



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 typically have for the Non-Institutional Reimbursement Unit:

1. Q. Who do I notify if I have a change of address, location, or ownership change?

- A. Providers must notify the Georgia Department of Community Health Provider Enrollment Unit at enrollment@dch.ga.gov of any changes to their physical and mailing address, location closure, or any ownership changes.

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 (provided 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 to see the General Instructions.](#)

See the Due Dates in the chart below:

<u>Year End</u>	<u>Due Date</u>	<u>Year End</u>	<u>Due Date</u>
1/31/2023	6/30/2023	7/31/2023	12/31/2024
2/28/2023	7/31/2023	8/31/2023	1/31/2024
3/31/2023	8/31/2023	9/30/2023	3/01/2024
4/30/2023	9/30/2023	10/31/2023	3/31/2024
5/31/2023	10/31/2023	11/30/2023	4/30/2024
6/30/2023	11/30/2023	12/31/2023	5/31/2024

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

- A. The most updated version of the Medicaid Cost Data Forms (Appendices C and D) can be found under the Providers home health section of the DCH website [by clicking here](#). Please only use the Appendices C and D forms provided at <https://dch.georgia.gov/providers/provider-types/home-health>.

4. Q. Must I submit my cost report via email?

- A. A freestanding cost report (**CMS 1728 Form**) and a hospital-based cost report (**CMS-2552 Form**) are to be submitted in PDF format. Appendices C and D can be sent in either its original Microsoft Excel format or PDF format. Submit all electronic cost reports to the following email address to: DCH_NIR@dch.ga.gov.



5. Q. What are my rates?

A. To view your rates in the Medicaid Management Information System (GAMMIS), go to <https://www.mmis.georgia.gov/portal/> to log into the Provider Portal.

6. Q. How do I make sure the Cost Data Form (Appendices C and D) are completed correctly?

A. The Cost Report is the source document for the Cost Data Form (Appendices C and D). [Click here to see the General Instructions.](#)

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

A. If you have any question(s) not answered above, please submit them to one of the email addresses listed in the Contacts section at: <https://dch.georgia.gov/providers/provider-types/home-health>.