



State of Louisiana

Louisiana Department of Health
Bureau of Health Services Financing

MEMORANDUM

DATE: April 9, 2019
TO: Home and Community Based Service (HCBS) Providers
FROM: Denis S. Beard, Medicaid Program Manager
SUBJECT: Submission of FYE 2018 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, 2018, your cost report is due on May 31, 2019. This report would cover the period of January 1, 2018 through December 31, 2018.

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 Cost reports submitted using an outdated version of the Microsoft Excel template will be rejected as incomplete and will not satisfy the requirements for timely filing.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:

<http://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

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- 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 <http://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”.

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 .

DSB

c: Brian Bennett
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