



DOH Cost Report Guide

Provider User Guide

Document Revision History

Date	Description of Revision
09/29/2020	Initial version of the document
10/22/2020	Updates applied to various Schedules

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Overview

The **DOH Cost Report Guide** highlights the available Schedules (reports) offered via the HHAExchange (HHAX) system to assist Providers in completing the **DOH Cost Report** requirements (consisting of 19 Schedules). Herein, each available report (per Schedule) is explained in detail to include the specific filters to use with descriptions, and images of sample reports.

The available reports (Schedules) via HHAX include:

- Schedule 5
- Schedule 6
- Schedule 8
- Schedule 10
- Schedule 11-12
- Schedule 14
- Schedule 19

Navigate to **Report > DOH > DOH Cost Report** to access the HHAX DOH Cost reporting suite of Schedules. Although the search filter page contains the same fields, field availability changes depending on the Schedule selected.

All Reports:

- provide **Office** and **County**.
- (Schedules) use one filter page. Agencies can select the **Schedule** from the dropdown field and adjust accordingly. Grayed out filters do not apply for selected schedules.
- can be downloaded in Microsoft Excel allowing for sorting and added filter functions (without the merging of columns).
 - **Note:** *Hyperlinks only work in the View Report window and do not download in Excel. Use filters to view the information by Contract, Contract Type, or Source of Admission.*
 - *The system cannot provide general reports for CHHA, LCHSA, and FIs because Agencies customize names, contract types, and other information. In these cases, Agencies can use the search filters when generating a report or use the filtering function in Excel.*

Please direct any questions, thoughts, or concerns regarding the content herein to [HHAExchange Client Support](#).

HHAX System Key Terms and Definitions

The following provides basic definition of HHAX System key terms applicable throughout the document.

Term	Definition
Member	Refers to the Patient, Consumer, or Recipient. The Member is the person receiving services.
Caregiver	Refers to the Aide, Homecare Aide, Homecare Worker, or Worker. The Caregiver is the person providing services.
Provider	Refers to the Agency or organization coordinating services.
Payer	Refers to the Managed Care Organization (MCO), Contract, or HHS. The Payer is the organization placing Patients with Providers.
HHAX	Acronym for HHAExchange

Schedule 5

Using **Schedule 5**, the Agency enters the information per county per entity (CHHA, LHCSA, FIs). This schedule requires Unique Patients, Unique Visits, and Unique Billed Hours, defined as follows:

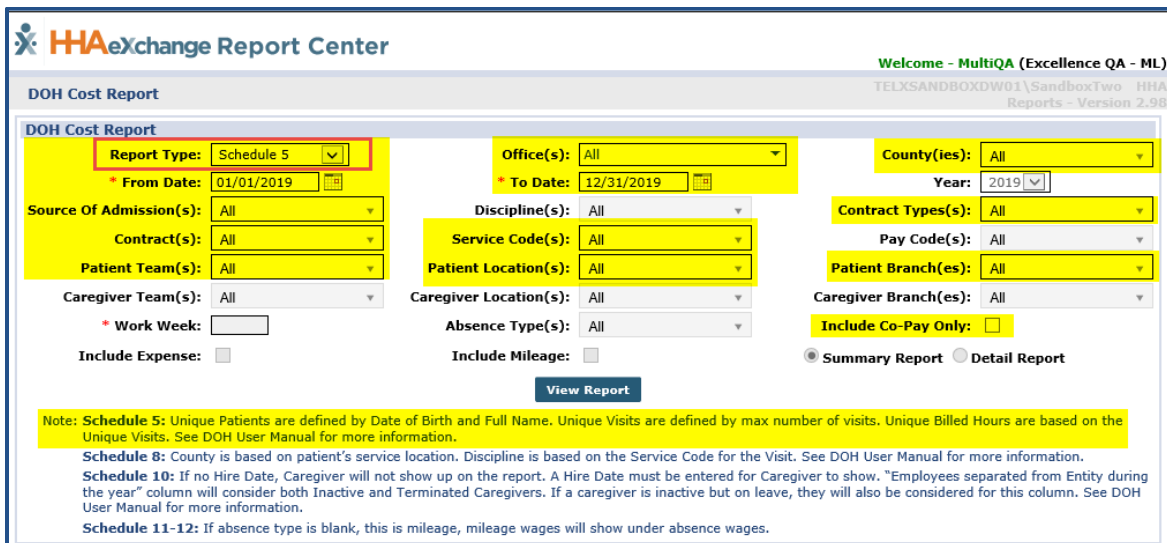
Field	Description
Unique Patients	Uses the Patient’s Full Name and Date of Birth (DOB)
Unique Visits	If the Patient has multiple profiles, then the system displays the max number of visits. For example, a Patient has two records in the system (Patient A and Patient B) based on the Name and DOB. If Patient A has 10 visits and Patient B has 15 visits, then the number of Unique Visits is 15.
Unique Billed Hours	Using the Unique Visits value, the system calculates the number of Unique Billed Hours.

