



OSS ADVISORY

FY 2008-08
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August 01, 2008

IMPORTANT DHHS CRCF-01 FORM INFORMATION

DHHS CRCF-01 Forms must be submitted to the claims contractor for proper payment processing. DHHS CRCF-01 Forms should be submitted along with your Turn-Around Document (TAD) by the 16th day of each month. The TADs and DHHS CRCF-01 Forms should be mailed to:

**Claims Receipt – CRCF
Claims Section
Post Office Box 67
Columbia, South Carolina 29202-0067**

TADs and DHHS CRCF-01 Forms that are mailed to any other address will be returned to the provider, and must be resubmitted along with the appropriate TAD for proper payment processing. Mailing documentation to an incorrect address will cause delays in payment processing. Faxed documents are no longer accepted.

**FAXED TURN-AROUND DOCUMENTS (TADs)
AND DHHS CRCF-01 FORMS ARE NO LONGER ACCEPTED**

Effective February 01, 2008, faxed TADs were **no longer accepted**. Effective July 01, 2008 faxed DHHS CRCF-01 Forms were **no longer accepted**. We can no longer accept faxed documents due to problems concerning legibility and reduced type size. Please mail the original TAD and supporting DHHS CRCF-01 Forms (DO NOT cut or alter the original documents in any way) to arrive by the 16th of each month to:

**Claims Receipt – CRCF
Claims Section
Post Office Box 67
Columbia, South Carolina 29202-0067**

If you must overnight your TAD and DHHS CRCF-01 Forms so they arrive by the 16th of each month, please send to:

**MCCS – NH/OSS AW-220
8901 Farrow Road
Columbia, SC 29203-9731**

If original TADs are not received timely, payment will not be made. The procedure below will need to be followed to receive payment.

REMOVAL OF CLIENTS FOR ORIGINAL TADs AND SUPPORTING DOCUMENTATION NOT RECEIVED TIMELY

Original TADs and supporting documentation are due by the 16th of each month. If the TAD is not received timely, all OSS clients will be removed from your TAD. This means the CRCF will not receive any payment for the month that the TAD was not returned. In order to receive payment, the CRCF will need to submit the TAD that was not returned as well as the new TAD the following month. The CRCF will also be required to add the clients to the new TAD – because it will be blank upon receipt as the clients have been removed.

Example for the upcoming month - (The CRCF does not submit TAD for July 2008 services by August 17, 2008 – the claims center will remove clients after an attempt has been made to contact the CRCF for the TAD – no payment will be made on September 05, 2008 – the new blank TAD for August 2008 services will be mailed to the CRCF on September 05, 2008 – the CRCF must mail in the TAD for July 2008 services that they neglected to send as well as the TAD for August 2008 services – the TAD for August 2008 services must include each client added {hand-written in} to the TAD for July 2008 and August 2008 services including number of days and income amounts as well as a copy of the admitting CRCF-01 for the client and any CRCF-01s changing income – the TADs for July 2008 and August 2008 would have to be received by the claims center no later than September 17, 2008 to be processed timely.

This will be an ongoing process for original TADs and supporting documents not received and for original TADs and supporting documents not received timely. There are many CRCFs that are habitually not sending the TADs and supporting documentation in timely or they are not sending them in at all. **Remember** – TADs are only processed once a month. If you neglect to send your TAD in timely, we cannot process the information until the normal processing dates for the next month.

OSS COST REPORT AND IPC INFORMATION

Each facility participating in the OSS 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. The July 1, 2007 through June 30, 2008 CRCF Cost Report packet was mailed on June 30, 2008. All facilities operating this entire 12-month period should receive the packet.

If your facility has a Contract for the Purchase and Provision of Integrated Personal Care Services (IPC) that covers any of the July 1, 2007 through June 30, 2008 period, you should have also received an IPC page to complete.

If you have not received your CRCF Cost Report Packet and/or IPC Page, please call Gwen Henderson at 803-898-1017 or Tina Schmitt at 803-898-1020 to request one.

The cost report/IPC information is due no later than September 2, 2008. Failure to submit this information by the deadline will result in the immediate withholding of your facility's payments.

If your check is held, checks will be released only on Fridays of each week for cost reports received during Thursdays of each week. Checks will be mailed to the facility by the Bureau of Fiscal Affairs. Checks cannot be picked up at DHHS. Remember, reinstating your electronic funds transfer (EFT) could take several weeks.