



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

MEMORANDUM

DATE: August 4, 2020
TO: Administrators of ADHC Facilities
FROM: Denis S. Beard, Medicaid Program Manager
SUBJECT: Submission of FYE 6-30-2020 ADHC Cost Reports

This letter is to remind you that annual cost reports (facility and central office) must be submitted by September 30, 2020. These reports cover the period of July 1, 2019 through June 30, 2020.

Attached are the ADHC payment system rate calculations. The Direct Care Component amount was \$1.56 per quarter hour increment. This amount will be needed to prepare the Direct Care cost settlement.

Please note the following updates:

1. Cost Report Version:

All Louisiana Medicaid ADHC cost reports are to be completed using the most recent version of the Microsoft Excel template, **version 3.2 dated 06/05/2020**.

Cost reports submitted using an outdated version of the Microsoft Excel template will be rejected as incomplete and will not satisfy the requirements for timely filing.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://www.mslc.com/Louisiana/CaseMix.aspx>

2. Cost Report Submission and Upcoming Cost Report Web Portal:

Myers and Stauffer is currently in the process of setting up a cost report web portal for use by ADHCs to submit cost reports and supporting documentation. This web portal will be distinct from any other Myers and Stauffer hosted web portal that facilities may currently be using, and will be a secure method of

submitting Protected Health Information (PHI). Myers and Stauffer will reach out to facilities in the near future to collect contact information necessary for registration and credentialing. Additionally, a training session and materials on web portal use will be provided by Myers and Stauffer. Once the web portal is available for use, it will be the preferred method of submission for all cost reports and related supporting documentation.

Cost Report files and all support MUST be submitted electronically to Myers & Stauffer using one of the following methods:

- Via the Myers and Stauffer Cost Report Web Portal. This will be the preferred method of data submission.
- Via e-mail: (LACostReports@mslc.com).

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.
 - Please note that standard email is not secure and therefore not HIPAA compliant.

The Myers and Stauffer Cost Report Web Portal will be the preferred method as it contains a built-in, secure uploading system

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, 2020, 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 2020 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 Denis S. Beard, Medicaid Program Manager at (225) 342-3613 or via e-mail at denis.beard@la.gov.

Attachment

DSB

c: Dan Brendel
Kirsten Clebert
Mary J. Mason
Catie Mellott
Mary Norris
Missy Peroyea
Andrew Perilloux
Paul Rhorer
Anissa Young-Ned

ADHC Rate components for 7-1-2019 to 6-30-2020

Direct Care	\$ 1.56	per quarter hour
Care-Related	\$ 0.28	per quarter hour
Admin/OP	\$ 0.58	per quarter hour
Property	<u>\$ 0.14</u>	per quarter hour
Sub-total	<u>\$ 2.56</u>	
Transportation	<u> </u>	per quarter hour regardless if transportation provided