



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long Term-Support Administration
Management Services Division
PO Box 45600, Olympia, WA 98504-5600

March 11, 2016

AL TSA: NH RATES #2016-001
ELECTRONIC SUBMISSION OF COST REPORT

Dear Nursing Facility Administrators:

The Office of Rates Management (ORM) would like to inform you that there is now available an alternate way to submit your cost reports. Effective immediately you may submit the majority of your cost report electronically to ORM. This is done through a secure file transfer (SFT) that AL TSA has set up.

HOW TO SUBMIT A COST REPORT ELECTRONICALLY

If a facility chooses to submit electronically, the cost report preparer will need to contact ORM at NFRates@dshs.wa.gov to receive a login ID. The login IDs are specific to the consultant/individual submitting the cost report and not the facility. Therefore, if an individual or company prepares cost reports for multiple facilities they only need one login ID. Along with a login ID, the preparer will receive a temporary password, which they will need to change upon logging in for the first time.

When a preparer is logged in to the SFT site they may upload documents. The preparer will upload the entirety of the cost report **EXCEPT** the certification page. The cost report should be submitted as a separate file from any backup data and the cost report file should be named [VENDOR NUMBER]_15CSTRPT. Please name backup files [VENDOR NUMBER]_BACKUP. If a facility chooses to submit a cost report electronically they do not need to send in a CD or a paper copy.

Once all the appropriate data has been uploaded, the preparer will still need to send in an original paper copy of the certification page. All requirements for the certification page remain the same, including that this page is due to the Office of Rates Management by March 31, 2016. If submitting electronically, the cost report and all supporting documents are still due on March 31 and need to be fully uploaded by then.

In order to help ORM begin processing your cost report as quickly as possible, please send an email to NFRates@dshs.wa.gov stating that a cost report has been submitted. Please make sure to include the name of the facility that has been submitted.

In order to reflect this additional option, the written instruction manual for 2015 has been updated. If you would like, you may download an updated manual at <https://www.dshs.wa.gov/altsa/management-services-division/nursing-facility-cost-reports>.

Dear Nursing Facility Administrator
Electronic Submission of Cost Report
March 11, 2016
Page 2 of 2

Please note that this is not a requirement and a facility may choose to still send in a paper copy for the 2015 cost report. In that case, the previous requirements of two certified copies as well as an electronic copy on CD remain unchanged.

If you have any questions, please contact the Nursing Facility Rates Section at NFRates@dshs.wa.gov.

Sincerely,



Ken Callaghan
Chief, Office of Rates Management