

May 31, 2022

To: All North Dakota Nursing Facilities

From: LeeAnn Thiel, Medical Services Division

The 2022 Nursing Facility Cost Report template is available on our website at:

[www.nd.gov/dhs/services/medicalserv/medicaid/report5.html](http://www.nd.gov/dhs/services/medicalserv/medicaid/report5.html)

Complete the cost report, in accordance with the Rate Setting Manual for Nursing Facilities (July 2022). The manual will be posted on our website at:

[www.nd.gov/dhs/services/medicalserv/medicaid/provider-all.html](http://www.nd.gov/dhs/services/medicalserv/medicaid/provider-all.html)

There will be no cost report extensions granted.

A reminder that the 90% occupancy for the property and passthrough portions of the rate will be based on the days reported on the June 30, 2022 cost report.

The cost report and supporting documents may be submitted in a zip file. If a zip file is used, all documents must still follow the naming convention outlined below.

Do not use punctuation or special characters in the file names as it may cause file transfer issues.

The cost report will not be complete and will be returned to the provider if all the instructions below are not followed.

The cost report and supporting documentation is due by October 1<sup>st</sup>. When completing the excel cost report the following instructions must be followed:

1. The cost report must be submitted electronically in excel format using the 2022 template.
2. Schedules that have the Not Applicable column grayed out on the Checklist must be completed.
3. Use only whole dollars and round all percentages to no more than eight decimal places. The cells highlighted in light blue are the cells that can be keyed in. All other cells are locked, and the entire sheet is password protected.
4. The excel cost report must have the following naming convention:
  - a. *[Nursing Facility]* 2022 cost report
5. On Schedule A, the MA Provider Number must be the facility's 7-digit Nursing Facility Medicaid provider number.
6. All questions on Schedule A-2 must be answered accurately. If a 'Yes' is answered and supporting documentation is required, it must be submitted with the cost report.

**MEDICAL SERVICES**

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7. Additional C-2s for cost centers that do not have an identified C-2 within the cost report must be submitted in a separate excel file using the 2022 template with the cost report using the following naming convention:
  - a. *[Nursing Facility]* 2022 Additional C-2s
8. A census reconciliation must be submitted in a separate file using the following naming convention:
  - a. *[Nursing Facility]* Census Reconciliation 2022
9. A PS&R report must be submitted in a separate file using the following naming convention:
  - a. *[Nursing Facility]* PS&R Report 2022
10. Depreciation / Fixed Asset schedules must be submitted in a separate file using the following naming convention:
  - a. *[Nursing Facility]* Fixed Asset Schedule 2022
11. Audited report of the Facility's financial records must be submitted in a separate file using the following naming convention:
  - a. *[Nursing Facility]* Audited Financials 2022
12. Audited financial statements for the home office if home office costs are reported on the cost report must be submitted in a separate file using the following naming convention:
  - a. *[Nursing Facility]* Home Office Audited Financials 2022
13. Schedule U supporting documentation must be submitted in a separate file using the following naming convention:
  - a. *[Nursing Facility]* Schedule U 2022
14. Any supporting documentation submitted must be named with the nursing facility's name at the beginning of the document name.
15. Schedules with red reconciliation testing below or beside the worksheet must equal zero where indicated.
16. All links to outside worksheets/workbooks must be removed.
17. Census reconciliation timeline in the Schedules B-2 instructions.
18. Total Days on Schedule B-1 Total Days and Schedule B-3 must equal.
19. An allocation method on Schedule C-1 must be selected. If costs are 100% direct numbers 20 through 24 must be used.
20. Geropsych costs must be reported on Schedule C-4 in the Geropsych column. An adjustment on Schedule D-1 cannot be done to identify these costs.
21. Reclassifications must equal zero individually and in grand total on Schedules C-1 and D-2.
22. Schedule W must be completed for the entire campus. All applicable allocation areas must be completed, and the square footage reported on the appropriate line for the identified cost centers. Common square footage must be reported on the appropriate line for each allocation area.

The top management compensation limit for the June 30, 2022 cost report is \$312,096.

The administrator will receive an email with a link to upload the cost report and required documents before September 30<sup>th</sup>.

Bad debt supporting documentation must be submitted by August 15<sup>th</sup> on Schedule Tb using secure email. If Schedule Tb and supporting documentation is not received by August 15<sup>th</sup> the bad debt will be unallowable. A determination of allowable bad debt expense will be made before September 30<sup>th</sup>. The allowable bad debt expense must be reported on Schedules T & C-4.

The following documents must be submitted with the cost report to facilitate the review of the cost report:

- A letter, signed by the administrator and the facility's accounting firm, authorizing access to the preparer's work papers;
- The audit report of the facility's financial records;
- The audited statement of rates charged to private pay residents;
- The information on charges to residents in addition to the established daily rate for the report year-end;
- The June 30<sup>th</sup> adjusting and reversing entries;
- A work paper reconciling the June 30, 2022 revenues and costs to the latest audited financial statements;
- A working trial balance or general ledger that ties to Schedule C-4;
- Current crosswalk of the accounts on the trial balance to the Schedule C-4 line and column;
- A work paper identifying the account number, description, amount, and total amount for any combination of accounts that appear on Schedule C-4.
- A work paper in spreadsheet format detailing the weighted square footage (WSF) calculation(s). If the WSF calculation is different than the one submitted with the June 30, 2021 cost report a detailed description of the changes must be submitted with the WSF calculation(s) and question #33.a and #33.b answered accurately on Schedule A-2;
- Depreciation schedules in a separate file as noted above;
- New loan agreements and amortization schedules;
- A copy of the Medicare Provider Statistical and Reimbursement System (PS&R) Report #OD44203, with paid dates July 1, 2021 through June 30, 2022 and a report run date of approximately September 27<sup>th</sup> in a separate file as noted above.

