COST REPORT TRAINING QUESTIONS FY 18/19

1. If you don't have approved services for Mode 60, should you still be placing a "1" in the 1901B as a place holder?
    a. Yes
2. How long does it take to receive the underpayment?
    a. DBH tries to get all payments out to providers as soon as possible, however, current claims take priorities – ideally, payments should go out after receiving the signed 1950 back from the provider.
3. If there is an overpayment, can it be taken from the current year payments?
    a. When there is an overpayment, providers will receive a Settlement Letter that will break down the options available. Yes, taking payments from the current year payments is an option, although it is not ideal.
4. What do you consider "funding sources"?
    a. There are many types of funding sources:
5. How can we get access to previously submitted cost reports?
    a. Providers should have their cost reports saved at their agency, however, if you need one, DBH can provide it to you.
6. What is the FTP site:
    a. Each provider has their own FTP site, in which your SIMON clerk access to retrieve SIMON reports from.
7. Are Cost Reports done by RU, contract or program?
    a. Cost Reports are done by program. There can be multiple locations within the same contract, and there can be multiple programs on one contract. Some programs can be combined but most cases they are calculated separately.
8. If we can't allocate our expenses on the budget schedules, why are we held so tightly to the line item on the budget schedule when cost reports are scheduled?
    a. You are able to request mode shifts, and line budget adjustments prior to the deadline stated in your contract. Not at the time of cost report.
9. Can the deadline of submission be moved back?
    a. It is imperative to turn in cost reports on time, and unfortunately, if needed, we have the ability to hold payment until received.
10. It would be helpful to have a sample of a budget schedule A – this way we could see where we would get the info needed to put into the cost report.
    a. Thank you for the suggestion. We will keep this in mind for next year's training. We can cross-reference the schedule A with the cost report sample.
11. Is there a way to have the training taught from a provider point of view?
    a. Again, thank you for the great suggestion. We will keep this in mind for next year's training and try to see if we can coordinate with a provider to show us their perspective and build the training around that.
12. Can the training be done in a lab type setting, so that providers can have hands-on training?

    a. This is a good talking point; however, DBH has a variety of different contracts and funding sources that it would be difficult to accommodate all variations. We can keep this in mind and see if there is a way it could be shown in a more interactive type style.

13. Clarification: Do we need to manually adjust 356TM + 356O + 356D – 356TD
    a. That is correct. It has to be done manually.
14. Where do Published Rates come from?
    a. Each provider either has published rates or customary
15. Do all providers need published rates? What is the significance of published rates?
    a. Providers do not need published rates. Published rates are what the providers are saying the cost of their rates are.
16. Does County reimburse providers with CCR rate on a monthly basis?
17. How often are the providers required to submit a budget Schedule A?
18. We have invoiced and have been paid over the contracted amount. Will we owe back?
    a. Yes, you are held to your contracted budget.
19. There was a merge of providers; will there need to be two different cost reports?
    a. --- should we bring up if the contract ends in the middle of the year how to cope?
20. Will the PowerPoint be available?
    a. Yes, we will publish the PowerPoint after our last training.
        i. Published as of 9/24/19
21. What if the 356 report isn't showing up on our FTP site?
    a. Please contact Fiscal
22. Can we see example of the reports and where to find the information we need?
    a. Most of the information that you will need is either located on your FTP site or is on our website: http://wp.sbcounty.gov/dbh/for-providers/fiscal/
    b. We will be modifying the training, to incorporate more examples of the report, for next year. Thank you.
23. If we feel we entered units but they do not show on the reports, what is the process?
    a. The Provider will need to narrow it down to which client wasn't entered
        i. This will involve reviewing the Revenue report and identifying the client
        ii. Then the provider should work with IT to see if the client was entered into SIMON
            1. IT will be able to identify if it made it into the system