



*The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Division of Health Care Finance and Policy
Two Boylston Street
Boston, MA 02116*

MITT ROMNEY
Governor

KERRY HEALEY
Lieutenant Governor

TIMOTHY MURPHY
Secretary

PAUL J. COTE, JR.
Commissioner

Administrative Information Bulletin 05-08

114.3 CMR 48.00 Day Habilitation Program Services
August 19, 2005

Notice Regarding UFR Filing and Reporting Requirements

The Division of Health Care Finance and Policy is issuing clarified instructions regarding the completion of Uniform Financial Statements and Independent Auditor's Reports (UFRs) by providers of day habilitation program services pursuant to 114.3 CMR 48.00.

Providers must:

- report only program costs that are specifically related to the provision of day habilitation services and not costs related to other programs (e.g., educational, vocational, residential).
- report as separate programs (e.g., program 1 and program 2) on two separate Schedule Bs day habilitation services provided in the community (i.e., "community day habilitation") and day habilitation services provided in a nursing facility (i.e., "nursing facility day habilitation");
- separately report basic and supplemental components (i.e., one to one or supplemental staffing) of day habilitation programs using the guidance found in the UFR instructions for Program Supplemental Information Schedule B (Programs with Multiple Cost Categories) by using two separate Schedule Bs and Cost Categories (e.g., program 1-1 and program 1-2, program 2-1 and program 2-2) to disclose program costs.
- when reporting on particular programs, include all revenues, costs, and service statistics for all purchasers of those programs. For example, when reporting on basic community day habilitation services, include services funded by Medicaid or MassHealth and other purchasers, such as the Department of Mental Retardation. Similarly, when reporting on supplemental services, include services funded by all purchasers, including MassHealth.
- when completing the section on service statistics, provide figures for the relevant program, not just for its contracts.

These changes and clarifications are necessary to ensure accurate rate development. They are consistent with the Operational Services Division's program definition and guidance about distinguishing individually purchased and priced programs contained in the UFR Audit & Preparation Manual. Refer to the special instructions section of the UFR Manual for specific information on UFR filing requirements for day habilitation programs. Failure to submit information as requested in a timely manner may result in a penalty in the form of reduced rates, as specified in 114.3 CMR 48.03 (3). If you have questions, call 800-609-7232.