• Announcements
• Brief history of DWRS cost reporting
• The why and what of cost reporting
• The how of cost reporting
• DWRS cost reporting website demonstration
• DWRS cost reporting platform demonstration
• Put your questions into the Q&A function, we will be tracking them for future webinars.

• Sign-in to the cost reporting platform as soon as possible to make sure you don’t have any issues accessing things.

• Your feedback is welcome. As we all go through our first year of cost reporting, we are learning what works.

• When emailing questions and feedback, please give us at least three business days to respond.
**Brief history of DWRS cost reporting**

**Legislature Passed in 2017**
During session, the Legislature passed the originating language to authorize DWRS Cost Reporting.

**Program Development 2018-2019**
- DHS contracted with Burns and Associates to create cost reporting criteria
- Stakeholder engagement with DWRS Advisory Committee and CFO working group.

**Platform Development 2018-2021**
- MN.IT development of a streamlined cost reporting platform developed in two parts:
  - Data structure and storage
  - User interface reporting platform

**Provider reporting 2021 and beyond**
- Providers notified in March
- Deadline of August 31
- Report due to legislature February 2022

**Provider Pilot Summer 2019**

August 6, 2021
The why and what of cost reporting
Why Cost Reporting Now?

As DWRS moved off of banding, the system continues to need ongoing analysis to support rates that reflect service costs.

Cost reporting will collect the direct information that DHS and stakeholders will need to maintain a system that meets the needs of individuals supported by the waivers.

The launch of cost reporting was delayed by one year due to COVID-19.
What is Cost Reporting?

• The reporting of the actual costs of providing services by the established cost centers such as wages, program administration, or facilities.

• The purpose of this reporting is to collect cost data that will inform DWRS rate formulas.

• The ongoing collection of this data will inform policy makers of the cost drivers and will allow for DWRS to set rates that allow services to be appropriately funded, encourage provider viability, and help ensure service access HCBS waiver recipients.
What Cost Reporting is NOT

• An effort to collect only your direct costs and change your rate. This is aggregate reporting for all providers.
  • Roughly 500+ providers will report every year.

• No automatic changes to rate will occur. Any changes to the frameworks would have to be made by the legislature.

• An audit of your business or home.
  • There is an auditing component to cost reporting, but it is only for how the information that is part of cost reporting was reported.
What will be reported?

• Data collection happens at the provider level and collects the actual costs of providing services by categories that correspond with rate assumptions, including:
  • Administrative and Direct Care wages, benefits, and payroll taxes
    • Including payment to the license holder and family
  • Service Facilities Costs, including building and maintenance costs
    • This does not include residential homes, which are funded under housing support (formerly GRH)
  • Transportation Costs, program and non-program related
  • Program Administrative Costs
  • General Administrative Costs

• This reporting includes only DWRS costs, with allowances for reporting wages or costs that span multiple programs.

August 6, 2021
What to use to report

• A company’s official bookkeeping records should be used when available. Depending on leadership decisions this may be certified or uncertified records.

• If you do not keep records of costs and wages, use trackable documentation to prove the incurred costs/payments. Things like credit card or bank statements should be used and saved in your records.
  • DHS suggests starting to track payments today for preparation of future reporting.

• To understand billed units and revenues, remittance payment notifications in the MN-ITS system should be available.
  • DHS suggest starting to track billing if you are not currently doing so.
DHS aims to keep cost reporting as simple as possible, though some reporting must be specific in order to continue to evaluate the current cost assumptions in DWRS rate calculation.
• All providers that provide at least one DWRS service are required to report once every five years, beginning in 2021.

