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DEPARTMENT OF HEALTH AND HUMAN SERVICES
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July 18, 2022

Attention: Area Agencies and Vendor Service Providers

Subject: Cost Report Request for Services Provided Under the Acquired Brain Disorder (ABD) Waiver, In Home Supports (IHS) Waiver, and the Developmental Disabilities (DD) Waiver

This purpose of this letter is notification to share that the New Hampshire Department of Health and Human Services has contracted with Myers and Stauffer LC, an accounting firm, to implement a cost report to identify the operating expenses under the 1915(c) Medicaid waiver programs managed by the Bureau of Developmental Services (BDS) within the Department of Health and Human Services (Department). A cost report provides a standardized structure for gathering detailed information on the costs of providing services.

The cost report is being conducted to evaluate the current rate schedules used by BDS under the Acquired Brain Disorder (ABD), In-Home Supports (IHS) and Developmental Disability (DD) Waivers. Cost reports will assist BDS in reviewing the current reimbursement rates as well as support development of a new reimbursement rate structure. The cost report is also being conducted to support the Department's compliance with the Center for Medicare and Medicaid Services (CMS) requirements under §1915(c) HCBS Waiver authorities.

As a provider of the services covered under these waivers, we are asking you to complete the cost report. The information reported will provide data related to the cost of providing services. Providing this information will enable the Department to make informed decisions in evaluating the current rate and the development of a new reimbursement rate structure. The information you provide is essential to allow for the development of adequate and sustainable rates. Data received by Myers and Stauffer will not be reported on an individual provider level; data will be reported in the aggregate.

This cost report, instructions on how to complete it and on-demand training modules will be made available for download on August 1, 2022 at the following link: <https://www.dhhs.nh.gov/programs-services/disability-care/developmental-services/bds-systems-work/bds-systems-work-rate>. You must have access to internet services and Microsoft Excel to complete this cost survey.

Please be aware of these important dates during the cost reporting process:

- **August 1, 2022** Cost report and on demand training available for download, using the above stated instructions.

Note: The cost report must be downloaded and saved to your computer or other drive you have access to. This is not an Internet based, fillable form.

- **August 26, 2022** Live webinar question and answer session from 1:00pm – 2:30pm for the cost report. Information will be posted at the following link:
<https://www.dhhs.nh.gov/programs-services/disability-care/developmental-services/bds-systems-work/bds-systems-work-rate>
- **September 1, 2022** Live webinar question and answer session from 10:00am – 11:30am for the cost report. Information will be posted at the following link:
<https://www.dhhs.nh.gov/programs-services/disability-care/developmental-services/bds-systems-work/bds-systems-work-rate>
- **September 30, 2022** **Area Agencies Only** – Information related to the Designated Area Agency Delivery System (DAADs) and Fiscal Management System (FMS) functions is being requested early to allow the Department to set a rate for these services prior to the implementation of direct billing on July 1, 2023. The information on the following schedules is due to Myers and Stauffer LC no later than September 30, 2022. Submission instructions are included on the cost report “Instructions” tab.
 - Admin Staffing
 - Direct Staffing
 - Expenses
 - DAADS
 - Program Staffing
 - Benefits - PTO
 - FMS
- **November 1, 2022** **All Providers** – Cost Reports due to Myers and Stauffer LC. Submission instructions are included on the cost report “Instructions” tab.

We are strongly encouraging all providers to complete the report by November 1, 2022 to inform the development of a rate methodology and rate recommendations. If you have any questions regarding completion of the cost report, please contact Myers and Stauffer at NHCostReport@mslc.com.

Sincerely,



Sandy Feroz
Bureau Chief
Bureau of Developmental Services