



Public Focus. Proven Results.™

January 8, 2019

Hello New Mexico HCBS Providers,

This is a reminder that the cost report and personnel roster should be completed and returned by **Monday, January 28th, 2019**. Please email your completed tools in original Excel format (not in PDF) along with backup documentation to NMHCBSRateStudy@pcgus.com.

We are also providing live Technical Assistance webinars to assist in tool completion. Those dates and times are below.

Important Note on Time Study: As previously communicated, PCG is continuing to work closely with DDSD and the ACQ rate study subcommittee to determine the best way to collect time and effort data from programs. Time study materials are not being distributed at this time. Further communication on this process and any associated tools will be provided in the coming weeks.

Technical Assistance Webinars

We will be providing four technical assistance sessions to provide an opportunity for providers to ask questions around the cost tool and personnel roster. These will all be live webinars. If you can send questions in advance for discussion during the webinar, that would be helpful, although not required.

The following WebEx link and call in information should be used for the TA Webinars:

<https://pcgus.webex.com/join/jcohen> | 795 058 705

Join by phone

+1-669-234-1708 US Toll

1-844-531-9388 US Toll free

Access code: 795 058 705

- **Medically Fragile Technical Assistance Webinar**
 - January 11, 2019 from 9am – 11am MT
- **Mi Via Technical Assistance Webinar**
 - January 15, 2019 from 11:30am – 1:30pm MT
- **DD Waiver Technical Assistance Webinar**
 - January 16, 2019 from 9am – 11am MT
- **Final Technical Assistance Webinar open to all waivers**
 - January 16, 2019 from 11am – 12:30pm MT

All materials needed to participate are attached again and include:

- Cost Report Tool
 - Excel workbook to be filled out by fiscal staff at your agency. The cost report will capture revenue, personnel expenses, and other expenses associated with providing HCBS Waiver services.
- Personnel Roster
 - Excel workbook that will capture information about all employees and subcontractors at your agency that deliver HCBS Waiver services.
- Training Materials
 - Cost Report Tool & Personnel Roster Instructions
 - Frequently Asked Questions
 - Recorded Cost Report and Roster Training Webinar
 - **Streaming:**
<https://pcgus.webex.com/pcgus/ldr.php?RCID=caa4b389687f43016928a2ca6c12be6e>
 - **Download:**
<https://pcgus.webex.com/pcgus/lsr.php?RCID=48986653bdf43fc24c5e0a605ab93c32>

If you have any questions or need assistance with the tools, please call our toll-free help line at 1-844-225-3658 or email us at NMHCBSRateStudy@pcgus.com. Thank you for your participation.

Sincerely,
Public Consulting Group, New Mexico HCBS Project Team