

State of Kansas
Department for Aging and Disability Services
Instructions for Filing a Request
for Rebasing of the
Real and Personal Property Fee (RPPF)

Submittal Instructions

1. Send rebase request cover letter and all supporting documentation to the Nursing Facility and Adult Care Home Programs team at KDADS.Rebases@ks.gov. The request letter and invoice copies can be in .pdf format; however, the summary page and all other supporting documentation should be in a format that KDADS can sort, cut, paste, etc. such as Excel.

Specific Instructions

1. A cover letter must accompany the rebase request. The 2-year time limit for qualifying assets will be determined by the date the rebase request is **received** by KDADS as opposed to the cover letter date or the paid invoice date.
2. In order for KDADS to determine which expenses the preparer is requesting for review, a **summary page must accompany** the rebase request including, but not limited to: invoice date, invoice number, vendor name, item(s) purchased, total cost, % allocated to nursing facility (if needed), annual depreciable life, and page reference. **Note:** % allocated to nursing facility becomes relevant when a particular project is co-mingled with assisted living, independent living, duplexes, and/or apartments. Some preparers assign asset depreciable lives monthly. It is the policy of KDADS to use annual lives. The depreciation of assets must use straight-line model which divides the cost of an asset by the number of years in its estimated life to determine the yearly depreciation value.
3. When assigning asset lives, please refer to the publication “Estimated Useful Lives of Depreciable Hospital Assets”, 2018 edition from the Health Data Management Group of the American Hospital Association

(<https://www.aha.org/>). This is the resource KDADS will reference when making an adjustment to asset lives submitted by providers.

4. Include the depreciation schedule which shows the current asset purchased.
5. **Paid** invoices or **Paid** contractor statements will need to accompany any asset request for rebasing. Bids, proposals, estimates, construction-in-progress subsidiary ledgers without supporting information or date, etc. are not allowed. AIA Document G702 (<https://www.aia.org/resources/6150803-list-of-all-current-aia-contract-documents>) is a preferred document if supported with all cash disbursement payments, **dates**, etc. For new construction projects, remodeling, add-ons, a simple schematic or blueprint, or descriptive narrative of the work done, will expedite the review. If an invoice has various purchases included on it, please clearly label any non-NF assets, and do not include them when applying the percentage factor.
6. Include copies (front and back) of canceled checks used to pay invoices or statements listed on rebase request. Items paid by debit/credit card will need a copy of the card statement and the item(s) highlighted.
7. Please ensure that assets being claimed have not been submitted in a prior rebase, nor have they been expensed on a cost report. Duplicate assets cannot be claimed more than once.
8. When developing the calculation for an asset request, the “resident days” used shall be based on the total resident days from the most recent desk reviewed cost report.
9. If interest expense is being claimed, please include a loan agreement and the amortization schedule to account for the interest.
10. Submit rebasing requests to the Nursing Facility and Adult Care Home Programs team via email at KDADS.Rebases@ks.gov.

11. Kansas Administrative Regulations: Copies of the regulations governing NF Kansas Medical Assistance reimbursement are available on the [Kansas Secretary of State - KAR \(ks.gov\)](https://ks.gov) website.

Note: Since the regulations may change, the preparer of the rebase request should carefully review the most recent version prior to completing the request for submission. See K.A.R. 129-10-25 for details.