



February 22, 2019

To: Community Living Assistance and Support Services Case Management Agency and Direct Services Agency Providers  
Day Activity and Health Services Providers  
Deaf Blind Multiple Disabilities Providers  
Home and Community-based Services Providers  
Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions Providers  
Nursing Facility Providers  
Primary Home Care Providers  
Residential Care  
Texas Home Living Providers

Subject: Information Letter No. 19-02  
2018 Cost Report and 2018 Accountability Report Training Information

Dear Providers,

This letter is to notify providers of the training schedule for the 2018 Cost Report and 2018 Accountability Report. The cost report submission rules have changed for 2018 affecting the cost report training requirements. Please see the information below for further details.

All cost report training is offered via webinar. Beginning in 2019, there will not be separate initial and refresher training webinars, nor will there be separate webinars for the cost and accountability reports. Each webinar will provide training credit for all preparers for both the cost and accountability reports for a two-year period. The specific schedule for required cost report training is below.

A preparer must complete the appropriate webinar in order to be able to submit a cost or accountability report. Upon completion of the appropriate webinar, preparers will be given the appropriate credit in order to submit a cost or accountability report in the State of Texas Automated Information Reporting System (STAIRS), which is the web-based data collection tool used to submit cost and accountability reports. There are no certificates

issued at the completion of a webinar training since training credit is electronically stored in STAIRS.

## **COST REPORT AND ACCOUNTABILITY REPORT TRAINING**

The 2018 Cost Report and 2018 Accountability Report Training webinar sessions will provide in-depth discussions of the Cost Determination Process Rules, including the cost determination process, the cost-reporting process, accrual accounting, direct costing, employee benefits/insurance, depreciation, related-party transactions and documentation requirements. They will also include information specific to each program, providing an opportunity to focus on program expertise and cost-reporting issues specifically related to the program. The training webinar sessions will also include instruction on entering data in STAIRS

Upon successful completion of a 2018 Cost Report and 2018 Accountability Report Training webinar session for a specific program, preparers will be awarded credit and will be able to submit a 2018 Cost Report and a 2018 Accountability Report for the specific program.

## **COST REPORT REFORM AND COST REPORT TRAINING**

Beginning with the 2018 cost reports, the Health and Human Services (HHSC) Rate Analysis Department (RAD) is changing the cost report submission rules. Prior to the 2018 cost report year, all providers were required to submit cost reports annually. Beginning with the 2018 cost report year, certain provider types will only be required to submit full cost reports every two years. A provider of one of these programs who participates in the Attendant Compensation Rate Enhancement (rate enhancement) program will be required to submit accountability reports in the years that they are not required to submit full cost reports. Providers who do not participate in the rate enhancement program will only be required to submit cost reports every two years; no reports will be required in the interim years as long as they continue to be non-participants in the rate enhancement program. The cost report submission schedule will be included in the annual cost report request sent via email; it will also be available on the HHSC RAD website.

As a result of the change in cost and accountability report submission requirements, the Cost Report and Accountability Report Training will be required in the year that cost reports are collected for a program. The training taken in the cost report submission year will award a preparer the necessary credit to complete that year's cost report and the following year's accountability report.

Please note that due to the schedule of the implementation of the change in submission requirements, preparers of the following cost reports will be required to take the 2018 Cost Report and 2018 Accountability Report Training in order to complete 2018 Cost Report and the 2018 Accountability Report for those programs, regardless of whether or not they attended the 2017 Cost Report Training for those programs:

- Home and Community-based Services / Texas Home Living (HCS/TxHmL)
- Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IID);
- Nursing Facilities (NF); and
- Residential Care (RC)NF

The 2018 Cost Report and 2018 Accountability Report Training will award the appropriate credits in order the preparer to submit the 2018 Cost Report and the following year's Accountability Report for the applicable program.

Preparers of the following cost or accountability reports who have taken the 2017 Cost Report Training will be able to complete the following reports without attending a 2018 Cost Report and 2018 Accountability Report Training:

- 2019 Community Living Assistance and Support Services (CLASS) Case Management Agencies (CMA), Primary Home Care (PHC) and CLASS Direct Services Agencies (DSA) (CPC) Accountability Report;
- 2019 Day Activity and Health Services (DAHS) Accountability Report;
- 2018 Deaf-blind with Multiple Disabilities (DBMD) Accountability Report;
- 2018 NF Pediatric Care Facilities or other NF Special Classes Cost Report; and

- 2018 Department of Family and Protective Services (DFPS) 24-Hour Residential Child Care (24 RCC) Cost Report.

Preparers of these reports who have NOT taken the 2017 Cost Report Training be required to take the 2018 Cost Report and 2018 Accountability Report Training in order to be awarded credit to prepare these reports. The training will be good for the 2018 Cost Report and 2018 Accountability Report only.

### **RATE ANALYSIS WEBSITE**

The HHSC RAD website contains program specific cost report instructions, cost report training information and materials, payment rates, and web links for training information and registration. Additional information and features are added periodically. We encourage you to visit our website at:

<https://rad.hhs.texas.gov/long-term-services-supports>

### **RESOURCES**

Please contact the Customer Information Center if you have any questions about the information in this letter at: [RAD-LTSS@hhsc.state.tx.us](mailto:RAD-LTSS@hhsc.state.tx.us) or (512) 424-6637.

Sincerely,

[signature on file]

Sarah Hambrick  
Director of Rate Analysis for Long Term Services & Supports