Nursing Facility Cost Reporting

Online Cost Report submission is required through the MITS web portal. Access the MITS web portal [here](#).

Important Changes to the 2020 Automated Cost Report (ACR)

PLEASE NOTE: There is an automatic filing extension in place for all 2020 cost reports. The automatic extension date is April 30, 2021.

The following Attachments have been added to capture information related to the COVID-19 pandemic:

- » **Attachment 12:** Related COVID Costs and Revenues
- » **Attachment 13:** HCIC Inpatient Days
- » **Attachment 14:** Related HCIC Costs and Revenue

Download the latest Automated Cost Report and Instructions [here](#).

Please Note: If you have the prior year ACR on your computer, remove it before downloading the current version.

Frequently Asked Questions:

Do I still file my cost report through the mail?

- » No, all nursing facility cost reports must be filed through the MITS web portal.

How do I get access to the MITS web portal?

» Access the MITS web portal [here](#).

Who assigns new agent roles in the MITS web portal?

» Your portal administrator is the only person able to assign new roles to agents and accounting firms.
» If you do not have an active portal administrator, you may access the MITS web portal [here](#).

What are the Ohio Administrative Code (OAC) rules for Cost Reporting?

» NF: Rule 5160-3-20
» ICF-IID: Rule 5123:2-7-12

When must Automated Cost Reports be filed?

» All CY 2020 nursing facility ACRs must be dated on or before March 31, 2021.
» Approved CY 2020 extension requests must be postmarked on or before April 30, 2021.
» Revised ACRs must be dated no later than May 30th.
» ACRs filed on or after June 1st will be considered *Amended Cost Reports*.
» Cost Reports not considered complete and adequate by May 31st will not be used to calculate the quality payment.

Errors identified on my ACR require that I resubmit the report. How long do I have to resubmit?

» ODM requests a one business day turnaround for resubmission of cost reports and signature pages.
» The media "label" must be marked accordingly upon submission to ODM:

Original:	Revised:	Amended:
Provider Name	Provider Name	Provider Name
Provider Number	Provider Number	Provider Number
Submission Date	**Submission Date**	**Submission Date**
ACR Calendar Year	ACR Calendar Year	ACR Calendar Year

» *Please Note: Failure to submit a complete and adequate Cost Report may result in termination of the Ohio Medicaid Provider Agreement.*

How do I close the current Automated Cost Report and reopen it using the form for a different year?

» Use the "Change CR Year" function.

Where do I report capital costs due to a change of ownership?

» Report capital costs due to a change in ownership (step up) on Schedules D and D-1, Group B.

» These costs must be reported in Group B on subsequently filed Cost Reports.

Where do I report owners' wages?

» If owners' wages are reported on Schedules C-1 and/or C-2, they also must be reported on Attachment 6.
» If these sections do not correspond with one another you will be asked to re-file your Cost Report.

What if the number of beds certified as nursing facility beds by the Ohio Department of Health changes during the middle of a given month?

» Calculate a weighted average for that particular month rounded to the nearest whole number.

How do I report employees on FMLA, worker's compensation, etc. when reporting retention ratios?

» All employees on the payroll should be counted when reporting retention ratios, regardless of their pay status.

Questions? Contact: nursing.home.correspondent@medicaid.ohio.gov or 614-752-3004