

Home Care Cost Report - Outreach Program Details

As part of the upcoming 2021 Home Care Cost Report process, DOH and KPMG have developed the expected outreach program that will occur throughout the cost report submission and audit period.

The below table outlines a description of the outreach items, as well as the expected date and timing for each.

Outreach item	Description	Date	Expected duration
Providers receive link to the 2021 Home Care Cost Report Web-based Tool	<ul style="list-style-type: none"> -Prior to the Kick-off Webinar, providers will receive a new link for the 2021 Home Care Cost Report Web-based Tool. -The link will be sent out via email, from us-advrisknyshc@kpmg.com. -For users who completed the 2020 Home Care Cost Report, the login credentials for the Web-based Tool will be the same login credentials used last year. 	June 22, 2022	Not applicable
2021 Home Care Cost Report Statewide Kick-off Webinar	<ul style="list-style-type: none"> - DOH and KPMG will conduct the Initial Statewide Kick-off Webinar. - This virtual session will cover the following: <ul style="list-style-type: none"> o Timeline o Overview of the cost report process o Key information o KPMG's role o Web-based Tool introduction and walkthrough o Cost report schedules walkthrough o Updates to the 2021 cost report o Audit process overview o Next steps 	June 28, 2022	120 minutes
Web-based Tool Walkthrough Videos	<ul style="list-style-type: none"> - KPMG recorded videos of technical walkthroughs of the Tool's functionality. These videos include the following areas: <ul style="list-style-type: none"> o Logging in, reviewing instructions, and navigating FAQs o Schedule walkthroughs o Walkthrough of steps to finalize and submit the cost report, including how to print versions directly from the Tool 	Currently available	3-5 minutes per video

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	<ul style="list-style-type: none"> - These videos are posted directly in the Web-based Tool for providers to view at their convenience. 		
Supporting Documentation Templates	<ul style="list-style-type: none"> - KPMG put together a supporting documentation template in 2020 for each entity type (CHHA, LHCSA, and FI). Each template contains example information for Schedules 3, 4, and 5 for providers to use as guidance while putting together their supporting documentation for the 2021 cost report. - KPMG also put together a template for the Cost Report Preparation Policy and Procedure document that providers are encouraged by DOH to prepare. Agencies may leverage this template as a framework when developing their agency-specific policies and procedures for cost report preparation. 	June 22, 2022	Not applicable
Materials posted to DOH website	<ul style="list-style-type: none"> - DOH plans to post the below cost report materials to its website for providers to reference during the cost report submission process: <ul style="list-style-type: none"> o Cost Report Instructions o 2021 Monthly Outreach Session PDFs o 2020 Lessons Learned Webinar PDF o Communication Information for Provider Inquiries 	July-September	No applicable
Monthly Statewide Provider Outreach Sessions	<ul style="list-style-type: none"> - Provider outreach sessions will be held 1-2 times per month to communicate updates, address questions, and discuss specific components of the cost report and/or Web-based Tool. - Agencies can expect the following to be addressed during these sessions: <ul style="list-style-type: none"> o Questions submitted since the previous monthly session. o Discussion of cost report schedule components that require further explanation. o Guidance for connecting the schedules to supporting documentation and audit procedures. 	July, August, and September of 2022	60 - 90 minutes

Outreach item	Description	Date	Expected duration
Audit Kick-off Webinar	<ul style="list-style-type: none"> – Shortly before the audit kick-off, KPMG will host a webinar providing a walkthrough of the audit process, KPMG and provider expectations, and the expected timing of activities. 	September or October 2022	90 minutes
Lessons Learned Webinar	<ul style="list-style-type: none"> – After the conclusion of the KPMG audit process, a lessons learned webinar will be held to discuss the following: <ul style="list-style-type: none"> ○ Successes and opportunities for improvement for the cost report submission and audit process ○ Future year suggestions 	TBD	60 - 90 minutes