



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

**MEMORANDUM**

**DATE:** April 6, 2016  
**TO:** Home and Community Based Service (HCBS) Providers  
**FROM:** Denis S. Beard, Medicaid Program Manager  
**SUBJECT:** Submission of FYE 2015 HCBS Cost Reports

This letter is to remind you that annual cost reports (provider and central office) must be submitted within 5 months of the end of your reporting period. (Providers should maintain a fiscal year that most closely relates to their standard business operations.) For example, if your fiscal year ends on December 31, 2015, your cost report is due on May 31, 2016. This report would cover the period of January 1, 2015 through December 31, 2015.

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

- LT –PCS
- EPSDT – PCS
- Community Choice Waiver
- Children’s Choice Waiver
- Supports Waiver
- New Opportunities Waiver
- Residential Options Waiver

Please note that cost report software is available free of charge on the internet at <http://www.mslc.com/Louisiana/HCBS.aspx> . On that page, select “Downloads”. On the next page, select the appropriate cost report template. Our contractors, Myers & Stauffer,

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LC, are available to answer your questions or assist you if software problems are encountered. The contractors 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".

Should you have any questions about submission of the cost report you can contact Denis S. Beard, Medicaid Program Manager at (225) 342-6116 or via e-mail at [denis.beard@la.gov](mailto:denis.beard@la.gov).

DSB

c: Toni Bennett  
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