

## ***ODP Validation Checks for Year 3 Cost Report***

The process for collecting Year 3 Cost Report data is automated to facilitate the submission and collection of high quality experience data for use in the rate development process. The following three types of validation checks will be performed on each Cost Report prior to the completion of the Desk Review procedures:

- **Excel Validations** – Certain validation checks are built directly into the Excel template. In cases where a provider inputs an invalid value into a cell (e.g., enters a 7-digit MPI number instead of 9-digits), upon hitting “Enter”, the provider will instantly receive an error message indicating what needs to be fixed. If Excel validation failures are not corrected, Excel does not allow the provider to move to other cells.
- **Real-time Edits** – Once the provider has completed the Excel Cost Report, the provider will then upload the Excel file via the ODP Cost Report website. ODP has incorporated several edits that are checked once the provider clicks the “Upload” button. Within a few seconds, the provider will receive a message indicating whether the upload was successful. In cases where one or more of the edits fail, the provider will receive a message indicating the upload was not successful and will receive an error report for review. The error report will help the provider understand the items that need to be fixed to allow for a successful submission.
- **Initial Desk Review Checks** – Before the Administrative Entity (AE) performs the entire set of desk review procedures on the Cost Report, the AE will perform a few initial checks on the Cost Report submissions. If the Cost Report fails any of these checks, the AE will instantly reject the Cost Report, and the provider will need to correct the items and resubmit the Cost Report.

The following table outlines the various validation checks that will be performed on each schedule of the Cost Report and indicates the type of check (i.e., Excel validation, real-time edit, or initial desk review check). ODP encourages providers to review this list periodically as they complete the Cost Report to ensure their submissions satisfy the following validations.

<b>Cost Report Schedule</b>	<b>Conditions that must be Satisfied prior to Desk Review being Performed</b>	<b>Validation Type</b>
All Schedules	<ul style="list-style-type: none"> <li>▪ The type of data entered into each cell must be consistent with the Cost Report instructions. For example, if a provider enters text (e.g., "N/A") into a cell that should contain a dollar amount, the Cost Report will be rejected through the upload process, and the provider will be alerted of the cell containing the incorrect data type.</li> <li>▪ The tab names cannot be changed, and tabs cannot be added or deleted, as these items will cause the Cost Report to be rejected.</li> <li>▪ Only the Year 3 Cost Report (Version 6.0) can be uploaded to the ODP Cost Report website. Please do not use a Cost Report version from a prior year.</li> </ul>	Real-time Edit
	<ul style="list-style-type: none"> <li>▪ For each schedule, all applicable line items must be populated.</li> </ul>	Initial Desk Review Check
Certification Page	<ul style="list-style-type: none"> <li>▪ The MPI numbers on Line 1a and Lines 11b1 through 11b15 must contain nine-digits. Providers must enter leading zeros, if applicable.</li> <li>▪ Certain line items have drop-down boxes that allow the provider to choose from a set of specific responses. If the provider attempts to enter something other than the options in the drop-down menu, Excel will produce an error message and require the provider to choose a response from the drop-down menu.</li> </ul>	Excel Validation
	<ul style="list-style-type: none"> <li>▪ All line items on this schedule must be populated or the Cost Report will be rejected. The only exceptions to this edit include the second part of Line 9, Lines 11b2 through 11b15, 11c2 through 11c15, 11d2 through 11d15 and Line 15. These line items may not apply to all providers, and in these cases, a provider should leave the questions blank.</li> <li>▪ For each of Lines 11d1 through 11d15, the populated value must be less than or equal to the corresponding value in Lines 11c1 through 11c15.</li> </ul>	Real-time Edit
	<ul style="list-style-type: none"> <li>▪ The "From" date on Line 4 must be on or after 7/1/2009. It must also be before 6/30/2010.</li> </ul>	Initial Desk Review Check
Certification Page – Provider Service Locations	<ul style="list-style-type: none"> <li>▪ The MPI numbers in Column A must contain nine-digits. Providers must enter leading zeros, if applicable.</li> <li>▪ The service location codes in Column B (and Column C, if applicable) must contain four-digits. Providers must enter leading zeros, if applicable.</li> <li>▪ The Waiver Census and Vacancy values in Columns H and I must be whole numbers greater than or equal to zero.</li> </ul>	Excel Validation
	<ul style="list-style-type: none"> <li>▪ Line 1 must be populated for at least Columns A, B, D, and E since each Cost Report must contain at least one service location code.</li> <li>▪ If a service location code is entered in Column B, then the following items must also be populated: Column A (MPI number); Column D (County of Service Location Code); and Column E (Begin Date of Service).</li> </ul>	Real-time Edit