• DHS anticipates 20% of providers will report every year, based on random sampling.
  • 2021 sample is 550 providers

• Providers are required to report on a fiscal year completed in the last 18 months.
  • For 2021, DHS recommends reporting on calendar year 2020
    • If reporting on calendar year 2019, must submit by June 30, 2021

• If a provider fails to complete a report by the deadline, DHS is required to suspend payments until the report is completed.
  • Stop payment deadline is December 1, 2021
### Annual Reporting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>By March 31</td>
<td>Notify providers mandated to report that year</td>
</tr>
<tr>
<td>June 1</td>
<td>90-day Notice of reporting deadline</td>
</tr>
<tr>
<td>August 31</td>
<td>Reporting Deadline</td>
</tr>
<tr>
<td>Sept 1</td>
<td>Send out first notice of non-compliance; for providers who haven’t submitted reports by August 31</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Send out second notice of non-compliance; for provider who haven’t submitted by September 30 (30 days late)</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Send out third notice of non-compliance; for providers who haven’t submitted by 10/31 (60 days late)</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Send out notification of stop payment for non-compliance (90 days late)</td>
</tr>
</tbody>
</table>
The how of the cost reporting system
If it is your year to report, your **authorized agent** will have received multiple notification emails as well as user log-in information. The most recent would have been on July 8th, 2021. Make sure to check all of your SPAM folders.

If you are still unsure if it is your year, reach out to the cost reporting team with information about your organization like name, NPI/UMPI, authorized agent name.

*Please note that all communication about cost reporting goes through your **authorized agent**. If you are unclear who your authorized agent is, reach out to your licenser. For family providers, this is usually the license holder.*
For security reasons, the system requires every provider to have two types of users, Authorized Agents and Provider Users.

For family providers, a single person might act as both the authorized agent and the provider user. The authorized agent should create a secondary provider user account for themselves, so they can fill out the report. Every organization must have one authorized agent account and at least one provider user account, even when they are the same person (Dual-role user). This is because the authorized agent cannot enter cost report information using their authorized agent account.

*Quick tip:* if you are in the cost report and cannot fill out or save information, you are likely signed in as the authorized agent user. Check your sign-in and switch accounts if necessary.
Jenna is a family residential provider and is doing her cost reporting. Her email is jenna@example.org. Below are her two sign-ins to complete her report.

<table>
<thead>
<tr>
<th>Authorized Agent (received from DHS)</th>
<th>Provider User (created in the system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username: <a href="mailto:admin.jenna@example.org">admin.jenna@example.org</a></td>
<td>Username: <a href="mailto:jenna@example.org">jenna@example.org</a></td>
</tr>
<tr>
<td>Password: set by Jenna on first sign-in</td>
<td>Password: set by Jenna on first sign-in</td>
</tr>
</tbody>
</table>

Jenna needs to keep records of both log-ins for her records. She will need both of these accounts in the future.
As a dual user, you will get different types of correspondence from DHS and the cost reporting system. We suggest you save these critical ones in a folder so you can always access them if you need to.

<table>
<thead>
<tr>
<th>Authorized Agents Email</th>
<th>Date</th>
<th>Provider Users Email</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Notification of Reporting”</td>
<td>March 31</td>
<td>“User Login for DWRS Cost Reporting”</td>
<td>When user account is created*</td>
</tr>
<tr>
<td>“User Login for DWRS Cost Reporting”</td>
<td>March 31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Account is created by the Authorized Agent
## User type roles

<table>
<thead>
<tr>
<th>Authorized Agent</th>
<th>Provider User</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create contacts/users in the system</td>
<td>• Enter provider and cost information into the system on the following pages as applicable:</td>
</tr>
<tr>
<td>• On the ‘Contacts’ page</td>
<td>• Provider information*</td>
</tr>
<tr>
<td>• Manage users in the system</td>
<td>• Revenues*</td>
</tr>
<tr>
<td>• Deactivate users</td>
<td>• Salaries and wages*</td>
</tr>
<tr>
<td>• Add new users as necessary</td>
<td>• Other benefits</td>
</tr>
<tr>
<td>• Review and submit the cost report</td>
<td>• Client and programming support</td>
</tr>
<tr>
<td>• Including validating the attestation of true reporting.</td>
<td>• Day facilities</td>
</tr>
<tr>
<td></td>
<td>• Vehicles costs and usage</td>
</tr>
<tr>
<td></td>
<td>• General and administrative*</td>
</tr>
<tr>
<td></td>
<td>• Questionnaire*</td>
</tr>
</tbody>
</table>
Where is my log-in information?

