

**An Important Message from
The Texas Health and Human Services Commission
(HHSC)**

2023 Cost Report Training Information for LTSS Providers

Background:

HHSC Provider Finance Department provided the [Information Letter No. 2023-44](#) Cost Report and 2023 and 2024 Accountability Report Training Information. CPC (Primary Home Care [PHC], Community Living Assistance and Support Services [CLASS]-Direct Service Agency [DSA], CLASS-Case Management Agency [CMA], STAR+PLUS Home and Community Based Services [HCBS] and Non-HCBS), and Day Activity and Health Services (DAHS) providers will be required to submit 2023 cost reports to HHSC Provider Finance Department.

Key Details:

Preparers must attend cost report training for every program for which a cost or accountability report is submitted. If a preparer attends Cost Report Training, then the preparer is approved to prepare other reports for that program within the biennium. Preparers who have NOT completed training for a specific program's cost or accountability report will NOT be able to submit a cost or accountability report for that program. A Cost or Accountability Report will not be accepted for any of the following programs if the preparer has not attended the required training.

Upcoming DAHS and CPC 2023 Cost Report Trainings:

Date	Program	Start Time	End Time	Session #
5/16/2024	DAHS	1:30 PM	3:30 PM	Registration Ended
5/17/2024	CPC	1:30 PM	3:30 PM	Registration Ended
5/30/2024	DAHS	1:30 PM	3:30 PM	Click Here For Registration
6/10/2024	DAHS	9:00 AM	11:00 AM	Click Here For Registration
6/12/2024	CPC	9:00 AM	11:00 AM	Click Here For Registration
7/10/2024	CPC	1:30 PM	3:30 PM	Click Here For Registration
7/11/2024	DAHS	9:00 AM	11:00 AM	Click Here For Registration

To view the 2023 Cost Report Training Schedule for all programs, please visit the [2023 Cost Report Training Schedule website](#).

HHSC encourages you to visit the [HHSC Provider Finance Department's website](#). The HHSC PFD website contains the following:

- Program-specific cost report instructions,
- Cost report training information and materials,
- Payment rates, and
- Weblinks for training information and registration.

Please contact the HHSC PFD, Long-term Services and Supports (LTSS), Customer Information Center if you have any questions about the information in this letter at pfd-ltss@hhs.texas.gov or (737) 867-7817.

Questions?

Please contact your physician advocate or call UnitedHealthcare Provider Services, toll-free, at 888-887-9003, 8 a.m.–6 p.m. CT, Monday–Friday.