

# OSS Advisory Newsletter



## \* NEW ELECTRONIC COST REPORT \*

### How to Download, Complete and Transmit the 2009 RCF/IPC COST REPORT Using Your Computer

Each facility participating in the OSS and/or IPC Program is required to submit a standardized cost report, developed by DHHS, which reflects all income, operating costs and resident day information of the facility. Facilities operating the entire 12-month period from July 1, 2008 to June 30, 2009 must complete this cost report.

#### A. Download Instructions:

1. Go to web address : <http://www.scdhhs.gov/insideDHHS/Bureaus/InformationTechnologyServices.asp>
2. Under Software Downloads, click 2009 RCF-IPC Cost Report
3. Choose SAVE
4. Type a FILE NAME, preferably your Provider Number which begins with RC followed by 4 numbers. Ex. RC0013
5. Click SAVE and the file is now on your computer

#### B. Completion Instructions:

1. Complete the applicable yellow spaces on the CostReport tab of the file
2. Once you finish all of the 13 pages, SAVE the file again using the same file name you used in

step A. 4.

#### C. Transmitting Instructions:

1. Go to web address : <https://secure.dhhs.state.sc.us/seniorscp/upload.html>
2. You are about to view pages over a secure connection. Click OK
3. Information you exchange with this site cannot be viewed... Do you want to proceed? Click YES
4. Click BROWSE
5. Choose the cost report file you saved
6. Click OPEN. The file path and name now appear on the Upload Screen
7. Type the remainder of the information requested
8. Click UPLOAD FILE

The 2009 RCF/IPC Cost Report was **due no later than September 1, 2009.**

Failure to submit this information by the deadline will result in the immediate withholding of your facility's payments if an extension was not granted on or before September 1, 2009.

If your check is held, checks will be released only on Fridays of

each week for the cost reports received through the prior Thursday. Checks are mailed to the Residential Care Facility by the Bureau of Fiscal Affairs. Checks cannot be picked up at DHHS. Remember, the process to reinstate you Electronic Funds Transfer (EFT) can take several weeks.

A letter was mailed June 30, 2009 to the RCF/IPC facilities required to file a Cost Report. If you have not received your letter but feel you are required to submit a Cost Report, contact Gwen Henderson at (803) 898-1017 or email [Hendgwen@scdhhs.gov](mailto:Hendgwen@scdhhs.gov) for verification. You will not be exempt from filing the Cost Report due to not receiving a letter.

If you do not have internet access, you may contact Gwen Henderson at (803) 898-1017 or email [Hendgwen@scdhhs.gov](mailto:Hendgwen@scdhhs.gov) to request the Cost Report form be mailed to you. Please leave your name along with the facility name/ address/contact number. No other RCF/IPC Cost Report form will be accepted.

### EMAIL ADDRESSES NEEDED

The SC Department of Health and Human Services is in the process of moving programs toward electronic communications. If you currently have a facility email address or a personal email address or both, we would appreciate you sending us an email from that account(s).

Please send an email from each account to:

[VARN@SCDHHS.GOV](mailto:VARN@SCDHHS.GOV)

In the subject line of the email put the name of your facility and your provider number. Ex. (RC0013 - SC CRCF) Also denote whether the email is a

facility address or a personal address.

This process will enable us to maintain correct and verifiable email addresses. We greatly appreciate your help

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Post Office Box 8206  
Columbia, SC 29201-8206

803-898-2698  
803-255-8209 fax  
EMAIL : VARN@SCDHHS.GOV or  
OSS@SCDHHS.GOV

### INTEGRATED PERSONAL CARE (IPC) PROVIDERS

Reminders for New Referrals:

1. Remember to use the New Referral Form and fill out completely—include height, weight, and diet.
2. Fax or mail the New Referral Form to Gloria Washington. Use the fax number or address on the upper left of this page.
3. Be sure to attach the signed and witnessed Consent Form (DHHS Form 2502).
4. Please fax the Monthly Census Log to your Regional Nurse, to her fax number, by the 10th day of each month.

## THE NURSES CORNER



### Improve your Assisted Living's H1N1 Readiness In Five Easy Steps

H1N1 (referred to as “swine flu” early on) is a new influenza virus causing illness in people. The new virus was first detected in the US in April, 2009. Centers for Disease Control and Prevention (CDC) have determined that H1N1 is contagious and is spread much the same way that regular seasonal influenza viruses spread. As assisted living administrators there are things you need to do now to prepare for a possible outbreak.

**Review and encourage effective hand washing.** CDC recommends that you wash your hands with soap and warm water for 15 to 20 seconds. (Need a Timer? Imagine singing “Happy Birthday” all the way through- twice!) When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. Remind staff to ALWAYS wash between residents.

**Have an ample supply of soap and paper towels available for use at all sinks in the facility.** This includes bathrooms used by residents. Make it convenient for staff and residents to wash hands often.

**Keep surfaces within your facility clean and disinfected.** Routine cleaning and disinfection strategies used during influenza seasons can be applied to the environmental management of H1N1. Studies have shown that influenza virus can survive on surfaces and can infect a person for 2 to 8 hours after being deposited on the surface. To prevent the spread of influenza virus it is important to keep surfaces (especially bedside tables and bathroom surfaces) clean by wiping them down with a household disinfectant according to directions on the

product label.

**Evaluate your sick leave and call in policies.** CDC recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever without the use of fever-reducing medication. This guidance does not apply to health care settings where the “stay home” period should be for 7 days from symptom onset or until the resolution of symptoms, whichever is longer. See <http://www.cdc.gov/h1n1flu/guidelines> for updates. Begin thinking creatively how you will provide adequate staffing if you have employees who contract the flu or if they have ill family members that require the worker to stay home.

**Encourage and arrange for vaccination of residents and staff.** Vaccines are the most powerful public health tool for control of influenza. Every state is developing a vaccine delivery plan and will be available in a combination of settings. The CDC states that the seasonal flu vaccine is not expected to protect against the H1N1 flu, and they anticipate that seasonal flu and H1N1 vaccines may be administered on the same day. However, CDC officials expect the seasonal vaccine to be available earlier than the H1N1 vaccine. Individuals are encouraged to get the seasonal flu vaccine as soon as it is available.

Please be on the look out for future editions of the Nurse's Corner. If you have suggestions for information you would like to see in future newsletters, please send us an email or give us a call. Our contact information is at the top left of this page. We look forward to hearing from you.