<b>Cost Report Schedule</b>	<b>Conditions that must be Satisfied prior to Desk Review being Performed</b>	<b>Validation Type</b>
Certification Page – Provider Service Locations	<ul style="list-style-type: none"> <li>▪ If an Eligible Procedure Code with Capacity is selected in Column G, the Waiver Census in Column H, Vacancy in Column I, and Average Weekly Direct Care Staff Hours in Column J must be populated.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>▪ The “Begin Date of Service” in Column E must be on or after 7/1/2009. It must also be before 6/30/2010.</li> <li>▪ For service locations that are currently operating (or closed on or after 7/1/2010), the “End Date of Service” in Column F may be left blank. However, if it is populated, the date must be after 7/1/2009 and before 6/30/2010.</li> <li>▪ For each MPI-service location code combination, all applicable columns must be completed.</li> <li>▪ The MPI-service location code combinations on a given Cost Report must be unique. In addition, the MPI-service location code combinations cannot be repeated on any of the provider’s other Cost Reports.</li> </ul>	Real-time Edit, cont.  Initial Desk Review Check
Certification Page – Service Selection	<ul style="list-style-type: none"> <li>▪ At least one service must be checked on this tab or the Cost Report will be rejected. After each modification of service selections, providers must click on the macro button in the upper left hand corner of the tab to ensure appropriate service code columns are populated on Schedule A.</li> </ul>	Initial Desk Review Check
Schedule A – Expense Report	<ul style="list-style-type: none"> <li>▪ The Number of Units of Service Provided (Line 21) must be less than or equal to the Number of Units of Service Available (Line 19). Line 19 needs to be populated before Line 21.</li> <li>▪ When populated, Units Available and Units Provided must be entered as whole numbers greater than zero.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>▪ Schedule A must contain at least some Total Provider expenses in Column A and some Waiver Eligible expenses in Column F (i.e., Column A, Line 16 and Column F, Line 16 must each be greater than zero).</li> <li>▪ Schedule A must contain at least some expenses allocated to a procedure code in Column G (i.e., Column G, Line 16 must be greater than zero).</li> <li>▪ For Lines 1 through 18, Line 24 and Line 26, Total Provider expenses in Column A must be equal to the sum of the expenses in Columns B through F. This edit has a tolerance of \$25 to allow for rounding issues.</li> <li>▪ For Lines 1 through 18, Line 24 and Line 26, Waiver expenses in Column F must be equal to the sum of the expenses in Columns G+. This edit has a tolerance of \$25 to allow for rounding issues.</li> <li>▪ For each column in Columns G+, if Total Expenses (Line 26) is greater than zero, then Units Available (Line 19) and Units Provided (Line 21) must also be greater than zero.</li> </ul>	Excel Validation  Real-time Edit

<b>Cost Report Schedule</b>	<b>Conditions that must be Satisfied prior to Desk Review being Performed</b>	<b>Validation Type</b>
Schedule A – Expense Report	<ul style="list-style-type: none"> <li>▪ For each Eligible code column in Columns G+, the Expense (Line 16) must be greater than zero.</li> <li>▪ For each Eligible residential code column in Columns G+, the Cost per Unit of Service Available (Line 22) must be greater than zero.</li> <li>▪ For each non-residential code column in Columns G+, the Cost per Unit of Service Provided (Line 23) must be greater than zero.</li> <li>▪ For each Eligible residential code column in Columns G+, the Residential Occupancy Expense (Line 24) must be equal to zero or be null, with the exception of Licensed Out-of-Home Respite.</li> <li>▪ For each Ineligible code column in Columns G+, the Expense (Line 16) must be equal to zero or be null.</li> <li>▪ For each Ineligible code column in Columns G+, the Residential Occupancy Expense (Line 24) must be greater than or equal to zero, with the exception of Family Living Homes.</li> <li>▪ For each Ineligible code column in Columns G+, the Residential Occupancy Cost per Unit (Line 25) must be greater than or equal to zero, with the exception of Family Living Homes.</li> </ul>	Real-time Edit, cont.
	<ul style="list-style-type: none"> <li>▪ Expenses for Fee Schedule and Outcomes-based services must be reported in Column D if the provider selected the check box on Line 154 of the Certification Page – Service Selection tab.</li> </ul>	Initial Desk Review Check
Schedule B – Income Statement	<ul style="list-style-type: none"> <li>▪ Waiver revenue for Waiver Eligible services (Line 1a) must be greater than zero for each column on Schedule B to justify a completed Cost Report.</li> <li>▪ Total Provider Revenue (Column A, Line 12) must be greater than or equal to Total Waiver Revenue (Column B, Line 12).</li> <li>▪ Total Waiver Revenue (Column B, Line 12) must be greater than or equal to Total Waiver Revenue for Service Locations Included in the Cost Report (Column C, Line 12).</li> <li>▪ The Total Waiver Eligible and Ineligible Expense (Column B, Line 13) must be populated.</li> </ul>	Real-time Edit
Schedule C – Intentionally Blank	<ul style="list-style-type: none"> <li>▪ Not Applicable</li> </ul>	Not Applicable
Schedule D – Direct Care Staff	<ul style="list-style-type: none"> <li>▪ For each position line that is populated with staffing expenses, Waiver Salary and Wages (Column B), ERE (Column C) and Hours (Column D) must each be greater than zero.</li> </ul>	Excel Validation
	<ul style="list-style-type: none"> <li>▪ For each Waiver Salary and Wages (Column B) line that is populated, Hours (Column D) must be populated.</li> </ul>	Real-time Edit
Schedule D1 – Other Program Staff	<ul style="list-style-type: none"> <li>▪ For each position line that is populated with staffing expenses, Waiver Salary and Wages (Column B), ERE (Column C) and Hours (Column D) must each be greater than zero.</li> </ul>	Excel Validation

