



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

CHRIS TRAYLOR
EXECUTIVE COMMISSIONER

February 1, 2016

To: 24-Hour Residential Child Care Providers
Subject: 2015 Cost Report and Cost Report Preparer Requirements

Dear Providers:

This letter is being distributed through an electronic communication from DFPS and contains information on 2015 cost reporting and preparer requirements for the 24-Hour Residential Child Care (24 RCC) program.

Each contracted provider is required to submit financial and statistical information through a Cost Report for each contract held with the Texas Department of Family and Protective Services (DFPS). It is the responsibility of each contracted provider to submit an accurate cost report, completed in accordance with all applicable instructions and rules, to ensure fair and equitable determination of reasonable payment rates.

There are no cost report materials included with this letter. All required documents can be found and downloaded from the Texas Health and Human Services (HHSC) Rate Analysis Department (RAD) website at the web address indicated in the **Rate Analysis Website** section below.

COST REPORT DUE DATE

Your 2015 cost report must be fully verified and submitted through STAIRS (see below) no later than **April 30, 2016**.

All supporting documents, including signed and notarized certification pages, must be uploaded into STAIRS. No documentation will be accepted through the mail or via email. Appendix A of the *Specific Instructions for the Completion of the Cost Report* explains how to access directions for uploading your documents, including a process for converting documents to an electronic format that can be used by a provider who does not yet own a scanner.

THE STATE OF TEXAS AUTOMATED INFORMATION REPORTING SYSTEM (STAIRS)

Beginning with the 2015 Cost Report 24 RCC providers must submit their cost report through the web-based State of Texas Automated Information Reporting System (STAIRS).

Providers will be sent an email containing STAIRS login information including their username and password. The email will be sent to the Primary Entity Contact designated by HHSC RAD based on enrollment information previously submitted to HHSC and/or DFPS. New provider's Primary Entity Contact who has not received an e-mail with their login information by February 5, 2016, should contact RateAnalysisDept@hhsc.state.tx.us.

The Primary Entity Contact is responsible for assigning Financial and Preparer contacts in STAIRS. Assigning these contacts is necessary prior to beginning the cost report. Primary Entity Contacts are strongly encouraged to access the system as soon as possible and make these assignments to ensure there is adequate time available to become familiar with using the system.

Contracts for each legal entity will be grouped in STAIRS depending on factors such as ownership, rate enhancement participation level (if applicable), and cost reporting period. The groups assigned by HHSC RAD may include contracts from more than one program. This grouping information is detailed in STAIRS.

PREPARER REQUIREMENTS FOR THE 2015 COST REPORT

In accordance with Title 1 of the Texas Administrative Code §355.102(d), it is the responsibility of each provider to ensure that each cost report preparer who signs the Cost Report Methodology Certification completes the required HHSC-sponsored cost report training.

Preparers must complete cost report training for every program for which a cost report is submitted. Such training is required every other year for the odd-year cost report in order for the preparer to be qualified to complete both that odd-year cost report and the following even-year cost report. Preparer training is mandatory for the 2015 cost report.

Information regarding the mandatory cost report training, training schedule, and training registration can be found on the HHSC RAD Website (see section below) for each program. Once you have selected your program, look for the section on *Training Information*.

A training information letter was distributed through an electronic communication from DFPS on January 14, 2015. This letter has also been posted on the HHSC RAD Website in the Training information section of each program.

RATE ANALYSIS WEBSITE

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

<http://www.hhsc.state.tx.us/rad/index.shtml>

RESOURCES

If you need assistance related to the proper completion of the cost report, please contact the Rate Analyst for your specific program. You can locate your Rate Analyst's contact information at:

<http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml>

If you have questions related to why you must submit a 2015 Cost Report, please call 512-490-3193.

Sincerely,

[signature on file]

Ray Wilson
Director, Cost Reporting
HHSC Rate Analysis Department