The following process during the desk review will continue to be used:

- Requests for more information during the desk review will be sent to the e-mail address identified on Schedule A of the cost report. The timeliness of your response

to the request for information will help ensure your facility's desk rates are issued on time.

- Adjustments based on the desk review will be sent electronically to the e-mail address on Schedule A of the cost report.
- Your response to adjustments made on the desk review must be received by Myers and Stauffer within seven working days of the notification of the adjustments. If a response is not received within seven working days, the desk rates will be issued based on the adjustments made during the desk review.

### **Summary of Updates**

The cost report has been revised to improve and ease both the preparation and audit review processes. Detailed instructions for each schedule are included later in this document. Here is a brief summary of the changes:

- Check – new tab to check for errors which will cause the cost report to be returned to the provider to correct. The Schedule C-2 comparisons must reconcile. Schedule W must be completed, including the Resident Room section in cells P8 through Q16.
- Schedule A-2 – provided clarification regarding some of the questions.
- Schedules B-2 – Schedule B-2s has been added which totals the numbers from Schedules B-2a, B-2b and B-2c. Schedule B-2d has been eliminated.
  - Schedule B-2a – this is for the census report data, this must agree to the June 30 case mix report
  - Schedule B-2b – this is for leave day census only
  - Schedule B-2c – this is for nonbillable census only
- Schedules C-1 & C-3 – Property and Passthrough costs have been separately identified.
- Schedule C-2a – WSF has been hard coded from Schedule W. Do not use a replacement calculation.
- Schedule C-2n – new schedule for Dietary cost center and Food & Dietary Supplements cost center.
- Schedule C-3 – WSF, nursing cost centers and food and dietary supplements have been hard coded.
- D, D-1 & D-2 – Property and Passthrough costs have been separately identified. Additional lines have been added to separately report dietary income, activities income, and laundry income offset by salary, fringe benefits and other costs. These fields must be used. Administrative costs allocated to non-resident related activities from Schedule D-7 have also been updated to report the offset by salary, fringe benefits and other costs.
- Schedule J – added new project costs detail section to the schedule along with instructions due to fair rental value implementation.

- Schedule O – minor change to allow data entry on schedule.
- Schedule W – revised instructions for improved clarification including common areas.
- Additional C-2 file – updated to mirror the C-2 format in the cost report. This updated form must be used.
- Schedule Tb – schedule and supporting documentation must be received by August 15<sup>th</sup> or bad debt will be unallowable.

### **Cost Report Instructions**

#### Check

- The cost report will be returned to the provider to correct any errors on this tab:
  - The Schedule C-2 comparisons must reconcile.
  - Schedule W must be completed, including the Resident Room section in cells P8 through Q16.

#### Checklist

- The checklist must be completed and returned with all other schedules.

#### Schedule A

- Schedule A provides for the completion of general, licensing, occupancy and room type information, and an administrator's and accountant's certification. The number of rooms by type must equal the total licensed number of beds. The MA Provider Number must be the facility's 7-digit Medicaid provider number. For certification signature, print, sign, and date. Return as a PDF file.
- Do not enter anything in cell I3, this is for state use only.

#### Schedule A-1

- Schedule A-1 provides for the reporting of all fees and charges for private pay residents. The schedule is to be completed using rates and charges effective on or after the beginning of the current rate period. The effective date is the date the facility implemented the charges. If private pay fees and charges differ from room to room provide a fee schedule for each room. Attach any additional information related to private pay fees and charges which is not included above.

#### Schedule A-2

- Schedule A-2 contains questions relating to the cost report. The census portion should be completed prior to completing schedules B-1 and B-2, in order to allow potential necessary adjustments to be made to the accumulated information on B-1

and B-2. Be aware that certain questions may require adjustments on Schedule D-1.

- If you answer No to question 1 you must separately identify those days and add the days as a reconciling item in the census reconciliation.
- If you answer Yes to question 2 you must separately identify those days and deduct the days as a reconciling item in the census reconciliation.
- If you answer No to question 3 you must separately identify those days and add the days as a reconciling item in the census reconciliation.
- If you answer Yes to question 4 you must separately identify those days and deduct the days as a reconciling item in the census reconciliation.
- If you answer Yes to question 33 you must provide support for the changes with the rooms labeled and square footage per room identifying total square footage, storage areas, hallways, mechanical room square footage, total resident room square footage, on the spreadsheet detailing square footage for Schedule W.
- If you answer yes to question 34 regarding Medicare Advantage (Part C) you must separate the outpatient portion of revenues from the inpatient revenues and offset the outpatient portion if any exist. You must also provide a reconciliation and schedule of G/L accounts used for Therapy charges delineated between inpatient and outpatient.

