

**An Important Message from  
The Texas Health and Human Services Commission  
(HHSC)**

**Additional 2023 CPC Cost Report Training Information for LTSS  
STAR+PLUS Providers**

**Background:**

The HHSC Provider Finance Department provided the [Information Letter No. 2023-44](#) Cost Report and 2023 and 2024 Accountability Report Training Information. CPC (Primary Home Care [PHC], Community Living Assistance and Support Services [CLASS]-Direct Service Agency [DSA], CLASS-Case Management Agency [CMA], STAR+PLUS Home and Community Based Services [HCBS] and Non-HCBS) providers will be required to submit 2023 cost reports to HHSC Provider Finance Department.

HHSC PFD is offering additional cost report trainings for providers who need to come into compliance.

In accordance with [1 TAC Section 355.111](#) and [1 TAC section 355.403](#), if a provider does not submit an acceptable cost report by the due date, and the compliance period that was provided, HHSC will request that managed care organizations (MCOs) place a vendor hold on payments to the provider.

**Key Details:**

Preparers must attend cost report training for every program for which a cost or accountability report is submitted. If a preparer attends Cost Report Training, then the preparer is approved to prepare other reports for that program within the biennium. Preparers who have NOT completed training for a specific program's cost or accountability report will NOT be able to submit a cost or accountability report for that program. A Cost or Accountability Report will not be accepted for any of the following programs if the preparer has not attended the required training.

Upcoming Additional CPC 2023 Cost Report Trainings:

Date	Program	Start time	End time	Session #
8/2/2024	CPC	9:00 AM	11:00 AM	<a href="#">Click Here For Registration</a>
9/6/2024	CPC	9:00 AM	11:00 AM	<a href="#">Click Here For Registration</a>

We encourage you to visit the [HHSC Provider Finance Department's website](#). The HHSC PFD website contains the following:

- Program-specific cost report instructions,
- Cost report training information and materials,
- Payment rates, and
- Weblinks for training information and registration.

### **Questions?**

Please contact the HHSC PFD, Long-term Services and Supports (LTSS), Customer Information Center if you have any questions about the information in this letter at [pfd-ltss@hhs.texas.gov](mailto:pfd-ltss@hhs.texas.gov) or (737) 867-7817.

For any other questions, please contact your physician advocate or call UnitedHealthcare Provider Services, toll-free, at 888-887-9003, 8 a.m.–6 p.m. CT, Monday–Friday.