



# Home Care Cost Report October Outreach Session



October 8, 2020



# Outreach Session Protocols

## Protocols

- Please note that participants will be on mute for the duration of the session.
- If you have questions during the presentation, please enter them via the Q&A feature in WebEx. DOH and KPMG will either answer the questions during this session or add the question and response to the list of FAQs, if applicable.
- Note that questions should be limited to Home Care Cost Report matters only.

# Agenda

Topic	Speaker	Time
Timeline	DOH	5 minutes
Technical Items	KPMG	10 minutes
Web-based Tool Items	KPMG	5 minutes
Q&A Period	DOH/KPMG	10 minutes
		<b>Total Time: 30 minutes</b>

# Timeline

Activity	Responsible Party	Dates
Providers continue to complete the Home Care Cost Report submissions	Providers	Current through October 31 <sup>st</sup> , 2020
Audit kick-off session	DOH/KPMG/Providers	October 28 <sup>th</sup> , 2020
Home Care Cost Report submissions are due	Providers	October 31 <sup>st</sup> , 2020
KPMG to conduct audits of the Home Care Cost Report submissions	KPMG/Providers	November through January 2021
Lessons learned webinar to discuss successes, opportunities for improvement, and future year suggestions	DOH/KPMG/Providers	January 2021

# Technical Items

# Schedule 3 Reporting Guidance

## Reporting Guidance

### General

- All costs should be reported on Schedules 3a, 3b, and 3c
  - This includes direct care costs, administrative personnel costs, and non-personnel costs
  - These costs need to be allocated to the appropriate service type rows

### Column 004 (Program Administration)

- All Program Administration costs (administrative personnel and non-personnel) should be reported in Column 004 on Schedule 3.
  - Examples of these costs include the following:
    - Administrative salaries/compensation
    - Administrative fringe benefits and payroll tax
    - Costs associated with the General Service Cost Center line items on Schedule 4 (e.g., Rent, Depreciation, Utilities, Administration & General, etc.)
- Column 004 costs should be allocated to the appropriate service type rows on Schedule 3.
- The Grand Total row of Column 004 (Program Administration) on Schedule 3 should equal the Grand Total row of Column 004 (Program Administration) on Schedule 4.

# Schedule 3 Reporting Guidance (cont.)

## Reporting Guidance

### **Column 005 (Program Aide [Direct Care])**

- Report expenditures related to direct provision of care by program aides specific to CHHAs, LHCSAs, or FIs. Examples of these costs include the following:
  - Direct care worker salaries/compensation
  - Direct care worker fringe benefits and payroll tax
  - Other costs that can be directly attributable to the provision of care

### **Column 006 (Program RN Supervision/Assessment [Direct Care])**

- Report expenditures related to nursing supervision and nursing assessment. Examples of these costs include the following:
  - Program RN Supervision/Assessment worker salaries/compensation
  - Program RN Supervision/Assessment worker fringe benefits and payroll tax
  - Other costs that can be directly attributable to the provision of care related to nursing supervision and nursing assessment

### **Column 007 (Program Staff Training)**

- All Program Staff Training costs should be reported in Column 007 on Schedule 3.
- Note: This Grand Total of this column does not need to equal the Grand Total of Column 007 (Program Staff Training) on Schedule 4.
  - Direct care only costs (e.g., direct care wages associated with attending training) would not need to be reported on Schedule 4.
  - Only the associated administrative personnel and non-personnel portion of the costs would appear in Column 007 (Program Staff training) on Schedule 4.

# Schedule 3 Reporting Guidance (cont.)

## Reporting Guidance

### **Column 008 (Transportation)**

- Report transportation related costs for direct care workers, such as gas and mileage.
- Note: Administrative transportation costs should not be reported here, but rather should be reported in Column 004 (Program Administration)
- Note: Costs associated with paying direct care workers to travel (travel time wages) should not be reported here, but rather should be reported in Column 005 (Program Aide [Direct Care]).

### **Column 009 (Contracted Purchased Services)**

- Report expenditures associated with direct care services provided by agencies or individuals who are not employees of the agency/entity. The agency contracting out the direct care services should report the costs associated with the provision of services in Column 009.
  - **Example:** For CHHA entities, included in this column in the “Home Health Aide” row would be the costs associated with contracting out Home Health Aide services to a LHCSA entity.
  - **Example:** For LHCSA entities acting as the subcontractor to a CHHA for the delivery of Home Health Aide services, these costs would be reported in the “Other non-allowable services” row in the “Program Aide (Direct Care)” column (Column 005).

