



# **Substance Abuse Annual Cost Report Training**

**FY 2020/2021**

- ➔ Please place your phones on mute during the presentation.
- ➔ Cost Report Training provides general instructions for completing your annual cost report. If further assistance is required, please contact us at [costreport@ruhealth.org](mailto:costreport@ruhealth.org) to set up a meeting with our reviewers.
- ➔ Questions should be typed into the chat box located to the right of the screen. If you have any questions during or after the presentation, please submit them via e-mail:  
[costreport@ruhealth.org](mailto:costreport@ruhealth.org)
- ➔ Presentation and training resources will be posted on our website at [www.rcdmh.org/Doing-Business/Provider-Connect](http://www.rcdmh.org/Doing-Business/Provider-Connect)

# General Cost Report Information:

According to contract with RUHS – BH (SA):

“...final payments (if applicable) to the Contractor shall not be made by the County until receipt of a properly prepared Cost Report.”

A Properly Prepared Cost Report signifies that :

- Contractor has submitted two signed sets of the finalized Cost Report with all changes agreed upon by both County and Contractor.
- Contractor has included all documents necessary for County to review

**\*Disclaimer: The County will have the right to hold future invoices if the Cost Report submitted is not complete or contains errors/issues that remain unresolved.**

# Note on Financial Statements:

- If audited Financial Statements are not available by the date of submission, send the un-audited Financial Statements used to prepare the Cost Report.
- If your Financial Statements vary from your Cost Report figures, please submit all supporting schedules to trace numbers from Financial Statements to Cost Report forms.
- If your fiscal year is not the same as Riverside County's (July 1, 2020 through June 30, 2021) it is necessary to submit multiple financial statements.

**EXAMPLE:** On a January through December calendar year basis, submit one financial statement from July 1, 2020 through December 31, 2020 and another financial statement from January 1, 2021 through June 30, 2021.

# Response to COVID-19:

- The County intends to continue to comply with the Department of Health Care Services (DHCS) guidelines and instructions during the COVID-19 pandemic.
- Please plan to submit a single cost report for the fiscal year. We will notify you if we have receive anything different from the State.

**July 1, 2020 – June 30, 2021**

- Please complete your cost reports based on the contract settlement as outline in your Exhibit C of your contract.

# What to submit to Riverside University Health System – Behavioral Health (SA):

Please email to [costreport@ruhealth.org](mailto:costreport@ruhealth.org):

- **Financial Statements** and other supporting schedules that tie to the Cost Report Schedules.
- Electronic copy of **Cost Report Schedules**
- A schedule of your **Published Charges** (the rates you charge the public).

**TWO (2) original signed** sets of complete Cost Report Schedules with original signatures in **BLUE** ink for each cost report once agreed upon by County and Contractor.

# How many Cost Reports do I need to complete?

Complete a separate set of Cost Report schedules for **EACH:**

Substance Abuse CADDs your agency has with Riverside County, as per contract Exhibit C.

