

Health Home Cost Report Instructions PCP Health Home

The Department of Social Services will routinely reassess the fee schedule for the four different tiers that members will fall into for the Health Home program. As a part of this program, the Department asks providers to complete the attached cost report individually for each clinic. This information will be critical to determine the Rate of Payment and, additionally, any future incentive payments. Costs reported on this cost report should only include the cost of the additional Health Home Services and NOT costs associated with regular appointments or illnesses.

EXPENSE TAB:

This worksheet will contain costs associated with each of the core services: 1) Comprehensive Care Management; 2) Care Coordination; 3) Health Promotion; 4) Comprehensive Transitional Care (including appropriate follow-up from inpatient to other settings); 5) Individual and Family Support; and 6) Referrals to Community and Social Support Services. A complete description of each of these services can be found on the DSS Health Home Website at <http://dss.sd.gov/healthhome/docs/PCPCoreServicesSpecific.pdf>.

Provider Information – Complete for each clinic.

Census Data – Utilizing the Core Services reports submitted to the state each quarter, complete the Census Data section by listing the number of clients served at each tier for each quarter. **Only count those clients who have received at least one core service during the reporting period.** For FY 14 providers WILL NOT report Quarter 1 census data. From FY 15 on, all quarters will be reported.

Total Cost Column: Costs reported in this column should reflect the agencies total costs associated with the Health Home program and should be supported by the agencies profit and loss statement or trial balance.

Non-Allowable Costs Column: Costs that are non-allowable for reimbursement should be reported in the non-allowable cost column.

Examples of Non-Allowable Cost for Reimbursement include:

- Income Tax
- Promotional and advertising expenses are not allowed except for recruiting of employees
- Travel and entertainment other than for professional meetings and direct operation and maintenance
- Donations
- Bad debts, charity, and courtesy allowances
- Prior year costs
- Costs of legal fees, accounting and consultant services or other related costs incurred in connection with hearings, arbitration, or judicial proceedings pertaining to reimbursement rates. However, such costs are allowable when a Health Home's request for reimbursement rate adjustment constitutes a valid claim.

- Acquisition cost, including legal fees, brokerage fees or commissions, accounting, administration, travel, and feasibility studies. This applies whether the costs are incurred as the result of the purchase or lease of an agency.
- Any cost of a sublease that exceeds the costs of the lease between the owner and the first lessee of the current lease.
- Any penalty of fee assessed by a government agency for tardy reporting, nonpayment of any other fee, or any other fee which could have been avoided.

Total Adjusted Health Home Program Costs Column: Providers should not enter amounts directly into this column. This column will automatically calculate the total costs minus the non-allowable costs. Providers will need to allocate Total Adjusted Health Home Program Costs to the various Tiers based on the amount of time served for each recipient that receives at least one of the core services. The time each recipient receives can come from either medical records and/or billing records.

Account Numbers & Titles

2100 PERSONNEL SALARIES

***Note: Allowable Cost Allocation Methods for Salaries would include Time Studies, Analysis of medical and or billing records.**

The 2100 series of accounts is for recording all salaries and wages earned by a Health Home's regular employees (full or part time) and any temporary employees who may be under contract with the Health Home. Report benefits and taxes associated with salaries and wages in section 2200 & 2300.

2110 Physician - Report the salaries and wages for all physicians who may be on staff or under contract with the Health Home.

2120 PA/NP - Report the salaries and wages for all PA/NPs who may be on staff or under contract with the Health Home.

2130 Pharmacist - Report the salaries and wages for all Pharmacists who may be on staff or under contract with the Health Home.

2140 Chiropractor - Report the salaries and wages for all Chiropractors who may be on staff or under contract with the Health Home.

2150 RN/LPN - Report the salaries and wages for all RN/LPNs who may be on staff or under contract with the Health Home.

2160 Dietician - Report the salaries and wages for all Dieticians who may be on staff or under contract with the Health Home.

2170 Health Coach/Care Coordinator - Report the salaries and wages for all Health Coach/Care Coordinators who may be on staff or under contract with the Health Home.

2180 Support Staff - Report the salaries and wages for all Support staff that may be on staff or under contract with the Health Home. Support Staff can include any secretarial, booking, and administrative staff.

2190 Other Staff - Report the salaries and wages for all Other Staff who may be on staff or under contract with the Health Home.

2200 & 2300 PERSONNEL BENEFITS AND TAXES

***Note: Allowable Cost Allocation Methods for Personnel Benefits and Taxes would include Time Studies, Analysis of medical and or billing records.**

The 2200 & 2300 series of accounts is for the accumulation of paid and accrued benefits and taxes by a Health Home under its own or other employee health and retirement benefits plans. This does not include employee contributions or payments.

2210 Health Benefit Plans - report the cost of hospitalizations and other health insurance coverage for Health Home staff.

2220 Retirement Plans - Report the costs of the Retirement Annuity Plan or other approved private retirement plan under this account number.

2280 Vacation/Paid Personal Leave – Report the cost of vacation and paid personal leave the Health Home provides the employees.

2290 Other Benefits - Report the cost of any other Health Home employee benefits, which cannot be reported under accounts 2210 and 2220, here, such as group life insurance premiums, Long Term Care Insurance, disability, AFLAC, etc.

2310 FICA Taxes – Report FICA tax expense of the Health Home in this account.

2320 Unemployment Insurance - Report the State and Federal Unemployment Insurance payable by employers under State and Federal law.

