

SUBJECT: 2023 Cost Report Request – STAIRS

Dear Providers:

This notice contains information on mandatory 2023 cost reporting and cost report preparer requirements for the following programs:

- Ambulance Services Supplemental Payment Program (ASSPP)

DUE DATE

The 2023 cost report must be fully verified, all required documentation uploaded, and the cost report submitted through the State of Texas Automated Cost Reporting System (STAIRS) online application. Information on STAIRS is provided below.

The 2023 cost report must be submitted no later than **March 31, 2024**.

REPORT SUBMISSION AND PREPARER REQUIREMENTS

Each provider of the above services is required to submit financial and statistical information through a cost report for each governmental entity enrolled in the program.

It is the responsibility of each provider to submit an accurate cost report, completed in accordance with all applicable instructions and rules.

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

Preparers must complete a training webinar for each program for which a cost report is submitted. In order to be qualified to complete the 2023 cost report, the preparer must have completed the mandatory 2023 cost report training.

Upon completion of the appropriate webinar, preparers will be given the appropriate credit to be qualified to submit a cost report as detailed above. Attendees of Cost Report Training Webinars will **not** receive a certificate, and there will be **NO** Continuing Education Units (CEUs) or Continuing Professional Education (CPEs) credits for completing cost report training Webinars. A list of all attendees successfully attending the training and receiving credit is posted to the Provider Finance Website at the address below.

<https://pfd.hhs.texas.gov/acute-care/ambulance-services/ambulance-services-supplemental-payment-program-asspp-cost-report>

Preparers who have NOT completed the mandatory training will NOT be added to the list of eligible preparers in STAIRS and therefore cannot be selected and assigned as the Preparer. NO EXEMPTIONS from the mandatory training requirements will be granted.

Details on requirements for mandatory cost report training for preparers and how to register for a training webinar are available on the **Provider Finance Department Website** (see below).

THE STATE OF TEXAS AUTOMATED INFORMATION REPORTING SYSTEM (STAIRS)

Providers must submit their 2023 cost report through STAIRS. STAIRS is web-based and hosted by state contractor, Fairbanks, LLC.

Providers and preparers who have previously submitted a cost report via STAIRS will use the same logon information to access the 2023 Cost Report.

New providers without prior STAIRS access, 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 PFD. A new provider who has not received an e-mail with their login information by February 7, 2024, should contact CostInformationPFD@hhs.texas.gov.

The Primary Entity Contact has the responsibility to assign other Contacts for their entity in STAIRS. At a minimum, a "Preparer" who is responsible for completing the entity's cost report(s) must be assigned. Assigning a "Primary Financial Contact" is also an option. If a Primary Financial Contact is assigned, either the Primary Entity Contact or the Primary Financial Contact has the ability to assign additional Contacts, including the assignment of the Preparer.

It is strongly encouraged that the Preparer be assigned as soon as possible to give the preparer access to the cost report in STAIRS. They must have adequate time to prepare the cost report so that the entity may then complete the final Step in STAIRS to submit their cost report by the due date.

A reference material document titled ***Helpful Information for Contacts and Preparers*** is available to provide guidance in adding other Contacts or Preparers. Reference Materials are located at the bottom of the main screen after logging onto STAIRS.

When logging into STAIRS for the very first time a Contact will be asked to establish a security profile for their account that will include setting up three (3) question and answer pairs that will be used to validate identity in the event the Contact forgets or need to reset their password.

PROVIDER FINANCE DEPARTMENT WEBSITE

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

<https://pfd.hhs.texas.gov/acute-care/ambulance-services>

RESOURCES

Questions regarding contracts and cost report groupings that have been assigned to your entity should be directed to HHSC PFD at costinformationPFD@hhs.texas.gov

Questions regarding Preparers, or the list of Preparers, should be directed to HHSC PFD at costinformationPFD@hhs.texas.gov

Questions regarding adding Contacts or problems with UserName and/or Password should be directed to the Fairbanks, LLC, Help Desk at 877-354-3831 or info@fairbanksllc.com

Questions regarding the proper completion of your cost report in STAIRS should be directed to the appropriate HHSC contact for your program. A list of program contacts can be found at:

<https://pfd.hhs.texas.gov/hospitals-clinic/contact-list>

Sincerely,

Pamela Minton
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HHSC Provider Finance Department