

INSTRUCTIONS FOR THE NF & NFMH MONTHLY CENSUS SUMMARIES (FORM AU-3902)

Monthly Census Summaries are confidential and are not for public disclosure.

There are three separate Monthly Census Summary worksheets. The “NF&NFMH” worksheet is for reporting Nursing Facility (NF) and Nursing Facility-Mental Health (NFMH) resident days. “OTHER” is for reporting resident days for other types of residential living facilities (Assisted Living, Residential Health Care, etc.) with shared NF or NFMH costs. “Daycare” is for reporting Adult Day Care hours.

The Monthly Census Summary form is available on the Kansas Department on Aging website at <https://kdads.ks.gov/kdads-commissions/long-term-services-supports/nursing-facility-and-adult-care-home-programs>, under the Nursing Facility Financial and Statistical Report Forms heading. This form can then be submitted to KDADS.COSTREPORTS@ks.gov.

The following are additional explanations for the three forms:

NF and NFMH Monthly Census Summary

A monthly summary of days for each resident will be reported. A resident day is being defined as any paid day. Resident days will include full paid days, reserve paid days and all other types of paid days. The NF and NFMH staff are responsible for keeping documentation to support the monthly summaries reported for the residents.

The census summary form has two columns for each month. One column is for reporting Medicaid days. The other column is for reporting all other resident days, hospice (including Medicaid hospice days), Medicare, private pay, Veterans Administration, etc. The last three columns of the electronic version represent the resident yearly totals which are calculated automatically.

There are ten pages of the electronic version of the monthly census summary for the NF and NFMH program, or 250 lines for resident names. This should accommodate the facilities with over 200 beds. If more lines are needed, please make copies of the form to list additional resident names and days.

Other Residential Days with Shared NF Costs

As a general rule, whenever assisted living, residential health care or other residential care facility costs are reported on the cost report, the monthly census summary for these other types of residential days must be maintained. In this situation, there would be cost allocations reported for the other non-NF and NFMH residential operations. If a provider operates an assisted living complex and a nursing facility, but they do not share costs and keep separate accounting records for each operation, the provider would not be required to complete and submit the monthly census summary for the assisted living complex.

A monthly summary of days for each resident should be reported. **A resident day is defined as any paid day.** Each month on the form has two columns. One column is for reporting days when the resident is receiving Medicaid funded Home and Community Based Services (HCBS). The other column is for reporting days for all other residents not receiving Medicaid HCBS services.

There are two pages of the monthly census summary for Other Residential Days with Shared NF Costs, or 50 lines to list resident names. If more lines are needed, please copy additional pages. The resident yearly totals are calculated automatically by the spreadsheet.

Adult Day Care Hours

The NF and NFMH providers with adult day care programs are required to report the adult day care hours. Per Kansas Administrative Regulation (KAR) 30-10-28, 18 hours of adult day care and day treatment shall be counted as one resident day. The total adult day care hours are used to convert to full day equivalents.

There are two pages of the monthly census summary for Adult Day Care Hours, or 50 lines for listing the customers and total hours served each month. Please make copies of the form if additional lines are needed. The total column is calculated automatically.

Declaration of Preparer

A hard copy of the signed declaration statement shall be submitted with the census forms. The declaration of preparer statement is a worksheet within the Monthly Census Summary form. The declaration statement applies to all three census summaries. Please read the declaration statement before signing.

Conclusion

The monthly census summaries are submitted as supportive documentation for the resident days shown on the cost report forms. The period covered by the census summaries should coincide with the cost report period. Please refer to KAR 30-10-1a and KAR 30-10-28 for the definition and the reporting requirements for resident days. Providers have the flexibility to determine the reports and documentation they maintain to support the monthly census summaries.

If you have questions concerning the monthly census summaries, please call Steven Hime at (785) 296-2535 or via email at Steven.Hime@ks.gov or KDADS.CostReports@ks.gov.