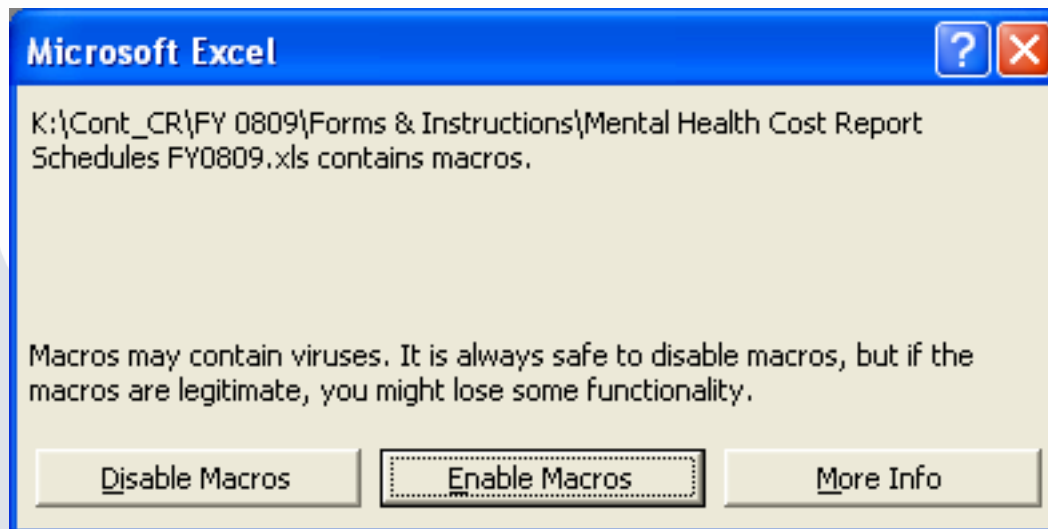
Cost Reports submitted with CADDs/contracts combined are not considered properly completed and you will be contacted by your accountant for revision.

- Please be advised that some contracts may contain more than one CADDs and that one contract does not necessarily equate to one cost report.

# Enabling Macros:

**YOU MUST “ENABLE MACROS” IN ORDER  
FOR THESE FORMS TO WORK!**

When opening up the Cost Report Schedules in Excel versions 2003 and earlier, a pop up will ask whether to enable macros.