#### Schedule B-1

- Schedule B-1 is used to report the number of resident days by type, e.g., in-house or leave, on a monthly basis by licensed section; including Nursing Facility, Basic Care, Assisted Living, Hospital, and Other. Leave days include hospital and therapeutic leave days.
- Be sure to account for reconciling days based on your responses to questions 1-4 on Schedule A-2.

#### Schedules B-2

- All census discrepancies must be resolved by August 31<sup>st</sup> as the final June 30, 2022 census reports will be run at that time.
- The facility must work with Sheryl Kindsvogel between now and August 27<sup>th</sup> to resolve any discrepancies.
- There will be no allowances given for discrepancies on the reported days unless the facility sends me an email prior to August 31<sup>st</sup> on each resident discrepancy that you were unable to resolve after working with Sheryl.
- Geropsych and nongeriatric physically disabled days must be included in the labeled row.
- Schedule B-2s is used to summarize all resident days by classification by month adjusting gross resident days for leave and non-billable.

- Schedule B-2a is used to determine the facility's average case mix weight for the year ended June 30. Schedule B-2a case mix days must agree to the facility's June 30 case mix report.
- Schedule B-2b is used to report all leave days (days claimed as resident days regardless of remuneration) by classification and by month. All billable bed hold days, including hospital, therapeutic and institutional leave days, must be reported on Schedule B-2b.
  - Report as positive numbers
- Schedule B-2c is used to report nonbillable days.
  - Report as positive numbers
- Census records must be maintained on a daily basis; and provide identification of the resident, the type of day and classification for all days without exception.

### Schedule B-3

- Schedule B-3 is used to report census days by source of payer for MDS level of care, including nursing facility private pay, Veterans Administration, nursing facility Medicare, nursing facility Medicaid, basic care assistance, basic care private pay, assisted living, hospital, and other. Private pay includes Medicaid Expansion residents since Medicaid Expansion is private-pay insurance. Geropsych and nongeriatric physically disabled days must be included in the labeled row and appropriate payer source column.
- Hospice days must be included in the appropriate payer source column. Do not report Hospice in the Other column.
- Total days must equal Total Days on Schedule B-1.

### Schedule C-1

- Schedule C-1 provides for the total costs by cost center summarized on Schedule C-4, reclassifications & adjustments summarized on Schedule D, and for the subsequent allocation of costs using statistics as appropriate from Schedule C-3.
- An allocation method # must be selected for each cost center.
- The Food and Dietary Supplements allocation method # is hard coded to 2.
- The Weighted Square Footage allocations from Schedule W are hard coded to 3.1 through 3.6.
- The Property Costs allocation method # is hard coded to 10.
- The Passthrough Costs allocation method # is hard coded to 10.1.
- The Nursing cost center allocation method #s are hard coded to 11 through 14.
- The Administration cost center allocation method #s are hard coded to 15 through 18.

- Allocation methods #20 through #24 must be used if the costs are 100% directly identified to Nursing Facility, Basic Care, Assisted Living, Hospital or Other.

#### Schedule C-2a

- Schedule C-2a must be completed for all property & passthrough costs. This schedule contains sections within it to calculate the allocation of property costs between Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
- There is a separate section for each of the property components consisting of depreciation, interest expense, property taxes and specials, lease and rentals and startup costs along with statistics.
- Make certain that adjustments and reclassifications are entered on this schedule in the proper cost component section.
- The Property Costs Allocation Statistics section must be completed for any statistic used in the component cost allocations.
  - Document Reference – identify where the statistics come from i.e., Sch C-3 and to supporting workpapers such as WSF.
  - Allocation Method – a unique brief description of the allocation method.
  - Allocation Wkst. Name – a drop-down box for the component using the statistic. This must be entered more than once if used in more than one component.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to report the statistic percentage. The percentages must total 100%.
- The Cost Component sections must be completed if applicable.
  - GL Description – a brief description of the general ledger account.
  - Allocation Method – use the drop-down box to enter the allocation method used in the Allocation Statistics section. Use DIRECT allocation method for any costs that are not to be allocated and directly placed in the column.
  - Allocation Wkst Amount – total amount to be allocated based upon the allocation method statistic chosen.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to enter direct costs and to allocate costs. The total allocated costs must equal the total prior to allocation on each line.
- Enter direct costs on Direct line in the proper column.
- Allocated costs are automatically calculated from the statistics above in combination with the allocation method name.
- All adjustments on C-2a must be reported on Schedule D-1.
- All reclassifications on C-2a must be reported on Schedule D-2.
- Schedules S, T and U automatically transfer to schedule C-2a. These schedules must be completed as well if applicable.

