



COST REPORT UNITS OF SERVICE GUIDANCE PAPER NOW AVAILABLE AT CAADS WEBSITE

Separately Billable Services Guidance Paper Examples of Log Forms Sample Log Forms

Visit CAADS Website today www.caads.org for free downloads of the just released Separately Billable Services Guidance Paper, Examples of Log Forms and Sample Log Forms to help you accurately and efficiently count units of service required for the new ADHC Cost Report. Check the website regularly for updates and helpful information. Questions should be directed to caads@caads.org.

IMPORTANT! Centers with fiscal year end dates of December 31 or later are required to use the new ADHC Cost Report. If your fiscal year end is December 31, 2007 through April 30, 2008, your cost report is due to the Department of Health Care Services Financial Audits Branch on October 2, 2008 on the new form. All others with fiscal year end dates after April 30 will file 150 days after the last day of the fiscal period.

Begin units of service data collection now. In order to properly submit cost data, centers are required to identify and count units of service for the following separately billable services: physical therapy, occupational therapy, speech language pathology, mental health, registered dietitian and transportation. (Transportation logging instructions are contained within the guidance paper. No standard form is available.) The guidance paper, examples of a logging system and sample log forms will assist you in quickly putting your own system in place. The paper and forms have been reviewed by staff at the Department. Read these papers carefully!

CAADS strongly encourages you to use this system or something similar to assure you are correctly identifying and counting units of service. As there is little time between now and October 2, you should record separately billable services 100% of the time and continue to do so indefinitely in order to obtain the most accurate data possible.

Your future reimbursement depends on your accuracy today. Remember: the data you collect and provide today will be used to set the reimbursement rate for you and your peer group in the future beginning in 2010. Bad data = bad rate.

Cost Report training materials on DHCS website. If you did not attend the DHCS Financial Audits training on the ADHC cost report, you must review their training materials along with the CAADS Guidance Paper and forms prior to submitting your cost report. This will help you avoid costly mistakes and \$\$\$ penalties.

DHCS website: <http://www.dhcs.ca.gov/individuals/Pages/AdultDayHealthCare.aspx>.

CAADS Teleconference Training Session to be held. Watch for news about a CAADS teleconference training on units of service data collection – free for CAADS members.

This is an industry wide alert provided to all ADHC providers as a service of CAADS. Invest in your future and protect your program by investing in CAADS membership today. Join CAADS in the fight to protect adult day services in California. For membership information visit www.caads.org.