



## TEXAS HEALTH AND HUMAN SERVICES COMMISSION

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EXECUTIVE COMMISSIONER

January 16, 2015

To: Long Term Services and Supports Providers  
(see program list below)

Subject: Information Letter No. 15-04  
2014 Cost Report and Cost Report Preparer Requirements

Dear Providers:

This letter is being distributed through an electronic communication from DADS and contains information on 2014 cost reporting and preparer requirements for the following programs:

- Deaf Blind Multiple Disabilities (DBMD); and
- Nursing Facility (NF).

Each contracted provider is required to submit financial and statistical information through a Cost Report for each contract held with the Texas Department of Aging and Disability Services (DADS). 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 2014 cost report must be received by HHSC RAD no later than **March 31, 2015**.

The electronic copy of your cost report and supporting paper documentation must both be received by this due date in order for your cost report to be considered as submitted.

The electronic cost report must be e-mailed as directed in the ACRES Data Entry Manual (see below) while the supporting documentation must be received at one of two addresses:

**REGULAR MAIL:**

Texas Health and Human Services Commission  
Rate Analysis Department, Mail Code H-400  
P.O. Box 149030  
Austin, TX 78714-9030

**SPECIAL DELIVERY:**

Texas Health and Human Services Commission  
Rate Analysis Department, Mail Code H-400  
4900 North Lamar  
Austin, TX 78751-2316

**AUTOMATED COST REPORTING & EVALUATION SYSTEM (ACRES)**

Providers are required to prepare their cost report using the ACRES data entry software. The ACRES Data Entry Manual and software can be downloaded from the HHSC RAD website, noted below. Please refer to the “Automated Cost Reporting” section of the website for more information about the ACRES Data Entry software.

**PREPARER REQUIREMENTS FOR THE 2014 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.

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 via Information Letter No. 14-83.2 through an electronic communication from DADS on December 18, 2014. 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 training, on-site classroom 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 2014 Cost Report, please call 512-707-6087.

Sincerely,

*[signature on file]*

Ray Wilson  
Director, Cost Reporting  
HHSC Rate Analysis Department