



MICHAEL L. PARSON, GOVERNOR • JENNIFER TIDBALL, ACTING DIRECTOR

TODD RICHARDSON, DIRECTOR
MO HEALTHNET DIVISION
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October 4, 2019

Administrator
Facility Name
Address

Re: Medicaid Nursing Facility Cost Report Contractor Procedures

Dear Administrator:

The MO HealthNet Division (MHD) has contracted with Myers and Stauffer LC (MSLC), a certified public accounting firm, to serve as its Medicaid Nursing Facility cost report contractor. MHD is transitioning the collection and review of the Medicaid Nursing Facility cost reports to MSLC. Outlined below are the procedures required to begin the new cost report submission and review process with MSLC. This new process will be used beginning with cost reports with a fiscal year end (FYE) of June 30, 2019, which are due by December 1, 2019, so it is important you complete and submit the requested information by **October 18, 2019** to ensure there is ample time to get you set up with the new process.

MSLC will use a web portal and email system to communicate with the nursing facility and to collect and distribute information and documents. Since the web portal is a secure system, you must register to obtain access to the system. You will need to complete a Web Portal Registration Form, which is available at <https://myersandstauffer.com/client-portal/missouri/>, to begin the cost report submission process. Please complete the Web Portal Registration Form for all contacts at the facility requiring access to the Missouri cost report web portal. The cost report submission, as well as any additional information requested during the cost report review, are done through the Missouri cost report web portal, so please be sure you include all appropriate contacts at the facility. Thoroughly review the form to ensure that all requested information is included. Once the web portal form has been completed and signed, please e-mail the form to MONF@mslc.com. Upon submission, MSLC will contact you with your login information, as well as provide instructions for using the web portal. For any future changes to the contacts, the form must be updated and resubmitted to MSLC via email at MONF@mslc.com.

Interpretive services are available by calling the Participant Services Unit at 1-800-392-2161.
Prevodilačke usluge su dostupne pozivom odjela koji učestvuje u ovom servisu na broj 1-800-392-2161.
Servicios Interpretativos están disponibles llamando a la unidad de servicios de los participantes al 1-800-392-2161.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

TDD / TTY: 800-735-2966

RELAY MISSOURI: 711

Missouri Department of Social Services is an Equal Opportunity Employer/Program.

Once you have gained access to the secure cost report web portal, you will be able to upload any requested information at MOcostreports.mslc.com. MSLC will email reminder notifications for cost report submissions approximately 30 days prior to the cost report due date rather than during the month corresponding to the provider's cost report FYE, as MHD has done in the past.

The cost report template, check list, instructions, etc. are available for download at <https://myersandstauffer.com/client-portal/missouri/>. The completed Excel cost report file and required supporting documentation must be uploaded to the cost report web portal, where each required item will be uploaded to its specific event line. Upon receipt of the Medicaid cost report submission, MSLC will send an e-mail either confirming the submission is complete or requesting additional documentation. MSLC and MHD will provide a Webinar training in early November for additional instructions on the cost report submission process. Further detail regarding the Webinar will be sent at a later date.

As indicated above, MSLC is also responsible for the review of the Missouri Nursing Facility Medicaid cost reports. Be advised that all additional requests and questions will come from their office. An adjusted cost report and adjustment report will be provided to you for review. Training and additional instructions will also be provided on this process during the cost report submission training.

If you have any questions regarding this request, please contact Myers and Stauffer LC at the e-mail address listed above or by phone at (800) 374-6858. Thank you for your cooperation in providing this information.

Sincerely,

A handwritten signature in cursive script that reads "Kristen Riggs". The signature is written in dark ink and is positioned above the typed name.

Kristen Riggs
Nursing Facility Policy & Reimbursement Manager