



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

MEMORANDUM

DATE: November 18, 2021
TO: Home and Community Based Service (HCBS) Providers
FROM: Lindsey Nizzo, Medicaid Program Manager
SUBJECT: Submission of FYE 2021 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 the state fiscal year (state fiscal year ends June 30th each year). For providers whose cost report period currently follows the state fiscal year, cost reports for 07/01/2020 to 06/30/2021 are due no later than 11/30/2021. For providers who do not currently follow the state fiscal year, partial cost reports for the remaining portion of the fiscal year are due no later than 11/30/2021.

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 Cost reports submitted using an outdated version of the Microsoft Excel template will be rejected as incomplete and will not satisfy the requirements for timely filing.** The most recent version of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 LLC, 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. COST REPORTS FOR FISCAL YEAR END JUNE 2022 WILL HAVE DATES COVERING 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 via e-mail at lindsey.nizzo@la.gov .

LNN

cc: Brian Bennett
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