#### Schedule C-2c



- Schedule C-2c must be completed for nursing costs. This schedule contains sections within it to calculate the allocation of nursing costs between Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
- There is a separate section for each of the nursing cost center components consisting of salaries, fringe benefits, drugs & supplies, and other costs along with statistics.
- An additional section titled E Costs is included for use if needed.
- The amounts are linked to schedule C-3. Even if there is no allocation the amounts must be entered on this schedule.
- Make certain that adjustments and reclassifications are entered on this schedule in the proper cost component section.
- The Allocation Statistics section must be completed for any statistic used in the component cost allocations.
  - Document Reference – identify where the statistics come from i.e., Sch C-3 and to supporting workpapers.
  - Allocation Method – a unique brief description of the allocation method.
  - Allocation Wkst. Name – a drop-down box for the component using the statistic. This must be entered more than once if used in more than one component.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to report the statistic percentage. The percentages must total 100%.
- The Cost Component sections must be completed if applicable.
  - GL Description – a brief description of the general ledger account.
  - Allocation Method – use the drop-down box to enter the allocation method used in the Allocation Statistics section. Use DIRECT allocation method for any costs that are not to be allocated and directly placed in the column.
  - Allocation Wkst Amount – total amount to be allocated based upon the allocation method statistic chosen.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to enter direct costs and to allocate costs. The total allocated costs must equal the total prior to allocation on each line.
- Enter direct costs on Direct line in the proper column.
- Allocated costs are automatically calculated from the statistics above in combination with the allocation method name.
- All adjustments on C-2c must be reported on Schedule D-1.
- All reclassifications on C-2c must be reported on Schedule D-2.

#### Schedule C-2i

- Schedule C-2i must be completed for administration costs. This schedule contains sections within it to calculate the allocation of administration costs between Nursing Facility, Basic Care, Assisted Living, Hospital and Other.

- There is a separate section for each of the administration cost center components consisting of salaries, fringe benefits, malpractice costs, and other costs along with statistics.
- An additional section titled E Costs is included for use if needed.
- The amounts are linked to schedule C-3. Even if there is no allocation the amounts must be entered on this schedule.
- Make certain that adjustments and reclassifications are entered on this schedule in the proper cost component section.
- The Allocation Statistics section must be completed for any statistic used in the component cost allocations.
  - Document Reference – identify where the statistics come from i.e., Sch C-3 and to supporting workpapers.
  - Allocation Method – a unique brief description of the allocation method.
  - Allocation Wkst. Name – a drop-down box for the component using the statistic. This must be entered more than once if used in more than one component.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to report the statistic percentage. The percentages must total 100%.
- The Cost Component sections must be completed if applicable.
  - GL Description – a brief description of the general ledger account.
  - Allocation Method – use the drop-down box to enter the allocation method used in the Allocation Statistics section. Use DIRECT allocation method for any costs that are not to be allocated and directly placed in the column.
  - Allocation Wkst Amount – total amount to be allocated based upon the allocation method statistic chosen.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to enter direct costs and to allocate costs. The total allocated costs must equal the total prior to allocation on each line.
- Enter direct costs on Direct line in the proper column.
- Allocated costs are automatically calculated from the statistics above in combination with the allocation method name.
- All adjustments on C-2i must be reported on Schedule D-1.
- All reclassifications on C-2i must be reported on Schedule D-2.

#### Schedule C-2I

- Schedule C-2I must be completed for plant costs. This schedule contains sections within it to calculate the allocation of plant costs between Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
- There is a separate section for each of the plant cost center components consisting of salaries, fringe benefits, utilities, and other costs along with statistics.
- An additional section titled E Costs is included for use if needed.

- The amounts are not linked to other schedules. They must be manually entered on schedule C-3.
- The Schedule C-3 Method # column must be used to designate which number on schedule C-3 is utilized for each of the cost categories allocations.
- Make certain that adjustments and reclassifications are entered on this schedule in the proper cost component section.
- The Allocation Statistics section must be completed for any statistic used in the component cost allocations.
  - Document Reference – identify where the statistics come from i.e., Sch C-3 and to supporting workpapers.
  - Allocation Method – a unique brief description of the allocation method.
  - Allocation Wkst. Name – a drop-down box for the component using the statistic. This must be entered more than once if used in more than one component.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to report the statistic percentage. The percentages must total 100%.
- The Cost Component sections must be completed if applicable.
  - GL Description – a brief description of the general ledger account.
  - Allocation Method – use the drop-down box to enter the allocation method used in the Allocation Statistics section. Use DIRECT allocation method for any costs that are not to be allocated and directly placed in the column.
  - Allocation Wkst Amount – total amount to be allocated based upon the allocation method statistic chosen.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to enter direct costs and to allocate costs. The total allocated costs must equal the total prior to allocation on each line.
- Enter direct costs on Direct line in the proper column.
- Allocated costs are automatically calculated from the statistics above in combination with the allocation method name.
- All adjustments on C-2I must be reported on Schedule D-1.
- All reclassifications on C-2I must be reported on Schedule D-2.

#### Schedule C-2m

- Schedule C-2m must be completed for housekeeping costs. This schedule contains sections within it to calculate the allocation of housekeeping costs between Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
- There is a separate section for each of the housekeeping cost center components consisting of salaries, fringe benefits, and other costs along with statistics.
- Two additional sections titled D Costs and E Costs is included for use if needed.
- The amounts are not linked to other schedules. They must be manually entered on schedule C-3.

