



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

**MEMORANDUM**

**DATE:** July 1, 2024  
**TO:** Administrators of ADHC Centers  
**FROM:** Lindsey Nizzo, Medicaid Program Manager  
**SUBJECT:** Submission of FYE 6-30-2024 ADHC Cost Reports

This letter is to remind you that annual cost reports (center and central office, if applicable) must be submitted by **September 30, 2024**. These reports cover the period of July 1, 2023 through June 30, 2024.

Attached are the ADHC payment system rate calculations. The Direct Care Component amount for dates of service 7/1/2023 to 6/30/2024 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 FY24, Schedule B – Stats has been updated to include lines 8.d., 8.e. and 10 to report the ADHC Health Status Monitoring Units (ADHC HSM) and Home Delivered Meals (HDMs) which correspond to the revenues reported on Schedule G, Lines 2a and 2b. It is critical that these new 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 2024.

Schedule H, Lines F1 and F2 have been removed from the FY24 cost report template, and providers should not attempt to differentiate the expenses related to these services at this time. These expenses should be reported alongside all other cost in the applicable A through E sections.

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 cost for both services is 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 FY23 desk review or full scope engagement performed by our contractor, EisnerAmper LLP. You should incorporate all applicable findings and adjustments noted in your adjusted FY23 cost report into your FY24 cost report. Your cost report preparer/accountant should review the cost report instructions in the ADHC Provider Manual and the excel template in order to comply with LDH regulations regarding cost report preparation.

## 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 3.6 dated 7/3/2024**.

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-3>

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

The Myers and Stauffer web portal must be utilized 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 list in the Cover tab of the excel template must be submitted with the excel template in order 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. Cost report training is located on the LDH Rate Setting and Audit Section website at <https://ldh.la.gov/index.cfm/newsroom/detail/1573> . On that page, under “Related FILES”, select: “ADHC Cost Report Training 8-13-2013 Entire Book”.

If cost reports and all accompanying forms are not received by Myers and Stauffer by **September 30, 2024**, a penalty may be assessed. A penalty of 5% of the total weekly

payment for each week of non-compliance may be imposed until the completed cost report is received. The penalty may be increased an additional 5% each month until the completed cost report is submitted to **Myers and Stauffer**. **All penalties are non-refundable.**

If the calculation of the Direct Care Cost Settlement shows money due to the Department, do not remit payment with the cost report. The provider will be notified of the amount due after desk review or audit.

The maximum salary limits for the fiscal year 2024 are based on the State Civil Service maximums: 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)

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Attachment

LNN

c: Dan Brendel  
Kirsten Clebert  
Mary J. Mason  
Catie Mellott  
Mary Norris  
Missy Peroyea

Tizi Robinson  
Chrisy Johnson  
Anissa Young-Ned  
Angela Burrell

ADHC Rate components for 07/1/2023 – 06/30/2024

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