



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

MEMORANDUM

DATE: March 30, 2021
TO: Home and Community Based Service (HCBS) Providers
FROM: Denis S. Beard, Medicaid Program Manager
SUBJECT: Submission of FYE 2020 HCBS Cost Reports

Due to the unprecedented nature of the COVID-19 event, the Louisiana Medicaid HCBS cost reports will be due on the dates listed in the guidelines issued by CMS for the Medicare nursing home cost reports.

Cost Reporting Period Ending	Initial Due Date	Extended Due Date
08/31/2020	01/31/2021	03/31/2021
09/30/2020	02/28/2021	04/30/2021
10/31/2020	03/31/2021	05/31/2021
11/30/2020	04/30/2021	06/30/2021
12/31/2020	05/31/2021	07/31/2021

All cost reports and supporting documentation are to be filed with our cost report acceptance contractor Myers & Stauffer LC. In addition, **all Louisiana Medicaid HCBS cost reports are to be completed using the most recent version of the Microsoft Excel template, version 1.10 dated 12/15/2014. Cost reports submitted using an outdated version of the Microsoft Excel template will be rejected as incomplete and will not satisfy the requirements for timely filing.** The most recent version of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 HCBS cost report is located on the web at:

<https://www.mslc.com/louisiana/HCBSDownloads.aspx>

Each unique Federal Tax ID Number (FEIN) for providers engaged in the following HCBS programs and waivers must file a cost report:

- Long Term – Personal Care Services (LT – PCS)

- Early and Periodic Screening, Diagnosis and Treatment – Personal Care Services (EPSDT – PCS)
- Community Choices Waiver
- Children’s Choice Waiver
- Supports Waiver
- New Opportunities Waiver (NOW)
- Residential Options Waiver (ROW)

Please note that cost report software is available free of charge on the internet at <https://www.mslc.com/Louisiana/HCBS.aspx> . On that page, select “Downloads”. On the next page, select the appropriate cost report template. Our contractor, Myers & Stauffer LC, is available to answer your questions or assist you if software problems are encountered. The contractor can be reached at (800) 374-6858. We require that providers use this software for all cost reports. Cost report training is located at the site listed above. On that page, select “Provider Training”.

IMPORTANT NOTICE: PER THE LOUISIANA ADMINISTRATIVE CODE, TITLE 50. PART XXI. SUBPART 1. CHAPTER 7. SECTION 701. C. “EACH PROVIDER SHALL COMPLETE THE DHH APPROVED COST REPORT AND SUBMIT THE COST REPORT(S) TO THE DEPARTMENT NO LATER THAN FIVE MONTHS AFTER THE STATE FISCAL YEAR ENDS (JUNE 30).” THEREFORE, EFFECTIVE FOR ALL FISCAL YEAR ENDS IN 2021, ALL HCBS PROVIDERS WILL BE REQUIRED TO HAVE A JUNE 30 FISCAL YEAR END. THE COST REPORT FOR YOUR JUNE 30, 2021 FISCAL YEAR END WILL BE DUE ON NOVEMBER 30, 2021. (LDH WILL SEND A SEPARATE LETTER TO YOU LATER THIS YEAR WITH INSTRUCTIONS FOR THAT COST REPORT.) AFTER THAT, YOUR FISCAL YEAR WILL BE JULY 1 TO JUNE 30.

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 .

DSB

c: Brian Bennett
Toni Bennett
Kirsten Clebert
Catie Mellott

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