- The Schedule C-3 Method # column must be used to designate which number on schedule C-3 is utilized for each of the cost categories allocations.
- Make certain that adjustments and reclassifications are entered on this schedule in the proper cost component section.
- The Allocation Statistics section must be completed for any statistic used in the component cost allocations.
  - Document Reference – identify where the statistics come from i.e., Sch C-3 and to supporting workpapers.
  - Allocation Method – a unique brief description of the allocation method.
  - Allocation Wkst. Name – a drop-down box for the component using the statistic. This must be entered more than once if used in more than one component.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to report the statistic percentage. The percentages must total 100%.
- The Cost Component sections must be completed if applicable.
  - GL Description – a brief description of the general ledger account.
  - Allocation Method – use the drop-down box to enter the allocation method used in the Allocation Statistics section. Use DIRECT allocation method for any costs that are not to be allocated and directly placed in the column.
  - Allocation Wkst Amount – total amount to be allocated based upon the allocation method statistic chosen.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to enter direct costs and to allocate costs. The total allocated costs must equal the total prior to allocation on each line.
- Enter direct costs on Direct line in the proper column.
- Allocated costs are automatically calculated from the statistics above in combination with the allocation method name.
- All adjustments on C-2m must be reported on Schedule D-1.
- All reclassifications on C-2m must be reported on Schedule D-2.

#### Schedule C-2n

- Schedule C-2n must be completed for Dietary costs. This schedule contains sections within it to calculate the allocation of dietary costs between Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
- There is a separate section for each of the dietary cost center components consisting of salaries, fringe benefits, other costs and food & dietary supplements along with statistics.
- One additional section titled E Costs is included for use if needed.
- The food and dietary supplements cost center is linked to Schedule C-3. Even if there is no allocation the amounts must be entered on this schedule.

- The dietary amounts are not linked to other schedules. They must be manually entered on schedule C-3.
- The Schedule C-3 Method # column must be used to designate which number on schedule C-3 is utilized for each of the cost categories allocations.
- Make certain that adjustments and reclassifications are entered on this schedule in the proper cost component section.
- The Allocation Statistics section must be completed for any statistic used in the component cost allocations. “Dietary and food costs must be allocated based on the number of meals served or in-house resident days”. Allocation of dietary costs by meals must be determined utilizing percent of meals by facility times total costs for each Dietary cost component. Facility is defined as Nursing Facility, Basic Care, Assisted Living, Hospital or Other. Do not use a per meal charge or calculation from other cost reports such as Medicare. Incidental revenue from visitors etc. should be offset prior to allocating total costs using the percent of meals.
  - Document Reference – identify where the statistics come from i.e., Sch C-3 and to supporting workpapers.
  - Allocation Method – a unique brief description of the allocation method.
  - Allocation Wkst. Name – a drop-down box for the component using the statistic. This must be entered more than once if used in more than one component.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to report the statistic percentage. The percentages must total 100%.
- The Cost Component sections must be completed if applicable.
  - GL Description – a brief description of the general ledger account.
  - Allocation Method – use the drop-down box to enter the allocation method used in the Allocation Statistics section. Use DIRECT allocation method for any costs that are not to be allocated and directly placed in the column.
  - Allocation Wkst Amount – total amount to be allocated based upon the allocation method statistic chosen.
  - Nursing Facility, Basic Care, Assisted Living, Hospital and Other – are used to enter direct costs and to allocate costs. The total allocated costs must equal the total prior to allocation on each line.
- Enter direct costs on Direct line in the proper column.
- Allocated costs are automatically calculated from the statistics above in combination with the allocation method name.
- All adjustments on C-2n must be reported on Schedule D-1.
- All reclassifications on C-2n must be reported on Schedule D-2.

### Schedule C-3

- Schedule C-3 provides statistical data to be used to allocate costs for a combination facility, or a facility with non-resident related activities.

- Detailed work papers supporting the facility's accumulation of the statistical data must be submitted if any calculations were necessary to accumulate the data.
- Schedule C-2a automatically transfers to Schedule C-3 for both property and passthrough cost centers.
- Schedules C-2c, C-2i and Food and Dietary Supplements automatically transfer to C-3.
- Schedules C-2l, C-2m & C-2n do not automatically transfer to C-3. These schedules must be used to report costs and allocation statistics for these specific cost centers.
- Use Schedule C-3 #20, #21, #22, #23, #24 for 100% direct allocation to Nursing Facility, Basic Care Facility, Assisted Living Facility, Hospital and Other.
- Other allocations must be identified and supported by a Schedule C-2 for cost centers that do not have an identified C-2 within the cost report.

#### Schedule C-4

- Schedule C-4 provides facility cost information which must tie to the trial balance submitted with the cost report. Fringe benefits must be reported on schedule C-5.

#### Schedule C-5

- Schedule C-5 provides information on fringe benefits. Where the facility directly assigns fringe benefits, the costs should be entered in the direct column. Fringe benefits not directly assigned will be allocated to the various cost centers based on the percent of salaries to the total salaries. Costs identified in the total column by cost center will automatically transfer to Schedule C-4.
- Only costs as defined in the Rate Setting Manual for Nursing Facilities, Section 1.25 and 1.33 can be included as fringe benefits.

#### Schedule C-6

- Facilities with fiscal years differing from the report year must submit work papers detailing the reconciliation of costs reported.

#### Schedule C-7

- Schedule C-7 identifies revenue by general ledger account number.
- A trial balance that lists all revenue accounts by account number, name, and amount may be submitted in lieu of Schedule C-7.

#### Schedule C-8

- Schedule C-8 reconciles total revenue from Schedule C-7 to total financial statement revenue.

## Schedule D

- Schedule D summarizes all adjustments and reclassifications made on Schedules D-1 and D-2 by cost components within the cost centers. The amounts on Schedules D-1 & D-2 are automatically transferred to Schedule C-1.

