



## State of Louisiana

Department of Health and Hospitals  
Bureau of Health Services Financing

### MEMORANDUM

DATE: March 20, 2015  
TO: Home and Community-Based Service Providers  
FROM: Randy Davidson, Director of Rate Setting and Audit *RD*  
SUBJECT: Home and Community-Based Service (HCBS) Provider Cost Reporting

You remember that Act 299 of the 2011 Louisiana Legislative Session directed the Department of Health Hospitals (DHH) to implement certain policy and licensing provisions to Home and Community-Based Service (HCBS) Providers. As a result, DHH has implemented a cost reporting program for HCBS waivers.

DHH provided training and collected cost reports last year. Because this is new to HCBS providers we will be providing more training for providers who still need assistance in tracking expenses and completing the cost report process.

**Training sessions will be held on April 9, 2015 and April 10, 2015. The sessions will begin at 8:30 a.m. in room 118 at DHH Headquarters located at 628 N. 4<sup>th</sup> Street, Baton Rouge, Louisiana.** The sessions are identical, so you only need to attend one. When you attend the HCBS training at the Bienville building, you should attempt to park in one of the state managed parking garages (The Welcome Center Garage or the Galvez Parking Garage). You will need to complete the attached form and bring it with you to the training to get your parking validated. A site map of downtown Baton Rouge is also attached for your reference.

You must register to attend. Please call 225.342.2166 to attend the training sessions in person at DHH Headquarters. Space is limited so please try to limit the number of persons attending to one employee per provider if possible. Persons not pre-registered will not be allowed in on the date of trainings. To attend via internet Webinar see information below.

You can reserve your seat at the Thursday, April 9, 2015, 8:30 a.m. CDT WEBINAR training by going to the following link:

<https://attendee.gotowebinar.com/register/8410526545461136129>

You can reserve your seat at the Friday, April 10, 2015, 8:30 a.m. CDT WEBINAR training by going to the following link:

<https://attendee.gotowebinar.com/register/7205575051116731137>

After registering, you will receive a confirmation email containing information about joining the webinar. Please select your audio preference under the Audio tab located in the webinar navigation pane. You may also submit questions or comments using the chat box in the navigation pane.

Enclosures

RD/sb