### **Column 010 (Other)**

- Report expenditures associated with items that cannot be appropriately included in the other columns in Schedule 3a, Schedule 3b, or Schedule 3c.
- Items entered in this column may require further explanation/description to indicate the nature of the cost.



# Schedule 4 Reporting Guidance

## Reporting Guidance

### General

- Note the following regarding costs to be included on Schedule 4a, 4b, and 4c:
  - Administrative personnel costs and non-personnel costs should be reported on Schedule 4.
  - Direct care worker wages and benefits should not appear on Schedule 4.
  - Costs in this schedule need to be allocated to the appropriate general service cost center.

### Column 004 (Program Administration)

- All Program Administration costs (administrative personnel and non-personnel) should be reported in Column 004 on Schedule 4. Note the following guidance:
  - Administrative worker salary/compensation costs should be reported in the Administration & General row of Column 004.
  - Administrative worker fringe benefits should be reported in the Administration & General row of Column 004.
  - Transportation related costs for administrative purposes, such as gas and mileage, should be reported in the Transportation row of Column 004.
  - Travel time wages should not be reported in the Transportation row, but rather should be reported in the Administration & General row.
  - Administrative related contracted purchased services costs, such as cleaning, bookkeeping, administrative computer services, and other services not related to direct patient care, should be reported in the Administration & General row of Column 004.
- These are the same costs that are being reported in Column 004 (Program Administration) on Schedule 3, but they are being allocated by general service cost center on Schedule 4 instead of by service type on Schedule 3.

# Schedule 4 Reporting Guidance (cont.)

## Reporting Guidance

### **Column 005 (Program Aide [Direct Care])**

- There are only three rows that have the potential for items to be reported in Column 005:
  - Criminal Background Check & Finger Printing for direct care workers
  - Employee physicals/uniforms/ immunizations for direct care workers (for CHHAs and LHCSAs)
  - Other (although this should be minimal, if any)

### **Column 006 (Program RN Supervision/Assessment [Direct Care])**

- There are only three rows that have the potential for items to be reported in Column 006:
  - Criminal Background Check & Finger Printing for direct care workers
  - Employee physicals/uniforms/ immunizations for direct care workers (for CHHAs and LHCSAs)
  - Other (although this should be minimal, if any)

### **Column 007 (Program Staff Training)**

- Report the administrative personnel and non-personnel portion of the costs Program Staff Training costs in Column 007 on Schedule 4.
- Note that direct care only costs (e.g., direct care wages associated with attending training) reported in Column 007 on Schedule 3 would not need to be reported in Column 007 on Schedule 4.

# Schedule 4 Reporting Guidance (cont.)

## Reporting Guidance

### **Column 008 (Transportation)**

- No costs should be reported in Column 008.
- Transportation related costs for administrative purposes, such as gas and mileage, should be reported in the Transportation row of Column 004.

### **Column 009 (Contracted Purchased Services)**

- Report expenditures for all non-administrative contracted purchased services in Column 009.

### **Column 010 (Other)**

- Report expenditures associated with items that cannot be appropriately included in the other columns in Schedule 4a, Schedule 4b, or Schedule 4c.
- Items entered in this column may require further explanation/description to indicate the nature of the cost.

# Web-based Tool Items

# Web-based Tool Items

## Tool Updates

### **Schedule 5a.1 (CHHA Pediatric), 5a.2 (CHHA Episodic), 5b (LHCSA), and 5c (FI): Service Statistics**

- After reviewing cost report activity to date, it has been noted that the Total Unique Patients (022), Total Unique Visits/Days (023), and Total Unique Hours (024) columns are being left blank for many agencies.
  
- As this information is critical for rate setting purposes, the following update will be made to Schedule 5:
  - The Total Unique columns (022, 023, and 024) will be updated into automated calculations and will sum together the respective Medicaid FFS, Medicaid Managed Care, Medicare, Private Pay, and Other columns.
  - Note that the Dual-eligible columns will not feed into the Total Unique calculations.
  
- For dual-eligible reporting, this information should be reported in the following two locations:
  - Dual-eligible columns (010, 011, 012)
  - The columns that are associated with the primary payor (e.g., Medicaid or Medicare)
  
- See below for a dual-eligible reporting example:
  - A dual-eligible patient where Medicaid was ultimately billed by the provider should be reported in the Medicaid columns and the Dual-eligible columns (e.g., Medicaid FFS patients and unit of service columns and Dual-eligible patients and unit of service columns).
  - Reporting in this manner allows the dual-eligible information to be captured and also allows the automated calculated totals columns to calculate the total unique values.

Q&A Period

Thank You



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