHI or PII and have not been secured will be reported to Myers and Stauffer's HIPAA Compliance Committee. Please let Myers and Stauffer know if you have any questions by contacting them at (800) 374-6858.

Should you have any questions about submission of the cost report you can contact Lindsey Nizzo, Medicaid Program Manager at (225) 342-3613 or via e-mail at [lindsey.nizzo@la.gov](mailto:lindsey.nizzo@la.gov).

Attachment

LNN

c: Dan Brendel  
Mandi Carter  
Kirsten Clebert  
Mary J. Mason  
Catie Mellott

Missy Peroyea

Tizi Robinson  
Christy Johnson

ADHC Rate components for 07/1/2024 – 06/30/2025

Direct Care	\$ 2.08	per quarter hour
Care-Related	\$ 0.30	per quarter hour
Admin/OP	\$ 0.98	per quarter hour
Property	<u>\$ 0.12</u>	
Sub-total	<u>\$ 3.48</u>	
Transportation provided	<u>\$</u>	per quarter hour regardless if transportation provided

