



Date: December 5, 2022

To: Community Living Assistance and Support Services Case Management Agency and Direct Services Agency Providers
Day Activity and Health Services Providers
Deaf Blind Multiple Disabilities Providers
Home and Community-based Services Providers
Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions Providers
Nursing Facility Providers
Primary Home Care Providers
Residential Care Providers
Texas Home Living Providers
Department of Family and Protective Services (DFPS) 24-Hour Residential Child Care Providers
State Supported Living Centers

Subject: Information Letter No. 2022-58
2022 Cost Report and 2022 or 2023 Accountability Report
Training Information

Cost Report Training Purpose

The “2022 Cost Report and 2022 Accountability Report and/or 2023 Accountability report due to Termination, Change of Ownership, and Exiting Rate Enhancement” is a webinar training that provides in-depth discussion, purpose, and instruction for entering data in the State of Texas Automated Information Reporting System (STAIRS) application. STAIRS is a web-based data collection tool to submit cost and accountability reports. STAIRS stores the names of everyone who completes the training, so there is no need for certificates or education credits.

A preparer must complete the appropriate training webinar to be able to submit a cost or accountability report. The Health and Human Services Commission’s (HHSC) Provider Finance Department (PFD) will give access to providers and preparers who complete the training so they can submit a cost or accountability report in STAIRS.

Cost Report Training Requirements

HHSC PFD requires providers to take the cost report training for their specific program the same year. The training taken in the cost report submission year will

award a preparer the necessary credit to complete that year's cost report and the following year's accountability report, if applicable.

A provider who participates in the Attendant Compensation Rate Enhancement or Direct Care Staff Enhancement (rate enhancement) programs will be required to submit accountability reports in the years that they are not required to submit cost reports. Providers who do not participate in the rate enhancement program will be required to submit cost reports only every two years. Rate enhancement participants in the Deaf Blind with Multiple Disabilities (DBMD) program are the exception; they must submit accountability reports annually. No reports will be required in the interim years if they continue to be non-participants in the rate enhancement programs.

24-Hour Residential Child Care and State Supported Living Center providers must submit cost reports on an annual basis. Cost Report training is available every year. However, cost report training is mandatory every other year when the odd-year cost report is due. Rate enhancement participants in the DBMD program must attend mandatory training every two years when the odd-year accountability report is due. HHSC will include the cost report submission schedule in the annual cost report request sent via email and will be available on the HHSC PFD website.

Rate Enhancement participating providers that terminate from the program, providers, or both who undergo a change of ownership will have to complete a 2023 accountability report. Attendance during the 2022 training may be required to complete this report.

Accountability report preparers must complete state-sponsored cost report training every other year. Their accountability report is due either in the year when their program's cost report is due or in the following year (if they could not complete the previous year's training). To complete the 2022 cost report or 2022/2023 accountability report, preparers must have attended training for their specific program, as listed in the table below.

Required Training for 2022 Cost Report or 2022 Accountability Report By Program

Program	Report Type	Required Training
Deaf Blind with Multiple Disabilities (DBMD)	2022 or 2023 Accountability Report	2021 Report Training or 2022 Report Training
Day Activity and Health Services (DAHS)	2022 or 2023 Accountability Report	2021 Report Training or 2022 Report Training
Community Living and Support Services (CLASS)	2022 or 2023 Accountability Report	2021 Report Training or 2022 Report Training
Primary Home Care, Family Care, Community Attendant Services (PHC)	2022 or 2023 Accountability Report	2021 Report Training or 2022 Report Training
Nursing Facility (NF)	2022 Cost Report or 2023 Accountability Report	2022 Report Training
Home and Community Based Services and Texas Home Living (HCS/TxHmL)	2022 Cost Report or 2023 Accountability Report	2022 Report Training
Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Condition (ICF/IID)	2022 Cost Report or 2023 Accountability Report	2022 Report Training
Residential Care (RC)	2022 Cost Report or 2023 Accountability Report	2022 Report Training
24-Hour Residential Child Care (24-Hour RCC)	2022 Cost Report	2021 Report Training or 2022 Report Training
State Supported Living Center (SSLCs)	2022 Cost Report	2021 Report Training or 2022 Report Training

The 2022 Cost Report and 2022/2023 Accountability Report training will award the appropriate credits for the preparer to submit the 2022 Cost Report and the following year's Accountability Report for the applicable program.

PFD Website

The HHSC PFD website contains the following:

- Program-specific cost report instructions,
- Cost report training information and materials,
- Payment rates, and
- Weblinks for training information and registration.

Our website is updated periodically with new information and when new features are added. We encourage you to visit the website at:

<https://pfd.hhs.texas.gov/long-term-services-supports>

Resources

Please contact the Customer Information Center if you have any questions about the information in this letter at: PFD-LTSS@hhs.texas.gov or (737) 867-7817.

Sincerely,

[signature on file]

Samuel West
Director of Provider Finance, Long-Term Services and Supports