## Schedule D-1

- Schedule D-1 is used to record adjustments under the cost center and cost component directly affected. It may be necessary to allocate the adjustment between Salaries, Fringes and Other when no direct relationship exists. Adjust costs for Medicaid Expansion services paid for by the facility on Schedule D-1.
- Use the drop-down lists to record the adjustments in the proper Cost Center and Cost Component. Ensure that when an adjustment impacts Property Costs, select Property Costs in both the Cost Center and Cost Component drop-down lists.
- Ensure that when an adjustment impacts Passthrough Costs, select Passthrough Costs in both the Cost Center and Cost Component drop-down lists.
- If a cost center and cost component are not selected from the drop-down lists, the amounts on Schedule D-1 will not transfer to Schedule D or reconcile to certain linked schedules such as Schedule E, Schedule H, Schedule S, Schedule T, and Schedule U. The total of Schedule D-1 will not equal the Schedule D-1 Total column on Schedule D. These amounts must equal for the cost report to be complete.

## Schedule D-2

- Schedule D-2 is used to record all reclassifications between cost centers and cost components. Each individual reclassification entry and the grand total of all reclassifications must equal zero.
- Use the drop-down lists to record the reclassifications in the proper cost center and cost component. Ensure that when a reclassification impacts Property Costs, select Property Costs in both the Cost Center and Cost Component drop-down lists.
- Ensure that when an adjustment impacts Passthrough Costs, select Passthrough Costs in both the Cost Center and Cost Component drop-down lists.
- If a cost center and cost component are not selected from the drop-down lists, the amounts on Schedule D-2 will not transfer to Schedule D or reconcile to certain linked schedules such as Schedule E, Schedule H, Schedule S, Schedule T, and Schedule U. The total of Schedule D-2 will not equal the Schedule D-2 Total column on Schedule D. These amounts must equal for the cost report to be complete.

## Schedule D-5

- D-5 provides information on compensation for top management personnel. Schedule D-5 within the cost report template must report compensation for all administrators of the facility during the cost report year.
- Additional Schedule D-5s must be submitted as supporting documentation for top management personnel.
- Adjust compensation for all top management personnel in excess of the limitation on Schedule D-1.
- Compensation for top management personnel employed for less than a year must be limited to an amount equal to the limitation divided by 365 times the number of calendar days the individual was employed.

#### Schedule D-7

- Schedule D-7 is to be completed by a facility which operates or is associated with non-resident related activities excluding hospital, basic care and assisted living activities. This schedule allows the facility to determine if costs for the non-resident related activity should be included on Schedule C-4 or whether administration costs are to be allocated to the non-resident related activities based on revenues.
- Non-resident costs of five percent or greater of total nursing facility costs must be included as non-LTC costs on Schedule C-4.
- For non-resident related activities which are less than five percent of total facility costs, each activity is to be identified individually on the schedule. Enter gross revenues by activity and calculate the percent of revenues to total. The nursing facility column percentage on Line 11 is determined by subtracting the non-resident related activity percentages from 100%.
- Total administration costs will transfer from Schedule C-1. Administration adjustments made on Schedule D, less this adjustment, are linked also. Allocate adjusted administration costs using the percentages on Line 11, after the total adjustment costs are determined for non-resident related activities, costs must be apportioned to salaries, fringe benefits, malpractice insurance and other costs based on the percentage of the line item to total administration costs.
- If the revenue allocation methodology is used, the facility must include the costs for the non-resident related activities as Non-LTC costs on Schedule C-4, and an adjustment to exclude the non-resident related costs must be made on Schedule D-1.
- Make the adjustment on Schedule D-1 under the established reference code 11.3.b cell #'s D19, D20 & D21. The amounts must be entered as negative numbers.

#### Schedule D-8

- Schedule D-8 provides for the adjustment of dues, contributions and advertising costs limited by section 12.9 of the Rate Setting Manual for Nursing Facilities.



- Provide the detail accounts for dues, contribution, and advertising with this schedule.
- Provide the detail of lobby percent calculations for the salaries and expenses related to lobbying which are non-allowable.

#### Schedule E

- Schedule E provides information on Home Office costs. This schedule must be completed by a facility who has claimed costs for a home office or a parent organization.
- A summary of the home office costs, adjustments made, and allocation to the related providers must be submitted with the cost report.
- A reconciliation must occur if estimates to home office costs were reported on the June 30, 2021 cost report. Reconciliation of prior year reported estimated home office costs to actual home office costs must be completed on an annual basis if estimates are used.
- The filed Medicare form CMS-287-05 must be utilized to determine actual costs.

#### Schedule F

- Schedule F summarizes interest income and identifies various requirements that must be met to qualify for funded depreciation. If the answers to the questions on Schedule F are not in compliance with section 22 of the Rate Setting Manual for Nursing Facilities, an adjustment must be made and included on Schedule D-1.
- This schedule must be completed if interest income has been earned and interest expense has been claimed.

#### Schedule F-1

- Schedule F-1 provides for information on funded depreciation accounts. A separate Schedule F-1 must be completed for each account, CD, etc. included in funded depreciation.
- Provide a description of how the withdrawals, transfer, and amount expended for capital assets were used.

