

**BUDGET AND FINANCE ADMINISTRATION
ELECTRONIC COST REPORT
QUESTION AND ANSWERS
January, 1998**

A. General Information

1. **Q:** How does the Provider amend a cost report under the electronic cost reporting procedures?
A: **The Provider may file an amended cost report to correct material errors detected subsequent to the filing of the original cost report; comply with the health insurance policies or regulations; or reflect the settlement of a contested liability.**

The Provider must file a new electronic cost reporting diskette under the same cost report version as the original filed report. A signed paper copy of the Worksheet A must accompany the diskette with the wording "Amended Cost Report" written on the paper copy. A letter of explanation for the amended cost report should also accompany the diskette.

B. Software

1. **Q:** Can I use Windows 95 or Excel 7.0 to run the cost report?
A: **Yes, there has not been any testing done on the cost report using those software products. Therefore we are unable to guarantee that our software products would be able to read it.**
2. **Q:** Is it possible to use Quattro Pro to complete the cost report and save it in Excel for submission?
A: **B&FA staff and provider attempts to open the cost report using Quattro Pro have been unsuccessful. Partially because the Microsoft and Quattro Pro are competing software companies and they do not want users to use the other company's product. Because the cost report has password protection on it's formatting and formulas, in addition to the Visual Basic used for the calculation, posting, and validation process which are Microsoft features that Quattro Pro cannot understand.**

C. General Preparation Information

1. **Q:** What happens if the day before the deadline for filing the cost report, the validation check gives you an error, although you feel the report is correct and you have made efforts to correct the report without resolving the error message, what do you do?
A: **Call LTC Settlement Division auditor to alert them to the problem. Submit the diskette, signed certification statement and the printed error message. Long Term Settlement Division will examine the diskette error message and determine if the error is due to the provider or a systems error. We will notify providers if problem with validation check exists by letter. Updates to correct errors in the validation check will occur prospectively.**
2. **Q:** Will the Medicaid Program be establishing a telephone "Hot line" for electronic cost reporting preparation support?
A: **Providers or preparers can call the LTC Settlement Division and speak to the auditor that handles their case. Providers or preparers with technical software questions should contact their software supplier directly.**
3. **Q:** When completing the worksheets, does it matter which "yellow hi-lited" cell you beginning entering information or data?
A: **YES. It is very important to use the first available "yellow hi-lited" cell on the first available line.**
4. **Q:** Does every "yellow hi-lited" cell need to have some data or information?
A: **No. The cost report validation check reviews worksheets for pre-determined "mandatory" cells that information or data is required.**