

MO HealthNet (Missouri Medicaid) Nursing Facility Cost Report Procedures

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. MSLC is charged with the collection and review of the Missouri Medicaid Nursing Facility Cost Reports. Outlined below are the procedures required to begin the 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.

Web Portal

- 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, nursing facilities must register to obtain access to the system.
- Nursing facilities will need to complete a Web Portal Registration Form to begin the cost report submission process.
- The Web Portal Registration Form needs to be completed 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 to include all appropriate contacts at the facility.
- Thoroughly review the form to ensure that all requested information is included.

Registration for Web Portal

- Web Portal Registration Form is available at: <https://myersandstauffer.com/client-portal/missouri/>
- Completed and signed form is e-mailed to: MONF@mslc.com
- For any changes to the contacts, update Web Portal Registration Form and resubmit to MSLC via email: MONF@mslc.com
- Upon submission of the Web Portal Registration Form, MSLC will contact you with your login information, as well as, provide instructions for using the web portal

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.

Cost Report Submission and Review Procedures

- Once you have gained access to the secure cost report web portal, you will be able to upload the cost report and any requested information to the web portal.
- MSLC will email reminder notifications for cost report submissions approximately 30 days prior to the cost report due date.
- 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 is also responsible for the review of the Missouri Nursing Facility Medicaid cost reports.
- All additional requests and questions will come from MSLC's office.
- An adjusted cost report and adjustment report will be provided to the facility for review.

Cost Report Template and Submission of Cost Report

- Cost report template, check list, instructions, etc. are available for download at:

<https://myersandstauffer.com/client-portal/missouri/>

- Completed cost reports, information requested from MSLC, etc. are uploaded at:

<https://mocostrereports.mslc.com/>

Contact Information

- If you have specific questions regarding the web portal, web portal registration, cost report submissions, etc., please contact Myers and Stauffer LC at:
 - MONF@mslc.com
 - (800) 374-6858
- If you have any general questions regarding the MO HealthNet nursing facility program, you may contact the MO HealthNet Division at:
 - IRU.NursingFacility@dss.mo.gov
 - (573) 751-5663