2350 Worker's Compensation Insurance – Report the Workmen's Compensation Insurance premiums payable by the employers.

2500 PROFESSIONAL FEES AND CONTRACT SERVICES

***Note: Allowable Cost Allocation Methods for Professional Fees and Contract Services would include Time Studies, Medical and or Billing Records, Accumulated Costs, Analysis of expenditures and Contracts.**

This account includes the accumulation of fees and expenses of professional practitioners and consultants who are not employees of the Health Home and are engaged as independent contractors for specified services on a fee or other individual contract basis. Items included are:

- **Auditing and Accounting Fees**

Fees paid for auditing the Health Home's books and fees paid for bookkeeping or accounting services. Salaries for regular bookkeeping services should be reported in account 2190 if the bookkeeper is on the Health Home staff.

- **Legal Services**

Fees paid to attorneys by the Health Home for legal services for the Health Home itself, includes costs of notices in legal publications.

- **Maintenance/Professional Services**

Fees paid by the Health Home to contractors for services rendered to maintain the Health Home or other costs of other services purchased on a fee-for-service basis.

2600 SUPPLIES

***Note: Allowable Cost Allocation Methods for Supplies would include any directly identified costs for the program. Any other costs not directly identified can be allocated based on the % of people in the Health Home program compared to total clients served for the period.**

This account reports the costs of supplies which could include the following items.

- **Office Supplies**
 - Consumable office supplies used in carrying out individual client programs.
- **Medical Supplies**
 - Health Home stock items used for residents such as band-aids or other dressing changes items, alcohol swabs, etc.
- **Dietary Supplies**
- **Food**
- **Housekeeping Supplies**
- **Laundry Supplies.**
- **Maintenance Supplies**
- **Activities Supplies**
- **Other Supplies/Minor Equipment Purchases.**

3100 OCCUPANCY (BUILDINGS)

***Note: Allowable Cost Allocation Methods for occupancy expense (Building) would include Actual Square Footage, Analysis of Expenditures and Contracts. Allowable Cost Allocation Methods for Depreciation of Fixed Assets would include Actual Square Footage, Analysis of expenditures and Contracts.**

The 3100 series of accounts should be allocated by a space utilization formula if the provider is a multiple program agency. Square footage by program should be developed so a fair distribution of all occupancy expense can be distributed.

3110 Rent or Lease Space - Report all rent paid for land, buildings, and office space used in the operation of the Health Home. This would also include any allocated costs of space for the Health Home.

3120 Building Repairs/Maintenance - Report the costs associated with building repairs and maintenance for your Health Home. Any building repairs and/or maintenance that exceed \$5,000 must be depreciated.

3130 Utilities - Report the cost of any of the following, unless the cost of one or more of them is included in the rent:

- Heating fuel
- Water
- Gas
- Electricity
- Waste removal
- Telephone including cell phone services
- FAX
- Internet Access

3140 Building Depreciation - Buildings are to be depreciated at 3% for masonry and 4% for frame. No depreciation is to be taken for rental property or land. The depreciation on buildings should be prorated among all applicable programs.

3160 Property Insurance and Taxes - Report the cost of property insurance, taxes, and fire insurance.

3190 Other Occupancy Expense (Buildings) – Report any other occupancy expense that cannot be reported under the other headings in the 3100 account classifications.

3200 OTHER EXPENSES

***Note: Allowable Cost Allocation Methods for Other Health Home Expenses would include any directly identified costs for the program. Any other costs not directly identified can be allocated based on the % of people in the Health Home program compared to total clients served.**

3240 Advertising/Employee Recruiting - Intended and limited to the cost of advertising for staff recruitment. Any cost associated with marketing and public relations should be reported in this column and then adjusted out in the non-allowable, adjustment column on the cost report.

3250 Dues/Subscriptions/Training - Intended for the amount paid for bona-fide membership in other organizations, subscriptions, reference, and resource publications purchased for use by the staff of the Health Home for training and educational purposes.

3270 Bad Debt – Report Bad Debt in the total cost column and adjusted off in the Non-Allowable adjustment column.

3275 Professional/General Liability Insurance - Report the cost of protection against fraudulent, negligent, or dishonest acts by officers or employees of your organization.

3280 TRAVEL and TRANSPORTATION EXPENSES – Report mileage payments to staff. Attach documentation of mileage reimbursement rates your Health Home has used to justify the expense. Rentals for autos should be included here. Principal payments in the purchase of vehicles cannot be charged to this account or any other account. Vehicles should be depreciated in account 4410. Other direct costs of repairing and maintaining Health Home cars, including gas, oil, lubrication, tires, license and insurance which are directly related to rendering services to the residents being served by the Health Home.

3290 Other Miscellaneous – Report any other miscellaneous cost. If the total miscellaneous expense exceeds \$1000, the Health Home must attach a breakdown of expenses.

4400 DEPRECIATION OF FIXED ASSETS

***Note: Allowable Cost Allocation Methods for Depreciation of Fixed Assets can be allocated based on the % of people in the Health Home program compared to total clients served.**

The acceptable method of recording depreciation is the use of the straight-line method following the American Hospitalization Association (AHA) guidelines. This account may be utilized to write-off fixed assets over respective useful lives. The amount entered for depreciation on equipment and furniture must be identifiable in the accounting records of the facility and acceptable for certification.

4410 Vehicles – Report any vehicle purchases that exceed \$5,000 here.

4420 Equipment – Report the depreciation of any equipment purchases that exceed \$5,000 here.

STAFF FTE TAB:

The Staff FTE tab is used to report the number of Full Time Equivalent (FTE) staff members the Health Home has in each position.