

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.aspx>
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 filed 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 is 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.

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

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

In future additions of the new OSS Advisory Newsletter, this area will be filled with the latest information from our SCDHHS Nurses. We would like it to be helpful and informative for all CRCFs. If you have any suggestions for topics they can cover, feel free to email Kevin Varn at

VARN@SCDHHS.GOV

with your ideas. We will be glad to take them into consideration for future volumes of the Newsletter.