

FAQs from the Monthly Outreach Session on October 21, 2021 for the 2020 Home Care Cost Report

Topic:

General

Q.1. What is the due date for the 2020 Home Care Cost Report?

A.1. The due date for the 2020 Home Care Cost Report is November 15, 2021. The last day to submit supporting documentation via the Secure File Transfer Protocol (SFTP) site is November 22, 2021.

Q.2. How can I receive a copy of 2019 rates?

A.2. For 2019 rate inquiries, please reach out to the Department at PersonalCare-Rates@health.ny.gov and CHHA-Rates@health.ny.gov.

Q.3. How can I receive a budgeted rate?

A.3. The Department is creating a separate process to request a budgeted rate. In the meantime, for budgeted rate inquiries please reach out to the Department at PersonalCare-Rates@health.ny.gov and CHHA-Rates@health.ny.gov.

Web-based Tool

Q.4. Will we be able to gain access to the cost report to make changes if we submit it before the due date and realize we need to make a change?

A.4. Once the cost report is submitted, you will not be able to make changes. If you submitted before the cost report due date and realize you need to make a change, please send an inquiry to the KPMG Home Care mailbox (us-advrisknyshc@kpmg.com). We will do our best to unlock your cost report timely so that you can make the necessary edits. Please note that after the November 15th deadline, KPMG will not be unlocking cost report submissions.

Q.5. If I forget my username and/or password for the Web-based Tool, how I can recover it?

A.5. If you forget your password to the Tool, please select the “Forgot Password?” button on the Web-based Tool login page. You should then receive an email with the steps to reset your password. If you forgot your username, please send an inquiry to the KPMG Home Care mailbox (us-advrisknyshc@kpmg.com) for assistance.

Cost Reporting

Q.6. On what schedule should we report the federal stimulus received for Covid stimulus?

A.6. Federal stimulus received for Covid-19 should be reported on Schedule 19, under “other operating revenue”. In addition, they should be included on question G.11 in the General Questionnaire, which asks about Covid-related federal funding.

Q.7. On Schedule 5, should statistics for unpaid services be reported?

A.7. Yes, all statistics should be reported on Schedule 5 regardless of whether you ultimately received reimbursement. They should be reported in the proper payor source column and service type row. Statistics for non-allowable services should be reported in the “Other non-allowable” row.

Q.8. Why should bad debt be excluded from Schedule 3?

A.8. Based on accounting guidance released in 2019, bad debt should be treated as an offset to revenue on your Financial Statements. The total expenses reported on Schedule 3 of the cost report should reconcile to the total expenses per your agency’s Financial Statements. As such, bad debt expense should not be reported on Schedule 3 but should be offset to revenue on Schedule 19.

Q.9. In the Cost Report Submission tab, can we list the executive-level individual, but still have a director-level individual submit it?

A.9. An executive level individual should be the person certifying the submission, even if the director-level individual was the one responsible for detail reviewing the cost report.

Q.10. Where should medical supplies be reported on Schedule 3? Are they considered “other expenses”?

A.10. If the costs can be attributed to the provision of direct care services and are medical supplies provided to patients, they should be reported within the appropriate direct care column on Schedule 3 and allocated to each service line using same methodology used to allocate other costs. If they are office supplies, they should be reported within the Program Administration Column 004 and allocated to each service line using same methodology used to allocate other costs.

Q.11. Should the WR&R revenue received from an MLTC be netted from the Training cost on Schedule 3?

A.11. Any WR&R costs reimbursed through a rate add-on should be netted with WR&R costs, or those costs that were reimbursed should be reported as non-allowable expenses on Schedule 3.

Q.12. If an administrative official works for a health department and spends time on a variety of different healthcare providers including home care, should an allocation be used to report that official's salary based on the percentage of time spent on home care?

A.12. Please break out the salary expense for the top administrative officials to the best of your ability based on the percentage of their time spent on home care activities.

Q.13. Should salaried employees be included on Schedules 11 & 12?

A.13. Yes, both salaried and hourly employees should be included on Schedule 11 and Schedule 12.

Q.14. Are Covid related expenses nonallowable? Should you include the Covid expense if you received separate reimbursement for those expenses?

A.14. Covid-related expenses related to program operations are allowable expenses if they were incurred in 2020. You should report all actual costs incurred during calendar year 2020, regardless of whether (or how) those costs were reimbursed.