Because **Schedule 5** uses Contracts (such as *Private Pay*) and Private Pay contracts can be used for co-payments, a Co-Pay feature has been applied to this report. If the default setting for Service Code(s) filter is selected, then the Schedule displays Co-Pay cases. If a Service Code is select, then the Co-Pay cases are removed. Select the **Include Co-Pay Only** checkbox to run the report with Co-Pay cases only.

This report provides two hyperlinks routing to a detailed version of the schedule. Click on the [Patient Count](#) and [Unique Patient Count](#) to access schedule details used to audit and ensure captured information is accurate.

Note: This report does NOT provide totals; Agencies must calculate total sums. Billed Hours are provided in decimal format.

Filters



DOH Cost Report

Report Type: Schedule 5

Office(s): All

County(ies): All

* From Date: 01/01/2019

* To Date: 12/31/2019

Year: 2019

Source Of Admission(s): All

Discipline(s): All

Contract Types(s): All

Contract(s): All

Service Code(s): All

Pay Code(s): All

Patient Team(s): All

Patient Location(s): All

Patient Branch(es): All

Caregiver Team(s): All

Caregiver Location(s): All

Absence Type(s): All

Caregiver Branch(es): All

* Work Week: []

Include Expense:

Include Mileage:

Include Co-Pay Only

Summary Report Detail Report

View Report

Note: **Schedule 5:** Unique Patients are defined by Date of Birth and Full Name. Unique Visits are defined by max number of visits. Unique Billed Hours are based on the Unique Visits. See DOH User Manual for more information.

Schedule 8: County is based on patient’s service location. Discipline is based on the Service Code for the Visit. See DOH User Manual for more information.

Schedule 10: If no Hire Date, Caregiver will not show up on the report. A Hire Date must be entered for Caregiver to show. “Employees separated from Entity during the year” column will consider both Inactive and Terminated Caregivers. If a caregiver is inactive but on leave, they will also be considered for this column. See DOH User Manual for more information.

Schedule 11-12: If absence type is blank, this is mileage, mileage wages will show under absence wages.

Field	Description
Report Type	Select <i>Schedule 5</i>
*Office(s)	(Required) Select the applicable office(s).
County(ies)	Select the applicable county or counties.
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Source of Admission(s)	Select the Contract's Source of Admission.
Contract Type(s)	Select the Contract Type(s).
Contract(s)	Select the applicable Contract(s).
Service Code(s)	Select the applicable Service Code(s).
Patient Team/Location/Branch	Select the Patient's applicable Team , Location , or Branch .
Include Co-Pay Only	Select checkbox to display/run the report with co-payments only.
Summary/Detail Report	Select the report view to generate.

Samples

The following images illustrate sample reports for a *Summary View* and a *Detail View*, in Excel format.

Sr#	County	Contract	Source Of Admission	Contract Category	Service Code	Export Code	Patient Count	Visit Count	Billed Hours	Unique Patient Count	Unique Visit Count	Unique Billed Hours
1	1	11March2019	CHHA	Michigan Medicaid	112211	A1234-AB:C	1	1	2	1	1	2
2		Aadarsh group	CHHA	HirviContractType	HHA	12314@34as	2	10	33	2	10	33
3		Aadarsh group	CHHA	HirviContractType	HHA SSP4		1	1	2	1	1	2
4		Aadarsh group	CHHA	HirviContractType	HHA_HOURLY		2	3	4	2	3	4
5		Aadarsh group	CHHA	HirviContractType	pca mydill		2	9	10.5	2	9	10.5
6		Aadarsh group	CHHA	HirviContractType	RN test		1	3	9.5	1	3	9.5
7		AB Contract	CHHA	Test_Authorization	E_HHA-AB-Hourly	ECS1	2	3	4	2	3	4
8		AB Contract	CHHA	Test_Authorization	HHA_HOURLY		1	1	2	1	1	2
9		AB Contract	CHHA	Test_Authorization	RD_HHA		1	1	1.5	1	1	1.5
39		AXA LIFE	Hospice		RN SS1		2	7	1.55	2	7	1.55
40		AXA LIFE	Hospice		RN SSP		1	4	1.1	1	4	1.1