- If it is your year to report, your authorized agent would have received their log-in information, including username and temporary password, on March 31st, 2021.
  - If you have lost your log-in information and need it resent, or are unsure if you ever received it, please send an email to the cost reporting team. Include your organization name, NPI/UMPI, and authorized agent name. Please state the purpose of your request in the body of the email.

- For all other users, log-in information will be sent when the account is created. Please give the system up to 24 hours to send out the email. If you or your staff still hasn’t received an email after that time, please email the cost reporting team.

August 6, 2021
The how of cost reporting
There are ten pages in the cost reporting manual to outline what to report, and how to report your costs. That can be overwhelming. In the slides that follow, we will quickly tell you about each page.

One thing to know about cost reporting is there is generally two steps to reporting every cost:

1. Enter the associated cost
2. Allocate that cost to the appropriate service/bucket.
How to allocate your costs

• For every cost reported, those dollars need to be assigned to the services they support. This is called cost allocation.

• DWRS cost reporting does not require a specific method of allocation, but does require you report on how you allocated. There are two main ways to allocate:
  • Single-allocation: using one factor to determine shares of costs throughout the report, usually revenue or expenditures by services
  • Multi-allocation: using different factors to determine shares of costs, depending on the type of spending, usually time allocation or program-specific shares.

• If you only provide one type of service, allocations will generally go into one service group.

• The reporting platform will only show service groupings that have revenues associated with them.
Due to the specificity of the DWRS frameworks, direct care wage allocations are more complex than other pages.

DHS suggests that more analysis is done to correctly report the time and supports direct care workers are providing. The work may be categorized in two distinct ways:

- Actual hours worked by the employee or group of employees (payroll tracking)
- Direct care workers position as defined by position description.

Don’t forget to attribute time to non-billable work in program support if workers have that as part of their work time.
<table>
<thead>
<tr>
<th>Contact information</th>
<th>Review and update information by clicking the ‘edit/view’ button. This page can only be edited by the Authorized Agent</th>
</tr>
</thead>
</table>
| Provider information | Enter general business information and NPIs  
**Note:** cost reporting requests are attached to an FEIN. All locations and NPIs under the requested FEIN must be included in the report. Do not include locations or NPIs under different FEINs. |
## Revenues

- Enter all revenues for DWRS services for all locations and NPIs included in report.

- **Do not include** non-service revenues, or housing support revenues.

- Complete this page before attempting to proceed to the other areas of the cost report, as selections on this page will affect the selections on drop down menus in other areas of the report.

- When ‘Create New Revenue’ button is clicked, the entry will move to a table below the button. The information entered can be edited, viewed or deleted by clicking the buttons to the right of the entry.
Administrative and program support salaries, benefits, and allocations

- Include staff members on this section if their primary responsibilities include administration or program support for DWRS services.

- Employees working under the same role or title should be grouped as a single entry.

- When ‘Create’ button is clicked, the entry will move to a table below the button. The information entered can be edited, viewed or deleted by clicking the buttons to the right of the entry.

