DHS- Community Support Provider and Intermediate Care Facility

DSS- Division of Child Protection and Division of Behavioral Health

Version 08/30/2022

What is the cost report?

A report of the total expenses, revenue, and staffing information broken out by individual services

What is the purpose of the cost report?

To capture providers' costs and obtain data for rate setting purposes

Overview

- General Guidelines:
  - Reporting period, Deadline, Extensions, Format (Excel only and provide email address), No Cents

- Audit: The totals should match the independent audit
- All information reported in the cost report, including the assignment of any cost, should be supported by the agency's financial records and follow Generally Accepted Accounting Principals (GAAP)
- Cells highlighted in gray are locked and/or completed by Department staff

Worksheets

- Cost and Statistical Data
  - Expenses and Units
  - Revenue
  - Staffing Information
- Notes and Comments
- CPS Providers Schedule

Old Vs. Updated Cost Report Template Comparison

Old Version

1. Schedule A
2. Schedule B
3. 1010 (DHS)
4. 1020 (DHS)
5. 1040 (DHS)
6. Attachment 1 – 1010B(DSS)
7. Attachment 1 – 1020B(DSS)
8. Attachment 1 – 1040B(DSS)

9. Notes to Schedule A
10. Notes to Schedule B

11. Schedule C

Updated Version

1. Cost and Statistical Data
   - Expenses and Units
   - Revenue
   - Staffing Information

2. Notes and Comments

3. CPS Providers' Schedule

What else is new the worksheet merges?

Cost and Statistical Data Worksheet

o **Expenses and Units Section (Replaced "Schedule A")**

- Preparer's name and email
- Total of Services Column (No action required; calculates automatically)

o **Revenues Section (Replaced "Schedule B")**

- Total of Services Column (No action required; calculates automatically)
- All revenues are now reported by services, not by division

o **Staffing Information Section (Replaced "1010, 1020, 1040, 1010(B), 1020(B), 1040(B)")**

- Combined all the staffing categories for DHS and DSS
- Different categories of positions can be selected from the available drop-down menu options
- Total Hours Paid will be calculated automatically
- Job Title - Optional unless "Other" is selected

Notes and Comments Worksheet

o Notes related to Expenses and Units, Revenues, and Staffing information are combined into one worksheet

EXPENSES and UNITS (Page 13-18)

- **Provider Information:** Provider's name, reporting period, and the preparer's name and email

- **Horizontal Axis/Columns:** Total, Adjustments, Admin and Support, Fund Raising, Total of All Services, Program Services, and Other Services

- **Vertical Axis/Rows:** Personnel services, Personnel Benefits and Taxes, Professional Fees and Contractual Services, Travel/Transportation, Supplies, Occupancy, Equipment, Depreciation, Miscellaneous, Total Expenditures

- **Total Units by Payor Source:** Cost/unit automatically calculated

REVENUES (Pages 19-22)

- **Horizontal Axis/Columns:** Will autofill from the EXPENSES and UNITS section

- **Vertical Axis:** Fees, Grants, Contributions, Other Income

- **Totals:** Totals will be calculated automatically

STAFFING INFORMATION (Page 23)

Capture information for total hours paid and the assignment of those hours to respective services

Horizontal Axis/Columns

Columns A-F:

- Staff Type - Select from the drop-down menu
- Position Type - Select from the drop-down menu
- Job Title - Enter the actual working job titles used by the provider
- Total Hours Paid - Enter value
- Total Wages paid - Enter Value
- Wage/Hour - Will be calculated automatically

Columns G-CM:

- Will autofill from the EXPENSES and UNITS section

NOTES & COMMENTS WORKSHEET (Page 24)

Provide explanation for:
- Adjustment column items
- Accounts exceeding the percentage limits
- "Other" accounts (2090 and 2390)
- Any other notes

Child Protection Service (CPS) Providers' Schedule (Page 24)

- Only for Child Protection Providers

- Include the following census information:
  - A count of all days when a client is physically present at the provider
  - Leave days based on the distinction of being paid leave days
  - Unpaid leave days
  - Any other types of days a provider may need to report

FAQs

1. Where/to whom do we send the cost report?

   Send the Excel format cost report directly by email to the Department of Social Services at DSSFinancePRA@state.sd.us and/or the Department of Human Services at DHSFinance@state.sd.us, as applicable.

2. What services do we report in the cost report?

   All services provided by your agency.

3. Do we report expenses for services that are non-governmental or not for DSS/DHS? If so, where?

   Yes, report all other/non-governmental program expenses in the "Other" section under "Other" categories.

4. When is our cost report due?

   The deadline for returning the required annual cost report to the Department(s) is four months after the provider's fiscal year-end. If your fiscal year ends June 30th, the cost report and audit are due November 1st. If your fiscal year ends December 31st, the cost report and audit are due May 1st.

FAQs continued…

5. I can't find the option to select a specific service on the Cost and Statistical worksheet. What should I do?

>   If the service you're trying to select is not available from the drop-down menu, please select "Other- Please specify in Row 7" and enter the name of the service in row 7.

6. Whom do I reach out to for other cost report related questions?

>   Department of Social Services at DSSFinancePRA@state.sd.us and/or Department of Human Services at DHSFinance@state.sd.us

7. Where to report COVID or Title XIX Revenue?

>   COVID/Title XIX Revenue should be reported on the Revenue Section Line 2390, and a note should be included in the notes and comments section identifying the type of COVID funding you received.

8. Where to report COVID or Title XIX Expenses?

>   COVID/Title XIX Expenses should be reported on the Expenses and Units section in the cost category the expense occurred in. If you use the Other category, please add a note on the notes and comments worksheet.

FAQs Continued…

9. What goes in the Adjustment Column on the Expenses schedule?

>The adjustments columns should be used for any of the non-allowable costs on the cost report that you need to deduct from your expenses reported in the total column from Trial Balance.

>If for any reason you need to make an adjustment that is different from your trial balance, then those adjustments would go there.

10. What allocation methods may be used for wages and other Expenses?

>The allocation method should be statistically sound and auditable. Allocations can be based on the percentage of expenses per program, percentage of revenues per program or some other method.

11. How should Restricted and Unrestricted Contributions be reported?

>Please see page 10 of the cost report instruction file under item 10, "Gifts and Income from Endowment" section

12. Where are Room and Board Expenses and Revenues Reported?

>Room and Board expenses and revenue should be reported in the program it occurred in.