



Public Focus. Proven Results.™

December 3, 2018

Hello New Mexico HCBS Providers,

As a follow up to the training webinars, PCG is distributing the finalized cost report and personnel roster tools.

Important Note: *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.*

All materials needed to participate are attached and include:

- **Cost Report Tool**
 - Excel workbook, which should 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 Training Webinar**
 - Cost Report and Roster Training
 - Streaming:
<https://pcgus.webex.com/pcgus/ldr.php?RCID=caa4b389687f43016928a2ca6c12be6e>
 - Download:
<https://pcgus.webex.com/pcgus/lsr.php?RCID=48986653bdf43fc24c5e0a605ab93c32>

The cost report, personnel roster, and backup documentation **are due January 28, 2019 and should be emailed to NMHCBSRateStudy@pcgus.com.**

If you have any questions or need assistance with the tools, please call us at 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