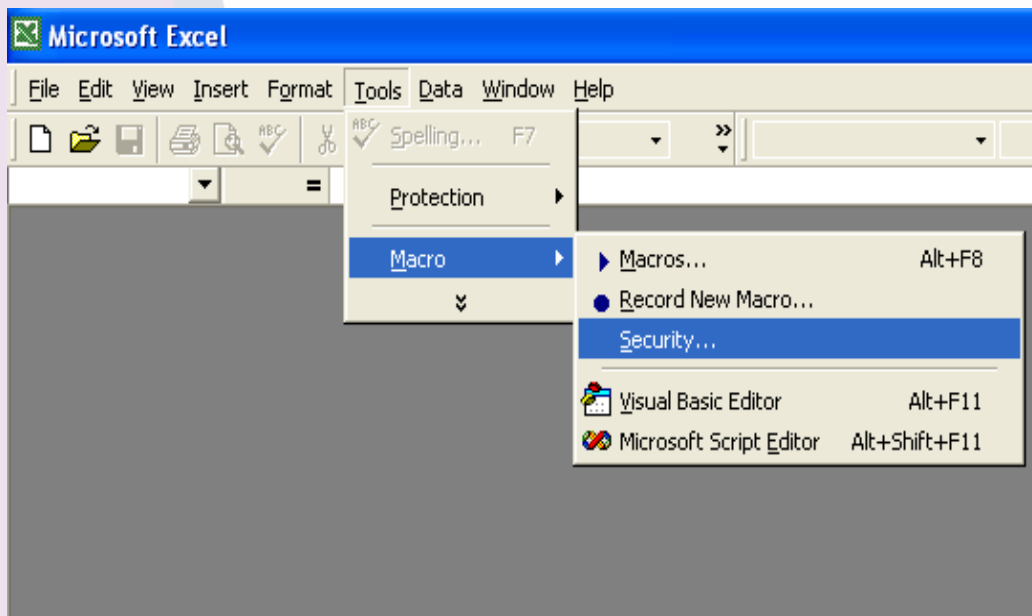




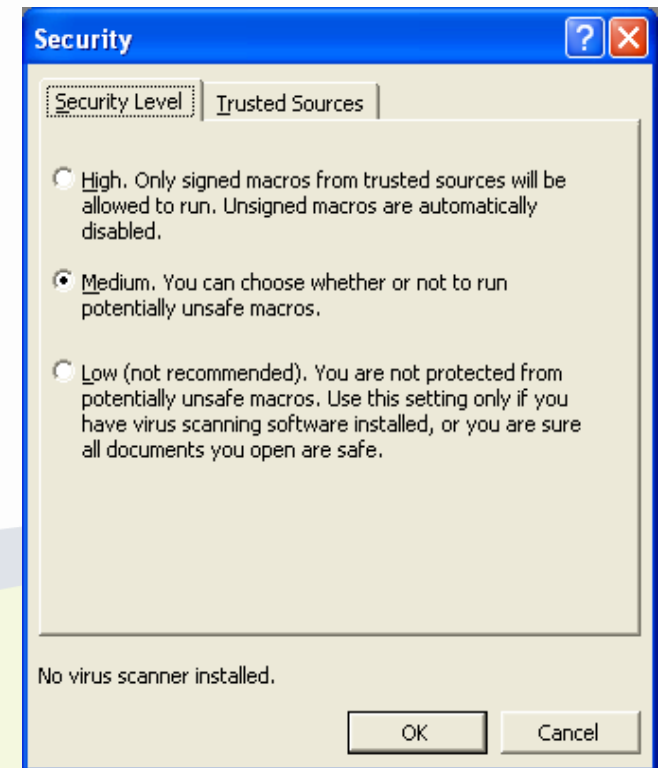
# Enabling Macros (cont.):

You may also need to adjust the Security Level in order for the Macros to run properly.

1. In Excel, select: Tools ➡ Macro ➡ Security



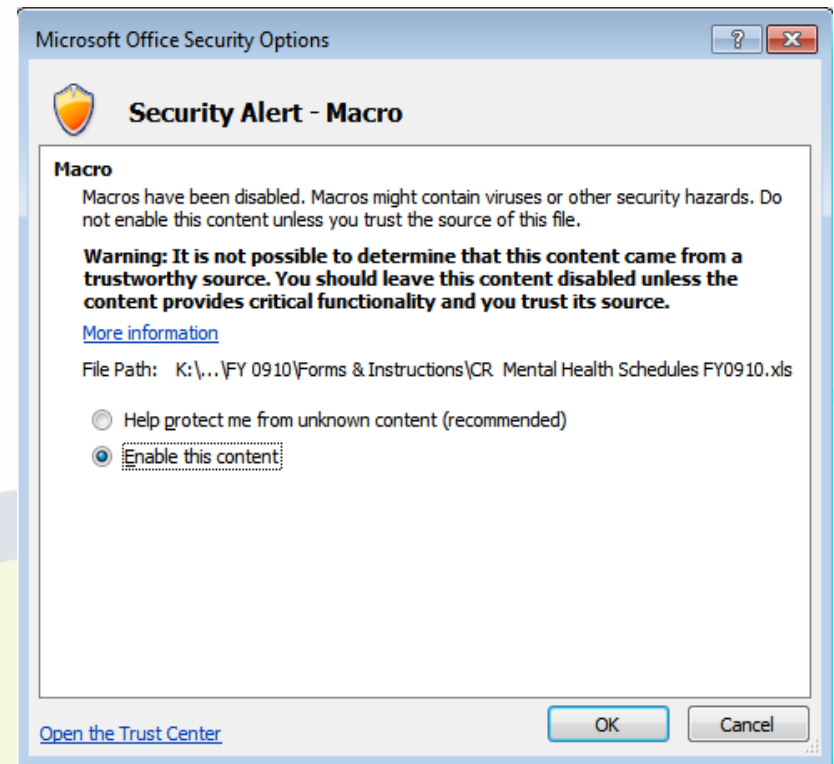
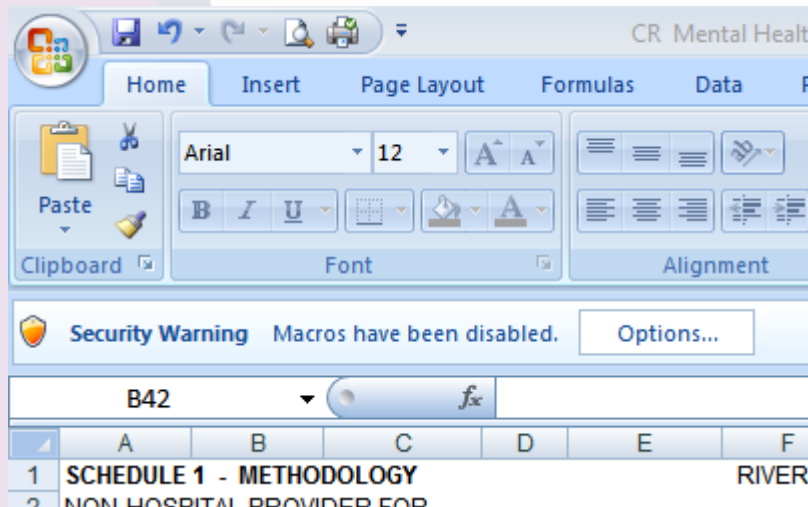
2. Set Security Level to Medium.



