



# Home Health Agencies — *Frequently Asked Questions*

The Non- Institutional Reimbursement Unit of The Georgia Department of Community Health receives cost reports and sets rates for home health agencies. The following are frequently asked questions home health agencies have of Non-Institutional Reimbursement:

**1. Q. Whom do I notify if I have a change of address?**

**A.** It is imperative to notify the Georgia Department of Community Health Provider Enrollment Unit in order to ensure any necessary documentation is mailed to the correct address.

**2. Q. When is my cost report due?**

**A.** Pursuant with *Part II Policies and Procedures for Home Health Services* Section 1001.1 Cost Reports, "Each agency must submit an electronic copy of its as-filed Medicare cost report and a completed Medicaid Cost Data Form (supplied by the Department). These documents must be received by the Department within one hundred fifty (150 days) after each agency's fiscal year end." Click here for the [CMS Home Health Cost Reporting Instructions](#).

**3. Q. Where can I find the Medicaid Cost Data Forms?**

**A.** Those forms, Appendices C and D, can be found under the Providers home health section of the DCH website [by clicking here](#).

**4. Q. May I submit my cost report via email?**

**A.** Yes, you may submit your electronic cost report to the following email address: [rglenn@dch.ga.gov](mailto:rglenn@dch.ga.gov).

**5. Q. In what form should I submit my cost report?**

**A.** You may submit a freestanding cost report in an ecr file form 1728. However, a hospital-based cost report should be submitted in pdf form. Appendices should be sent in pdf form.

**6. Q. What are my rates?**

**A.** Rates are mailed to each organization at its inception or in the event of a rate change. DCH is currently implementing an application to MMIS that will allow each actively enrolled agency to view their rates. More information will be forthcoming.

**7. Q. I have more questions, whom do I ask?**

**A.** For any question not answered above, please submit them to the following email address: [rglenn@dch.ga.gov](mailto:rglenn@dch.ga.gov).