

Nursing Facility Cost Reporting

Online Cost Report submission is required through the MITS web portal. [Click here](#) to access the portal.

Important Changes to the 2018 Automated Cost Report (ACR):

- » **Schedule A-1 Summary of Inpatient Days:** Updated to add columns for Medicaid Patient Hospital Leave Days, and Therapeutic Leave Days for Fee-For-Service, MyCare, and Managed Care Days.
- » **Cost Report Instructions:** Instructions for Schedule A-1 have been updated to reflect the changes that have been made.
- » **Attachment 1 Revenue Trial Balance:** On line 59 Other, list revenue for all ventilator services, including managed care and fee-for-service.

Download the latest Automated Cost Report and Instructions [here](#).

Please Note: *If you have the prior year ACR on your computer, remove it before downloading the current version.*

Frequently Asked Questions:

Do I still file my cost report through the mail?

- » No, all nursing facility cost reports must be filed through the MITS web portal.

How do I get access to the MITS web portal?

- » [Click here](#) to access the MITS web portal.

Who assigns new agent roles in the MITS web portal?

- » Your portal administrator is the only person able to assign new roles to agents and accounting firms.
- » If you do not have an active portal administrator, [click here](#) to access the MITS web portal.

What are the Ohio Administrative Code (OAC) rules for Cost Reporting?

- » NF: Rule 5160-3-20
- » ICF-IID: Rule 5123:2-7-12

When must Automated Cost Reports be filed?

- » All CY 2018 nursing facility ACRs must be dated on or before April 1, 2019.
- » Approved CY 2018 extension requests must be postmarked on or before April 15, 2019.
- » Revised ACRs must be dated no later than May 30th.
- » ACRs filed on or after June 1st will be considered *Amended Cost Reports*.
- » Cost Reports not considered complete and adequate by May 31st will not be used to calculate the quality payment.

How do I request a CY 2018 extension?

- » Submit your request for a CY 2019 extension on your organization's letterhead via email to: nursing.home.correspondent@medicaid.ohio.gov

Errors identified on my ACR require that I resubmit the report. How long do I have to resubmit?

- » ODM requests a one business day turnaround for resubmission of cost reports and signature pages.
- » The media "label" must be marked accordingly upon submission to ODM:

Original:	Revised:	Amended:
Provider Name	Provider Name	Provider Name
Provider Number	Provider Number	Provider Number
Submission Date	Submission Date	Submission Date
ACR Calendar Year	ACR Calendar Year	ACR Calendar Year

- » *Please Note: Failure to submit a complete and adequate Cost Report may result in termination of the Ohio Medicaid Provider Agreement.*

How do I close the current Automated Cost Report and reopen it using the form for a different year?

- » Use the "Change CR Year" function.

Where do I report capital costs due to a change of ownership?

- » Report capital costs due to a change in ownership (step up) on Schedules D and D-1, Group B.
- » These costs must be reported in Group B on subsequently filed Cost Reports.

Where do I report owners' wages?

- » If owners' wages are reported on Schedules C-1 and/or C-2, they also must be reported on Attachment 6.
- » If these sections do not correspond with one another you will be asked to re-file your Cost Report.

What if the number of beds certified as nursing facility beds by the Ohio Department of Health changes during the middle of a given month?

- » Calculate a weighted average for that particular month rounded to the nearest whole number.

How do I report employees on FMLA, worker's compensation, etc. when reporting retention ratios?

- » All employees on the payroll should be counted when reporting retention ratios, regardless of their pay status.

Questions? Contact: nursing.home.correspondent@medicaid.ohio.gov or 614-752-4389

For more information, [go online.](#)