# Enabling Macros (cont.):

When opening up the Cost Report Schedules in Excel 2007, you may need to change settings in order to enable macros.

1. In Excel, if you receive a Security Warning, Macros have been disabled, click the Options button.



2. Select Enable this content and click OK.

# Compliance Reminders

- To help determine allowable and disallowable cost for cost reporting the most commonly used, but not limited to, tools are the OMB A-87 and A-122.
- Federal compliance for grant recipients limits the salaries of an individual at a rate that is not in excess of the Executive Salary Level II Schedule for the reporting year. Please see [https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)

**\* Disclaimer County does have the right to determine allowable and disallowable cost.**



# **Cost Report Instructions & Sample**

## **Navigating the Schedules**

# General Information on Completing the Schedules:

- Complete all the appropriate information regarding your agency in the heading area of Schedule 1.
- Also complete the contact information at the bottom of Schedule 5.
- *All figures that need to be completed by your agency are highlighted in green.*
- Please include cents on all dollar figures on your Cost Report. Do not round to the nearest dollar!

SUBMISSION DATE:

PROVIDER NAME:

REPORTING UNIT:

FISCAL NUMBER (DEPTID):

CADDs:

## DESCRIPTION/EXPLANATION OF METHODOLOGY

- A) Provide an explanation of the methodology used to separate Riverside County contract costs/revenues from non-Riverside County contract costs/revenues. Provide sufficient detail, including additional pages and/or worksheets, if needed, to fully describe how the segregation(s) are determined. If your agency has multiple contracts with the Riverside University Health System - Behavioral Health, provide a separate Schedule 1 to explain the methodology used with each contract.

Page 1

- B) Provide an explanation of the methodology used to distribute costs/revenues to the Mode/Sfc within the contract. Attached additional pages and/or worksheets, as needed, to fully describe the methodology.

# Cost Report Overview: Schedule 1

**SCHEDULE 1-METHODOLOGY:** The County needs to know how your agency is breaking out expenses and revenues (1) between County and non-County programs and (2) the various service types provided. There are three allocation methods which are generally used:

- **Direct Allocation:** Costs is tracked at the level of the individual program and/or service type provided.

- **Unit Based Allocation:** Weighted average based on actual units provided multiplied by their rates.

- **Time Study:** Weighted Average based on hours worked on County services.

# Cost Report Overview: Schedule 2

**SCHEDULE 2-EXPENSES:** The County will need your agency to break out the total and county expenses by the line items provided on the Schedule 2 form. Your agency will also need to allocate the expense across each service type provided based on the break-out explained in Schedule 1.

Expenses found on this form should match the expenses on the financial statements provided to the County using the methodology on Schedule 1. Please provide a way for the reviewer to tell what expenses were placed under each line item so the reviewer could determine if it was appropriately allocated.

