



## OSS ADVISORY

FY 2008-07  
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July 04, 2008

### **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 will be mailed on or before July 3, 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 also receive an IPC page to complete.

If you do not receive 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.

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.

**FAXED TURN-AROUND DOCUMENTS (TADs)  
WILL NO LONGER BE ACCEPTED**

Effective February 01, 2008, faxed TADs were **no longer accepted**. We can no longer accept faxed TADs due to problems concerning legibility and reduced type size. Please mail the original TAD (DO NOT cut or alter the original TAD in any way) and appropriate documentation to arrive by the 16<sup>th</sup> of each month to:

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

If you must overnight your TAD so it arrives by the 16<sup>th</sup> 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.

**NON-MEDICAL ABSENCES FROM THE FACILITY**

Residents participating in the OSS Program MAY NOT be absent from the facility for non-medical reasons for more than 10 consecutive days nor more than 10 total days per calendar month unless approved by a physician for therapeutic leave. Physician approved therapeutic leave MAY NOT exceed 30 consecutive days. All physician approved leave must be submitted to the OSS Program Manager following the same procedures used for a 30 Day Bed Hold for an approved medical absence.

## **REMOVAL OF CLIENTS FOR ORIGINAL TADs NOT RECEIVED TIMELY**

**Original TADs** are due by the 16<sup>th</sup> 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 June 2008 services by July 16, 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 August 01, 2008 – the new blank TAD for July 2008 services will be mailed to the CRCF on August 01, 2008 – the CRCF must mail in the TAD for June 2008 services that they neglected to send as well as the TAD for July 2008 services – the TAD for July 2008 services must include each client added {hand-written in} to the TAD for June 2008 and July 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 June 2008 and July 2008 would have to be received by the claims center no later than August 16, 2008 to be processed timely.

This will be an ongoing process for original TADs not received and for original TADs not received timely. There are many CRCFs that are habitually not sending the TADs 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.