#### Schedule G

- Schedule G must be completed for everyone who qualifies in one of the categories listed on the schedule.
- Documentation must be available to indicate the types of services performed and the number of hours worked by month and day.
- Indicate the basis of valuation for the hourly salary.

#### Schedule H

- This schedule provides for reporting the actual costs of ownership of a facility leased from a related party and information on the related party organization.

#### Schedule I

- This schedule provides for organizational information on the owners and operators of the facility.

#### Schedule J

- Schedule J provides information on the assets and related depreciation expense of the campus along with report year project costs improvements and/or square footage additions. This must include all assets of the entity including but not limited to nursing facility, basic care, assisted living, hospital, etc.
- The Current Year Additions must tie to depreciation expense on Schedule C-4 line 34.
- Project Costs Detail must be for nursing facility only.
- Costs in non-nursing facilities should not be included using the weighted square footage percentage method as they relate typically only to immaterial shared administration and employee offices i.e. business office, social services, medical records. Co-locates with hospitals/clinics have revenue producing departments which involve the majority of capital expenditures. This disproportionately allocates hospital capital expenditures to the nursing facility using overall hospital weighted square footage percentages.
- Project Cost Detail Instructions
  - Project Description
  - Include all projects completed in June 30 of report year. Completed projects that meet the \$1,000 per licensed bed for the timeframe July 1 through June 30 are to be included.
  - Include replacement building if applicable
    - Enter 'Replacement Building Construction' in the description
    - Make sure to include the square footage and beds
    - The costs will not be used in the calculation, but the information is needed to reconcile
      - Provide a brief description of the project
      - Only include project costs for other buildings (outbuildings, garages) or storage spaces if they're permanently heated
      - Do not include project costs for square footage that is temporarily used for storage
      - Project total must be at least \$1,000 per licensed bed at the time of the completion of the project

- A supporting excel spreadsheet tying the amounts to the supporting documentation must be submitted for each reported project or group of multiple projects
- Multiple projects within a cost report period (July 1 through June 30) may be combined if the projects were placed into service in the same cost report period
  - These projects should be reported on one line
- Projects that include renovation of existing space and addition of square footage must be separated and put on separate lines on this schedule
- It is not necessary to include projects that do not meet the \$1,000 per licensed bed threshold
- Supporting Documentation Type
  - Identify the type of supporting documentation
    - Depreciation schedule is preferred supporting documentation
    - Contractor invoices or reports will be accepted if there is sufficient detail to break out the expenses into the major categories
  - If there is no supporting documentation the costs of that project will not be included
  - For leased buildings the cost of improvements paid by the lessor must be available with supporting documentation for the costs of that project to be included
- Date Completed
  - Identify the date the project was completed and placed into service
- Licensed Beds
  - The number of licensed beds will be as reported on schedule A since the date the project was completed and placed into service must be during the report year.
- Additional Square Footage
  - Identify the additional square footage for this project
  - Must include a map to identify the location and amount of the additional square footage
  - Only include other buildings (outbuildings, garages) or storage spaces if they're permanently heated
  - Do not include square footage that is temporarily used for storage
- C-1 Allocation Method
  - Identify the C-3 Allocation Method number from the cost report that was used to allocate the mixed-use square footage for this project
- Columns H through L
  - Separately identify the costs for this project by the major asset categories
    - Only include costs for the nursing facility portion of the project

- Provide the supporting calculation in excel of the nursing facility costs utilizing the appropriate allocation method from Schedule C-3
- Costs in these columns must tie out to the supporting documentation
- Column M
  - This column calculates the total of columns H through L
- Column N
  - This column calculates the total of columns I through K
- Column O
  - This column calculates the project costs per bed using the total in column N
  - This figure will determine whether the project meets the \$1,000 per bed threshold
  - If the project cost per bed is less than \$1,000 the project costs will not be allowed

#### Schedule K

- Schedule K provides information on debt and interest expense claimed by the facility. Workers compensation and vendor interest expense must be identified.
- Interest expense must tie to schedule C-4 line 35.

#### Schedule L

- Schedule L provides information on lease or rental of building and equipment from non-related parties.
- Actual square feet rented and actual rented cost per square foot must be reported if applicable.

#### Schedule O

- Schedule O provides information on projected property costs. This schedule may be completed if a projected property rate is requested by the facility and only if construction, renovations, or replacements in excess of \$100,000 occurred during the report year.
- Projected property costs are those expected to be incurred for the rate year. Include amortization and depreciation schedules, workpapers, and other data to support projected costs.
- The greater of actual census from the last cost report or ninety percent of licensed capacity actually in use while construction or renovation was occurring plus ninety-five percent of the licensed capacity put back into use after completion of the project must be used for the projected rate.

#### Schedule O-1

- Schedule O-1 provides for the computation of a 12-year property rate adjustment if projected property costs previously included in a rate year differ from determined

actual historical costs. When 12 months of property costs are reflected in the report year after completion of the project, the computation must be made.

- Census Units are to be completed as follows:
  - Projected property census is the actual census during the rate year that the projected property rate was in effect.
  - Historical census is the greater of the actual census from the cost report in effect for the projected property rate or ninety percent of the licensed bed capacity available for occupancy.
- The adjustment must be included on Schedule D-1.

