

Providers must take the following actions, in order to complete all desk reviews without delaying the rate setting processes:

- A designated contact person for the Cost Report must be available to communicate with KDADS auditors during the desk review period.
- The designated Cost Report contact person's name and contact information must be legibly printed in each cost report.
- The contact person must reply within 3 working days to the KDADS auditor's email once the Draft Provider Adjustment Sheet has been provided:
 - o To confirm whether the provider agrees with the audit adjustment(s); or
 - o to submit additional supporting documents if the provider disagrees with the adjustment(s) in question.
- There will be no changes to providers' rights for appealing the adjustments, where applicable. Please forward any questions or concerns regarding these procedures to Shirley Chung, Audit Manager, at Shirley.Chung@ks.gov or call (785) 296-6457. **ATTENTION: Starting with the 2024 cost reporting season, which will be due on February 28, 2025, KDADS will no longer accept cost report documentation with revised dates prior to the year 2023. Additionally, the instructions for completing the Cost Report (MS-2004) and Monthly Census Summary (AU-3902) forms have been revised in order to reflect KDADS' current processes for submission and completion of these documents.** The Cost Report and Monthly Census Summary forms, as well as their updated instructions, can be located online via the following URL: <https://www.kdads.ks.gov/partners-providers/aging-services/nursing-facility-and-adult-care-home-programs>

The requirement for "Schedule K" will be voluntary for the 2024 cost report year, and it will remain voluntary until further notice. The data on Schedule K will not be used in the calculation of rates and will not impact your Medicaid reimbursement. The data will provide statistical insight into Kansas nursing facility staffing levels. Please share this information as needed within your organization. If you have any questions on the completion of Schedule K, please contact Steven Hime at Steven.Hime@ks.gov or call (785) 296-2535.