



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

**MEMORANDUM**

**DATE:** August 29, 2018  
**TO:** ICF/ID Administrators  
Accountants  
**FROM:** Enrika S. LaCour, Medicaid Program Monitor  
ICF/ID Program *ESL*  
**SUBJECT:** CRYE 6/30/2018 Cost Report Preparation

This is a reminder that cost reports for CRYE 6/30/2018 are due no later than September 30, 2018.

Providers should submit the most current cost report template and the related supporting documents to Myers and Stauffer electronically or by other electronic means (cd, etc.). The template for cost reports can be found at <http://www.msfc.com/louisiana/CaseMixDownloads.aspx>. Please refer to the "Instructions" and "Cover" tabs in the cost report file if you have questions on how to complete the cost report. Pay special attention as to how to name your cost report file so that your cost report can be readily identified.

There have been some important changes to the cost report template for FY18 so please review the form carefully as only the revised cost report template is acceptable by Meyers and Stauffer for the cost reports for CRYE 06/30/2018. Some significant changes to be on the lookout for are:

- a. Required Items – New item required to be submitted as an attachment to all cost reports - Supporting documentation for Schedule I adjustments
- b. Schedule A – new drop down box for Type of Facility allows providers to select Home Office, Habilitation or ICF facility. The correct selection in this box will change other schedules to customize the reporting requirements
- c. Schedule F – new drop down box available if a consolidated balance sheet is attached to the cost report
- d. Schedule G – Medicaid revenue should now be reported on Lines 1a and 1b

e. Schedule H

- i. Part A – New line descriptions for non-legend drugs, prescription drugs, and medical equipment
- ii. Part C – Consolidation of repairs and maintenance lines and addition of a line for small equipment

The tables below indicates the salary limits for rate setting purposes for the facility administrators and assistant administrators. **Note: The provider must consider both salary limitations when calculating any FY18 salary limit adjustment.**

**Effective 7/1/2017**

Salary Limitations	1-100 beds	101-200 beds	201-300 beds	300+ beds
Administrator	\$93,517.00	100,069.00	\$107,078.00	\$122,595.00
Assistant Administrator	\$76,336.00	\$87,402.00	\$93,517.00	\$100,069.00

**Effective 1/02/2018**

Salary Limitations	1-100 beds	101-200 beds	201-300 beds	300+ beds
Administrator	\$105,206.00	112,570.00	\$120,453.00	\$137,904.00
Assistant Administrator	\$85,883.00	\$98,322.00	\$105,206.00	\$112,750.00

Upon electronic submission of your cost report to Meyers and Stauffer, you will get two emails. One email will state the cost report has been received. Until you receive the second email that states your cost report is complete, it will be considered as late. It is the provider's responsibility to follow up with Meyers and Stauffer and ensure their cost report is complete. Without a **completed** cost report on file, you will incur non-refundable penalties.

Extensions will only be granted under extenuating circumstances and the rule will be followed. Written requests must be received prior to the due date before a 30-day extension is granted. There will be only one extension granted. The request should explain in detail why the extension is necessary. **Internal company audits are not an acceptable reason for an extension.** Please adjust your internal audit schedules to meet the requirements of cost report submission, as non-refundable penalties will be applied in accordance with the rule. Requests for cost report extensions should be emailed to [enrika.lacour@la.gov](mailto:enrika.lacour@la.gov) prior to the deadline September 30, 2018. Requests submitted after this date will be out of compliance, not approved and non-refundable penalties will apply.

For those facilities receiving additional add on rates for complex care, pervasive plus and medical supplies, please be aware that there is a direct care floor you must meet to avoid any recoupments.

If you were a CEA that transitioned out of the transitional rate, a special cost report template will need to be sent to you. Please notify me via email if you need that special template.

If you have any questions, you can contact me at 318-487-5006 or [enrika.lacour@la.gov](mailto:enrika.lacour@la.gov).