#### Schedule P

- Schedule P provides information on costs and hours for various employees and contracted labor. It requires providing salaries and hours included on schedule C-4 that only pertain to the nursing facility.
- All columns must be completed even if the Nursing Facility columns equal the Total columns.

#### Schedules Q-1, Q-2, and R

- Schedule Q-1 provides information on sending facility costs from receiving facilities for evacuations. The period of evacuation begin date is the date first resident was evacuated and end date is date last resident was returned to facility, exclusive of individuals returning from home.
- Schedule Q-2 provides information on sending facility evacuation period costs and revenues. Report the total adjustment on Schedule D-1.
- Schedule R provides information on receiving facility costs for evacuations. Report the total adjustment on Schedule D-1.

#### Schedule S

- Schedule S is to be used if the facility claims education expense for an individual who is currently enrolled in an accredited academic or technical educational facility.
- Schedule S is also to be used if the facility has an agreement for the repayment of the employee's student loan.
- Total allowable costs automatically transfer to Schedule C-2a.
- The adjustments must be included on Schedule D-1.
- Schedule S must be completed in order to be considered as passthrough costs.

#### Schedule T

- Schedule T is used to report bad debt in summary. It includes offsets related to bad debt recoveries and non-allowable bad debt.

- Bad debt detail supporting information must have been submitted by August 15<sup>th</sup>.
- Total allowable costs automatically transfer to Schedule C-2a.
- Schedule T must be completed in order to be considered as passthrough costs.

#### Schedule U

- Schedule U is used to report and identify all software and related technology costs.
- Non-allowable software and related technology costs include:
  - Copiers, Printers & other paper-based systems.
  - Preventative Maintenance Contracts.
  - Assets that are to be capitalized and depreciated per AHA guidelines and ND Rate Setting Manual for Nursing Facilities.
  - Outsourced information technology professional fees paid in lieu of an in-house employee.
- A separate general ledger account for software costs should be utilized. A name, brief description and cost must be included on the schedule U.
- Costs must be divided between Direct and Shared:
  - Direct Costs must be reported in one of five categories: Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
  - Shared Costs will be allocated through accumulated costs. Shared Costs must be broken out by the vendor on the invoice by nursing facility, basic care, assisted living, hospital and other or sufficient documentation provided from the vendor supporting the allocation.
- Copies of all invoices for both Direct and Shared Costs must be included in a separate file with the cost report. All direct and shared Costs are subject to additional supporting documentation requests.
- Total allowable costs automatically transfer to Schedule C-2a.
- Schedule U must be completed in order to be considered as passthrough costs.

#### Schedule W

- Schedule W is used to report and allocate the entire campus square footage by facility or service area (allocation area). This schedule calculates the nursing facility square footage per bed for the fair rental value model,
- There are five allocation areas to allocate square feet: Nursing Facility, Basic Care, Assisted Living, Hospital and Other.
  - All square footage not identified in the first four above must be included in the Other category.
- A separate supporting spreadsheet detailing the square footage must be submitted. This spreadsheet must not include any percentage allocations.

- A description of the usage of any space in non-nursing facility buildings that is allocated to the nursing facility must be submitted.
  - A map detailing the space must be submitted also.
- Determine the allocation method and percentages by facility / allocation area for each of the cost categories using acceptable methods per Section 11 – Cost Allocations in the Rate Setting Manual for Nursing Facilities. For example: meals or in-house resident days statistics for dietary square feet.
- Allocation Area:
  - Identified Cost Centers – enter the square feet for each cost center on these lines. Do not use blank lines for these cost centers.
  - Blank Cost Centers – enter square feet for cost centers not uniquely identified. Do not lump cost centers together.
  - Allocation Method – a unique brief description of the allocation method.
  - Percentage - enter statistics percentages by cost category using acceptable methods in appropriate columns for each cost center.
    - Total percentages must equal 100%.
  - Plant and Housekeeping – are automatically calculated using allocated square feet per the Rate Setting Manual for Nursing Facilities.
  - Subtotal Allocated Square Feet – do not enter other allocations below this line unless a waiver has been granted to do so.
  - Common Square Feet – enter common square feet on this line only.
    - Allocated square feet percentage is used to allocate common areas, the same method as plant and housekeeping.
    - Common square feet are defined as shared square footage between the Nursing Facility and Non-Nursing Facility service lines. Non-Nursing Facility service lines include Basic Care, Assisted Living, Hospital and Other.
      - Common space may include rooms, lobby entrances, corridors, elevators, restrooms, gift shops and coffee shops.
      - Service lines can be used as a determinant of facility type. For example: Home Health or independent living would be considered Other.
  - Room Square Feet Detail – NF Only section:
    - Complete square feet and number of rooms for each uniquely sized private room and semi-private rooms for the Nursing Facility only.
    - Include bathrooms in square feet.
- WSF percentages for each of the allocation areas such as Nursing Facility, Basic Care, Assisted Living, Hospital, Other and Total WSF are linked to Schedule C-2a and must be used. Do not use a replacement allocation. Also use these method names on Schedule C-3 when allocating other cost centers on WSF.
- Sufficiently detailed maps to scale should be available to provide proof of square footage in total and detail. Rooms should be identifiable as to square footage

reported.

- Pictures (jpg images) or hand drawings are not acceptable.
- Color coded areas must be legible, and a legend included identifying the colored categories.