# Cost Report Overview: Schedule 2A

**SCHEDULE 2A-BOARD & CARE:** The County will need your agency to break out the total and county building related expenses by the line items provided on the Schedule 2A form. Your agency will also need to provide the total and county related square footage of your facility to determine the board and care cost per day.



# Cost Report Overview: Schedule 3

**SCHEDULE 3-REVENUES:** The County will need your agency to break out the total and county revenues by the line items provided on the Schedule 3 form. Your agency will also need to allocate the revenue across each service type provided based on the break-out explained in Schedule 1.

Revenues found on this form should match the revenue on the financial statements provided to the County using the methodology on Schedule 1.

# Cost Report Overview: Schedule 4

**SCHEDULE 4-UNITS:** Total and County units provided by your agency should be tracked by your agency and will be required to be input on this form. Your units entered on this form should match the unit documentation provided as well as agree with the County units on file.

\*We will be sending out a preliminary unit report soon for your reconciliation in order to identify any discrepancies ahead of time.

# Service Reconciliation Process: Utilizing County Reports

*The following information is to aid in the service (unit) reconciliation process for Providers. Reconciling service units throughout the year will allow changes to be made in a timely manner, therefore making the final cost report schedules easier to complete. A determination has been made that the following reports, reviewed in the order listed, can simplify this process.*

## PVD 2004

- Includes all services entered into the ELMR Billing System whether in DRAFT or FINALIZED mode. These services may not yet be approved by Invoice Processing Unit (IPU) for payment. If there are discrepancies on this report, please send an email to [ELMR\\_Support@ruhealth.org](mailto:ELMR_Support@ruhealth.org).

## PVD 2002

- Includes all services entered into the ELMR Billing System that have been finalized. This report shows what IPU has approved or denied. Use the "IPU DENIAL REASON CODE" Report for the description. If the service can be re-billed, make the correction and bill again during the next month's billing cycle. If you are unsure if a service can be re-billed or have questions regarding the denial, contact IPU at [ELMR\\_PIF@ruhealth.org](mailto:ELMR_PIF@ruhealth.org) or (951) 358-7797, option 6. All approved units will be used during the cost report settlement process.

## MHS 3011

- The MHS 3011 Report can be found in the RDS system and shows all approved services provided by your Agency. This report further details Medi-Cal services regarding what has not been billed, what has been billed then denied, and those that were re-billed. Services that do not show a claim number have not yet been billed to the State. Contact your designated authorizing personnel for more information on non-billed services and/or denials. Medi-Cal denials should also be listing in the V&R Report. If you have questions regarding non-billable services, please contact [ELMR\\_PIF@ruhealth.org](mailto:ELMR_PIF@ruhealth.org). All approved units will be used during the cost report settlement process.

## V&R Report

- If you provide Medi-Cal services, the Void & Replace Report is sent to you on a monthly basis and identifies all denied Medi-Cal services and the reason for denial. Use the State's Short-Doyle Specialty Mental Health Services Claim Adjustment Reason Code (CARC) publication attached for further description. If you are unsure how to correct a denied service, contact the designated authorizing personnel. Questions regarding the report can be forwarded to the Patient Accounts HelpDesk at (951) 358-6900, opt 3 or send an email to [Billing\\_Support@ruhealth.org](mailto:Billing_Support@ruhealth.org).

# Cost Report Overview: Schedule 5

**SCHEDULE 5-SUMMARY REPORT:** The Schedule 5 automatically gathers the information input into the other schedules to provide you with a summary report.

At the top of the page, you will need to select your:

- Contract Type
- Organization Type (profit or non-profit)
- Accounting Method (cash, accrual, or modified accrual)

At the bottom of the page, please input your agency's contact information.

# State Forms Requirements

Upon the settlement of your cost report, the County will be sending you your Final State Forms. We will need you to:

- Certify/Sign the State Form
- Return to RUHS – BH (SA)

NTP providers:

- As per BHIN-21-018, County contracted providers are now required to submit a cost report directly to DHCS.
- Before submitting, please work with your cost report accountant to ensure accuracy of information reported to DHCS.