<b>Cost Report Schedule</b>	<b>Conditions that must be Satisfied prior to Desk Review being Performed</b>	<b>Validation Type</b>
Schedule D1 – Other Program Staff	<ul style="list-style-type: none"> <li>For each Waiver Salary and Wages (Column B) line that is populated, Hours (Column D) must be populated.</li> </ul>	Real-time Edit
Schedule D2 – Contracted Staff	<ul style="list-style-type: none"> <li>For each position line that is populated, Waiver Contractor Fees (Column B) and Hours (Column C) must each be greater than zero.</li> <li>For each line that is populated, Non-Room and Board Portion of Stipend (Column E) and Room and Board Portion of Stipend (Column F) must each be greater than zero.</li> <li>For each Waiver Contractor Fees (Column B) line that is populated, Hours (Column C) must be populated.</li> </ul>	Excel Validation Real-time Edit
Schedule D3 – Administrative Staff	<ul style="list-style-type: none"> <li>For each position line that is populated, Waiver Salary and Wages (Column A), ERE (Column B) and Hours (Column C) must each be greater than zero.</li> <li>For each Waiver Salary and Wages (Column A) line that is populated, Hours (Column C) must be populated.</li> </ul>	Excel Validation Real-time Edit
Schedule E – Depreciation: Buildings	<ul style="list-style-type: none"> <li>The only acceptable options for Column D (Depreciation Method) include Straight-line (SL), Use Allowance (UA) or Grandfathered (GF).</li> </ul>	Excel Validation
Schedule E-1 – Depreciation: Motor Vehicles	<ul style="list-style-type: none"> <li>The only acceptable options for Column D (Depreciation Method) include SL and UA.</li> </ul>	Excel Validation
Schedule E-2 – Depreciation: Fixed Assets & Equip	<ul style="list-style-type: none"> <li>The only acceptable options for Column D (Depreciation Method) include SL and UA.</li> </ul>	Excel Validation
Schedule F – Other Program Expenses	<ul style="list-style-type: none"> <li>Not Applicable.</li> </ul>	Not Applicable
Schedule F-1 – Admin-Program Occupancy Expenses	<ul style="list-style-type: none"> <li>Not Applicable.</li> </ul>	Not Applicable
Schedule G – Related Party Transactions	<ul style="list-style-type: none"> <li>Questions 1a and 2a must be answered with a “Yes” or “No”.</li> <li>If the answer to Line 1a is “Yes”, then the expenses reported on Line 1b must be greater than zero.</li> <li>If the answer to Line 2a is “Yes”, then Line 2b must be populated.</li> </ul>	Real-time Edit
Schedule H – Allocation Procedures	<ul style="list-style-type: none"> <li>For each expense category in Question 1, Column A, “Allocated” or “Actual” must be selected in Column B. Note: If there are no expenses for a category, “Actual” should be selected from the drop-down list in Column B.</li> <li>For each expense category in Question 1, Column B that indicates “Allocated”, Column C must be populated with the appropriate basis for allocation.</li> </ul>	Real-time Edit

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Schedule H – Allocation Procedures	<ul style="list-style-type: none"> <li>▪ If any expense category response to Question 1, Column C indicates “Other” as the basis for allocation, Question 2 must be populated.</li> <li>▪ Questions 4, 5, and 6 must be answered with a “Yes” or “No”.</li> </ul>	Real-time Edit, cont.
Schedule I – Participant Transportation	<ul style="list-style-type: none"> <li>▪ Not Applicable.</li> </ul>	Not Applicable
Schedule J – Residential Occupancy	<ul style="list-style-type: none"> <li>▪ Not Applicable.</li> </ul>	Not Applicable
Comments Page	<ul style="list-style-type: none"> <li>▪ Not Applicable.</li> </ul>	Not Applicable
Provider Use Page	<ul style="list-style-type: none"> <li>▪ Not Applicable.</li> </ul>	Not Applicable