

Adult Mental Health Residential Rate Standardization Project: Data collection fact sheet

The Oregon Health Authority (OHA) is restructuring reimbursement rates for services provided to individuals residing in OHA-licensed adult mental health residential settings.

OHA has contracted with Optumas and Johnston, Villegas-Grubbs & Associates ([JVGA](#)) to conduct a study of the costs of providing services; and requires that all mental health adult residential homes and facilities submit the following data electronically:

- General ledger to JVGA by **June 15, 2018**, and
- Current operating budget and most recent audited financials to OHA by **June 25, 2018**.

This fact sheet describes the information residential providers must submit to JVGA and OHA, and answers questions received about the data collection process.

Data collection requirements

General ledger

Send an Excel spreadsheet with the following to JVGA at jvgateam@gmail.com (put "OR General Ledger" in the subject line). Do not send in Word or PDF:

Tab	Required information						
1	<p>The total dollars spent through your cost accounts for Calendar Year 2017, by cost account line item. To do this, export the data from your accounting software to a spreadsheet. The format would be as follows:</p> <table border="1"><thead><tr><th>Account Number</th><th>Account Title</th><th>Total Dollars (CY 2017)</th></tr></thead><tbody><tr><td>5525</td><td>Program Supplies</td><td>\$25,000</td></tr></tbody></table> <p>Do not send income account, balance sheet, or trial balance information.</p>	Account Number	Account Title	Total Dollars (CY 2017)	5525	Program Supplies	\$25,000
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2	<p>For each amount reported on Tab 1:</p> <ul style="list-style-type: none">• List the services (programs) the amount represents.• Note whether the cost is consolidated (due to multiple funding streams) or exclusive to your services to residents living with mental health challenges.						

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You can also report any other information that you believe JVGA should know about the people you serve. However, when reporting this information, please do not include any personally identifiable information, such as resident names or ID numbers.

Operating budget and most recent audited financials

Send the following via secure email to MentalHealth.ResidentialTransition@dhsosha.state.or.us:

- Your current operating budget, entered on [OHA's Operating Budget template](#). When saving the template to your computer, rename it with your home/facility name.
- Your most recent completed, audited financials, including cost report and income statement.

Make sure that your records support the total costs for each line item that you report to OHA, as required by Oregon Administrative Rule 410-172-0640(6):

For cost-reimbursed services, the provider shall maintain adequate records to thoroughly explain how the amounts reported on the cost statement were determined. The records shall be accurate and in sufficient detail to substantiate the data reported.

You can read the full rule on the [Behavioral Health rules and guidelines page](#).

Possible follow-up work

In addition, OHA will work with Optumas and JVGA to identify a sample of providers for detailed follow-up telephone interviews and possible face-to-face meetings.

Questions and answers about the data collection process

We submitted Cost Allocation Plans (CAPs) in August 2017. Can you use those instead of asking for a current operating budget?

No. The August 2017 CAPs were a one-time cost allocation request.

We are asking all providers to use the existing [operating budget template](#) that OHA currently uses for contract amendment requests, client-specific exceptional needs requests and interim rate reviews.

What time period is requested for the operating budget? Should it align with the most recent audited financials period?

The operating budget should be for **current period actuals**. Your latest audited financials may not match, since they may be last year's financials. We are reviewing the audited financials to understand and explain any differences in the Budget Notes sheet in the workbook.

We do not have audited financials at the facility level. How can we respond?

We are seeking 100% response from providers for the data requests, including the audited financials. OHA will use all data submitted to develop standardized rates, and test the budget impact of those rates at the facility level. The rate modeling will also help OHA monitor stability during implementation.

If audited financials at the home/facility level are not available, please provide one of the following supplemental data options with your organization's audited financials.

Option 1

- **A percentage amount for each home:** We can then see if it works to take the total financials and apply the percentage to get an estimated amount per home.
- **A compilation of expenses per item (utilities, OPE, payroll, etc.):** We can then use this, with the percentage amounts, to derive estimated expenses at the home/facility level.

Option 2

Six months' worth of invoices to serve as backup documentation for all the items in the operating budget.

Questions?

- **About the data you provide to JVGA or OHA:** Please refer to your CFO or financial consultants.
- **About how to submit data to JVGA:** Email jvgateam@gmail.com (put “OR General Ledger” in the subject line).
- **Other questions:** Email MentalHealth.ResidentialTransition@dhsoha.state.or.us.