



## TEXAS HEALTH AND HUMAN SERVICES COMMISSION

KYLE L. JANEK, MD  
EXECUTIVE COMMISSIONER

December 5, 2012

To: Community Based Alternatives Home and Community Support Services Providers  
Community Living Assistance and Support Services Case Management Agency and  
Direct Services Agency Providers  
Primary Home Care Providers

Subject: Information Letter No. 12-88  
2012 Cost Report Changes and Training Opportunities

Dear Providers,

Beginning with the 2012 cost report, Community Based Alternatives Home and Community Support Services Agencies (CBA HCSSAs), Community Living Assistance and Support Services (CLASS) Case Management Agency (CMA), CLASS Direct Service Agency (DSA), and Primary Home Care (PHC) providers will submit their cost reports through a new, web-based system called the State of Texas Automated Information Reporting System (STAIRS). With the implementation of STAIRS, the cost reports for these programs will be combined into a single cost report, the CBA HCSS-PHC-CLASS (CPC) Cost Report. The CPC Cost Report will include the financial and statistical data for all these programs, as opposed to separate reports for each program as currently required in the Automated Cost Reporting & Evaluation System (ACRES).

### **ASSIGNING COST REPORTING GROUP NUMBERS**

The CBA HCSSA, CLASS CMA, CLASS DSA and PHC contracts for each legal entity will be grouped into a single CPC Cost Report according to participation level, cost reporting period and other factors. The Health and Human Services Commission (HHSC) Rate Analysis Department (RAD) will assign each group of contracts a Cost Reporting Group Number. The CPC Cost Reporting Group may include contracts from more than one program within the CPC Cost Report.

## **PRIMARY ENTITY CONTACTS**

HHSC RAD will use two methods to identify the provider's initial contact person to serve as the primary Entity Contact for the 2012 CPC Cost Report.

- For providers that submitted a 2011 Cost Report via ACRES, HHSC will use the person the provider identified as the "Employee to Contact About This Report" section.
- For providers that did not submit a 2011 Cost Report via ACRES, HHSC will use the person listed by the Department of Aging and Disability Services (DADS) as the providers primary contact person. For this reason, it is critical that legal entities ensure the contact information on file with DADS for their primary contact person is current. Any changes on CBA/HCSS, PHC and CLASS contracts, including contact information, should be reported to Community Services Contracts. If providers need to report a change in their contact info, they can call Paul Straka at 512-438-3460 or contact Community Services Contracts at 512-438-2080 and ask to speak with a contract specialist.

The primary Entity Contact will be sent an "Initial Contact Person" e-mail with information about:

- how to access STAIRS; and
- the primary Entity Contact's responsibility to assign other STAIRS Contacts. These other STAIRS Contacts include a Financial Contact and a Preparer Contact. A Preparer Contact must meet mandatory training requirements and is the person responsible for completion of the entity's cost report.

The primary Entity Contact is strongly encouraged to access STAIRS as soon as possible after receipt of the "Initial Contact Person" e-mail and to assign the other STAIRS Contacts to ensure they have adequate time to become familiar with using the system. If the primary Entity Contact has not received the e-mail from HHSC RAD by January 3, 2013, the primary Entity Contact should contact [costinformation@hhsc.state.tx.us](mailto:costinformation@hhsc.state.tx.us). Do not contact the ACRES Help Line with questions related to STAIRS or accessing the STAIRS system.

## **SPECIAL STAIRS TRAINING OPPORTUNITIES FOR 2012 CPC COST REPORTS**

There will be special training opportunities offered in early 2013 to assist providers in becoming familiar with STAIRS. While these training sessions are not required, they are highly recommended. The changes in the new system are not merely new automation, but also changes in the cost report completion process. These sessions will address the changes in the 2012 cost report completion process, explain how to interact with STAIRS and describe requirements for the uploading of supporting documentation.

The additional training opportunities will be offered as half-day sessions in either a classroom-based format or as a webinar. A schedule of these sessions will be available on January 3, 2013, when the regular training schedule is published in an Information Letter and on the **Rate Analysis Department Website** (see more information below). There will be no pre-registration offered for these sessions. The classroom-based sessions will be first come, first served seating until the room reaches capacity. The classroom-based sessions will be scheduled on days

immediately adjacent to the on-site classroom-based cost report training. There will be no capacity constraints on the webinars. No Continuing Professional Education (CPE) credit will be given for these optional training sessions.

### **RATE ANALYSIS WEBSITE**

The HHSC RAD website contains program-specific cost report instructions, cost report training information and materials, payment rates, RAD staff contact information and web links for training information and registration. Additional information and features are added periodically. We encourage you to visit our website at:

<http://www.hhsc.state.tx.us/rad/long-term-svcs/>

A link to the STAIRS system will NOT be available on the RAD website. That link will only be available in the STAIRS log-on e-mail received by individuals identified as primary Entity Contacts and subsequent emails to those persons identified by the primary Entity Contact as the Financial Contact, Preparer Contact and additional Entity Contacts.

### **RESOURCES**

If you have any questions about the information in this letter, please contact your Rate Analyst. You can locate your Rate Analyst's contact information at: <http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml>

For questions related to accessing STAIRS contact [costinformation@hhsc.state.tx.us](mailto:costinformation@hhsc.state.tx.us).

Sincerely,

[signature on file]

Pamela A. Robers, Ph.D.  
Director – Long Term Services & Supports

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