**Due Date:**

**Substance Abuse**

**Monday, August 2nd, 2021**

Cost Report Schedules and Instructions will be emailed soon and will also be available on the Department of Mental Health website at:

[www.rcdmh.org/Doing-Business/Provider-Connect](http://www.rcdmh.org/Doing-Business/Provider-Connect)

Under the Contractor Cost Reports header on the right side of the screen.

The screenshot shows a web browser window with the address bar displaying [rcdmh.org/Doing-Business/Provider-Connect](http://rcdmh.org/Doing-Business/Provider-Connect). The browser's bookmark bar includes links for School, Reports and financi..., Training, RCIT, animals, my stuff, County Sites, Kids, Imported From IE, and Other bookmarks. The main content area features a large green video player titled 'ELMR System Requirements' with a play button and a 'Watch on YouTube' button. Below this is another video player titled 'RUHSBH Provider Billing Tutorial' with a play button and 'Watch later' and 'Share' buttons. On the right side, a sidebar menu is visible with a blue header 'Contractor Cost Reports'. A red arrow points to this header. The sidebar menu also includes a link for '2016 System Requirements User Guide'.

rcdmh.org/Doing-Business/Provider-Connect

School Reports and financi... Training RCIT animals my stuff County Sites Kids Imported From IE » Other bookmarks

ELMR System Requirements

Watch on YouTube

RUHSBH Provider Billing Tutorial

Watch later Share

RUHS-Behavioral Health

Guide  
2016 System Requirements User Guide

**Contractor Cost Reports**

- BH - Contractor Cost Report Instructions
- BH - FY19/20 Cost Report Training Presentation
- CR Behavioral Health Schedules FY19/20 (Jul-Feb)
- CR Behavioral Health Schedules FY19/20 (mar Jun)
- CR Substance Abuse Schedules FY19/20 (Jul-Feb)
- CR Substance Abuse Schedules FY19/20 (Mar-Jun)
- Provider Service Reconciliation Process
- SA - Contractor Cost Report Instructions
- SA - FY19/20 Cost Report Training Presentation
- TRAINING MATERIALS - Cost Report Schedule Example

# REVIEW

**1. How many cost reports should each contractor complete?**

- One for each CADDs.

**2. What is the first thing you need to do when opening the cost report forms?**

- Enable Macros

**3. What color are the cells that need to be completed?**

- Green

**4. What rate should a correct weighted average calculation be based on?**

-Published Charge, RCMAR, Drug Medi-Cal Rate, Negotiated Rate

**[Md & SFC Split %=(Units x Rate) / Total Weighted Cost]**



# REVIEW

5. Why is it important to select the correct type of contract on the top of Schedule 5?

- It will affect how the settlement is calculated

6. What is the due date for the cost reports?

**Substance Abuse**

**August 2nd, 2021**

7. What is the correct color of ink for signatures on the cost report?

- **Blue**

# REVIEW

## **8. Who is responsible for signing the cost report?**

- The Director, Administrator or CEO (or designee)

## **9. What do you need to submit to RUHS - BH at cost report time?**

- Cost Report electronically submitted to RUHS - BH
- Appropriate Financials and Supporting Documentation
- Two (2) signed hard copies of each cost report schedule once agreed upon by County and Contractor

## **10. What do you do with the state forms?**

- You will sign them, certify them and mail them back to RUHS – BH (SA)

# REVIEW

## Compliance

**11. What minimum guidance tools are most commonly used when determining allowable and disallowable cost for cost reporting?**

- OMB A-87 and A-122 (these two are the most common but not limited by RUHS).

**12. What is the allowable rate cap that an Executive Salary is not to exceed?**

The salary of an individual is not to exceed the rate that is outlined on the Executive Salary Schedule for the reporting year. Also known as Level II Executive Salary rate. Please see

[https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)



# QUESTIONS