HFS
Illinois Department of
Healthcare and Family Services

MYERS AND STAUFFER LC
CERTIFIED PUBLIC ACCOUNTANTS

COST REPORTING WEBINAR QUESTIONS AND ANSWERS

1. **What is the cost reporting period?**

   July 1, 2024, to June 30, 2025

2. **When is the cost report due?**

   October 1, 2026

3. **Can you share what supporting documentation will be asked for in submission?**

   Please see cost report request letter that was uploaded to SharePoint for comprehensive list of requested support.

4. **Are we supposed to include the MCR/SASS costs in the CCSO costs? (Sch. A)**

   MCR/SASS costs are not considered to be part of CCSO activities and should be reported on line 5.

5. **Is FSP part of CCSO? (Sch. A)**

   In Schedule A, FSP should be reported on line 5b.

6. **Can we enter percentage of time in place of hours? (Sch. C)**

   Schedule C amounts should be reported in hours only. If time by program is tracked by percentage, please multiply each employee's percentage by total hours worked.

7. **Should the ratios reflect yearly numbers of enrollees, or monthly avg?**

   Ratios should reflect the monthly average. For example if your CCSO had 1 facilitator to 5 enrollees for the first 6 months of the year and 1 facilitator to 10 enrollees for the last 6

months of the year, you would report 0.15 as the ratio on the cost report. That would be calculated as follows: ((0.2 x 6) + (0.1 x 6)) / 12.

8. **How should we report transportation for Community Relations Managers performing community outreach? (Sch. D)**

   A new section on the schedule has been added to report community relations manager travel.

9. **How should costs for Community Relations Managers be reported? (Sch. A)**

   If you have a Federal Indirect Rate agreement (FIR) costs should be reported consistently with how costs are classified in your FIR calculation. If you do not have a FIR, the community relations manager can be reported as a direct CCSO cost as long as similar positions for other programs are also reported in line 5.

10. **How will the cost report information be used?**

    Cost report information reported for this time period will be reviewed for analytical purposes and will be part of the overall information gathered to determine if potential future CCSO rate revisions are necessary.

11. **How are "Admin Hours" defined?**

    Admin hours is time spent not in direct relation to providing patient care. Meaning time spent directly with patient or directly benefitting a patient is direct, while other time would be considered administrative.

12. **Is clinical supervision treated as administrative or direct? (Sch. C)**

    If the time is directly related to patient care (e.g. providing care, reviewing notes, etc.) it would be considered direct. Time spent performing general business functions (e.g.

internal meetings to discuss general operations, and managerial type duties) would be considered administrative.

13. **Why does reporting need to be split between tiers?**

    Each tier is reimbursed at a separate rate. Therefore, the cost of providing services must be analyzed for each tier.

14. **Should Sch. A salaries tie to Sch. C?**

    Not necessarily. Schedule C salaries will not tie to lines 3/4 if any listed employees have costs that are allocated to indirect or non-CCSO activities.

15. **Should Schedule C include all staff or only staff associated with the CCSO program?**

    Schedule C should be inclusive of staff associated with the CCSO program. Any staff not associated with the CCSO program at all do not need to be included on Schedule C.

16. **For Schedule E, should redeterminations be included to report the number of enrollees/referrals each month?**

    Yes, include all youth, including redeterminations, in the numbers each month.

For additional questions, please reach out to HFS.Pathways@Illinois.gov