- Additional information about benefits and payroll, and allocations must be entered for each employee type by selecting the buttons to the right.
# Cost report categories; quick guide

<table>
<thead>
<tr>
<th>Direct care staff and supervisor wages, benefits, and allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include staff members on this section if their primary responsibilities include direct care and the supervision of those providing direct care for DWRS services.</td>
</tr>
<tr>
<td>• Employees working under the same role or title should be grouped as a single entry.</td>
</tr>
<tr>
<td>• When ‘Create’ button is clicked, the entry will move to a table below the button. The information entered can be edited, viewed or deleted by clicking the buttons to the right of the entry.</td>
</tr>
<tr>
<td>• Additional information about benefits and payroll, and allocations must be entered for each employee type by selecting the buttons to the right.</td>
</tr>
<tr>
<td>Cost report categories; quick guide</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td><strong>Other benefits</strong></td>
</tr>
<tr>
<td>Costs of benefits offered by the organization that cannot be tied directly to individual employees.</td>
</tr>
<tr>
<td><strong>Client programming and support costs</strong></td>
</tr>
<tr>
<td>- Costs related to programming and support for people who receive services.</td>
</tr>
<tr>
<td>- <strong>Do not</strong> include costs that cannot be connected directly to the provision of DWRS services.</td>
</tr>
<tr>
<td>- Program service types will be filtered by reported revenues, if service type is not listed, revenues have not been reported for that service type on the “Revenues” section.</td>
</tr>
<tr>
<td><strong>Day program facility costs</strong></td>
</tr>
<tr>
<td>Include any facility the provider organization used, at least in part, for DWRS day programs. Do not include residential facilities or administrative-only facilities.</td>
</tr>
</tbody>
</table>
## Cost report categories; quick guide

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation costs</strong></td>
<td>Include non-wage costs related to travel and transportation. This includes all transportation that would be at least partially attributed to DWRS services, including provider-owned vehicles that are used as part of services, and transit or mileage reimbursements for staff.</td>
</tr>
<tr>
<td><strong>Vehicle cost and usage</strong></td>
<td>Include all vehicles owned or leased by the organization that are used in the provision or administration of DWRS Services. Do not include vehicles that are not associated with DWRS services or administration.</td>
</tr>
<tr>
<td><strong>General and administrative costs</strong></td>
<td>Include any facility the provider organization used, at least in part, for DWRS day programs. Do not include residential facilities or administrative-only facilities. Costs related to the administration of services, and administrative facilities, not related to day services or service provision. Do not include residential facilities or facility costs related to the provision of services.</td>
</tr>
</tbody>
</table>
The next webinar is for family providers is August 11, 2021. Sign up in Trainlink.

Please put your questions in the chat.

August 6, 2021
More training opportunities

**Family Provider Overview Webinar:** A webinar focused on the reporting needs of Family Residential, formerly Family Foster Care, providers.

- August 11th: 2-3:30pm

**All Provider Office Hours:** A webinar to submit and hear responses to frequently asked questions from providers

- August 16: 11-12pm

*More training may be added in the fall, if needed. Keep an eye out for an e-list from DHS.*
Let’s review the DWRS cost reporting website

- The DWRS cost reporting website has a lot of useful content, with more being posted in coming weeks. Including:
  - Link to the Manual
  - Excel-based cost report for working offline
  - A list of FAQs and responses; and
  - Provider tool kit (some documents still in development)

The DWRS cost reporting website (link)
Welcome to Disability Waiver Rates System (DWRS) Cost Reporting!

Your user name and temporary password are below. You will be required to change your password and set up a security question on your initial login. Your password must be at least 8 characters long and contain a combination of 3 of the 4 character types: lower or upper case letters, numbers, and special characters (e.g. @#$%).

User Name: peterprovider
Password: Xm505#0P

Click on the link to access the cost reporting system to change your password and set your security question. Please remember to bookmark this link for future access to the system.

Why am I receiving this notice?

This communication is to notify you that an account has been created for you in the DWRS cost reporting system. This account may have been created for you by your organization’s authorized agent or DHS. For more information about DWRS cost reporting, please visit the [link].

If you have questions about why you have received this email, please contact your organization’s authorized agent. If you are the authorized agent, please reference the ‘Notification of reporting requirements’ you received separately at this address.

August 6, 2021