Schedule 5: Summary Report

A	B	C	D	E	F	G	H	I	J	K	L	M
Sr#	County	Contract	Source Of Admission	Contract Type	Service Code	Export Code	Patient Count	Visit Count	Billed Hours	Unique Patient Count	Unique Visit Count	Unique Billed Hours
1		11March2019	CHHA	Michigan Medicaid	112211	A1234:ABC	1	1	02.00	1	1	2
2		Aedarsh group	CHHA	Hrvi-ContractType	HHA	12314@34ee	2	10	33.00	2	10	33
3		Aedarsh group	CHHA	Hrvi-ContractType	HHA SSP4		1	1	02.00	1	1	2
4		Aedarsh group	CHHA	Hrvi-ContractType	HHA_HOURLY		2	3	04.00	2	3	4
5		Aedarsh group	CHHA	Hrvi-ContractType	pca mydili		2	9	10.50	2	9	10.5
6		Aedarsh group	CHHA	Hrvi-ContractType	RN test		1	3	09.50	1	3	9.5
7		AB Contract	CHHA	Test_Authorization	E_HHA-AB-Hourly	ECS1	2	3	04.00	2	3	4
8		AB Contract	CHHA	Test_Authorization	HHA_HOURLY		1	1	00.00	1	1	0
39		AXA	Hospice		RN SSP		2	1	00.55	2	1	0.55
40		AXA LIFE	Hospice		RN SSP		1	4	01.10	1	4	1.1
41		AXA LIFE	Hospice		RN VISIT		1	1	00.00	1	1	0

Schedule 5: Detail Report

Schedule 6

The **Schedule 6** report provides information based on the number of service hours per month per Patient. Using this report, Agencies can view a Patient’s service and number of hours per month. The *Summary Report* provides a summed number of Patients per Hour category. The *Detail Report* provides further information to include monthly details for the Patient.

Note: Number are rounded down to the lowest number. For example, 159.9 is 159.

Filters

DOH Cost Report

Report Type: Schedule 6

* From Date: 01/01/2019

Office(s): All

* To Date: 12/31/2019

County(ies): All

Year: 2019

Source Of Admission(s): All

Discipline(s): All

Contract Types(s): All

Contract(s): All

Service Code(s): All

Pay Code(s): All

Patient Team(s): All

Patient Location(s): All

Patient Branch(es): All

Caregiver Team(s): All

Caregiver Location(s): All

Caregiver Branch(es): All

* Work Week: []

Absence Type(s): All

Include Co-Pay Only: []

Include Expense: []

Include Mileage: []

Summary Report Detail Report

View Report

Note: **Schedule 5:** Unique Patients are defined by Date of Birth and Full Name. Unique Visits are defined by max number of visits. Unique Billed Hours are based on the Unique Visits. See DOH User Manual for more information.
Schedule 8: County is based on patient’s service location. Discipline is based on the Service Code for the Visit. See DOH User Manual for more information.
Schedule 10: If no Hire Date, Caregiver will not show up on the report. A Hire Date must be entered for Caregiver to show. “Employees separated from Entity during the year” column will consider both Inactive and Terminated Caregivers. If a caregiver is inactive but on leave, they will also be considered for this column. See DOH User Manual for more information.
Schedule 11-12: If absence type is blank, this is mileage, mileage wages will show under absence wages.

Field	Description
Report Type	Select <i>Schedule 6</i>
*Office(s)	(Required) Select the applicable office(s).
County(ies)	Select the applicable county or counties.
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Source of Admission(s)	Select the Contract’s Source of Admission.
Contract Type(s)	Select the Contract Type(s).
Contract(s)	Select the applicable Contract(s)
Service Code(s)	Select the applicable Service Code(s).
Patient Team/Location/Branch	Select the Patient’s applicable Team, Location, or Branch.
Summary/Detail Report	Select the report view to generate.

Samples

The following images illustrate sample reports for a *Summary View* and a *Detail View*, in Excel format.

Sr#	Office	County	Contract	Source Of Admission	Contract Type	Service Code	Export Code	1-159 Hours (Member Month)	160-479 Hours (Member Month)	480+ Hours (Member Month)
1	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		Daily1	DX0001			
2	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		HHA Hourly2	6541	5	0	0
3	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		RN_Hourly	Export01	3	0	0
4	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		RN Visit	Export01	1	0	0
5	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		HHA-hourly	Export01	1	0	0
6	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		HHA SOCL1	EXPCode	2	0	0
7	Excellence QA Team		Demo ML (India Test Only)	Assistant live-in facilities		HHA H Sid	654	1	0	0
8	Excellence QA Team		Private Pay	Assistant live-in facilities	LTC_Contract_Type	HHA_Hourly		4	0	0
9	Excellence QA Team		GUILDNET	Hospital		HHA_Hourly_1_AUG_2019	Export Code123	1	0	0
10	Excellence QA Team		GUILDNET	Hospital		HHA_HC3	6542	1	0	0
52	Excellence QA Team		Bankadiling#1	CHHA		HHA_H		1	0	0
53	Excellence QA Team		Jayesh contract	Physician		HHA	100	3	0	0

Schedule 6: Summary Report

Sr#	Office	County	Admission ID	Patient Name	Contract	Source Of Admission	Contract Type	Visit Date	Service Code	Export Code	JAN Hours	FEB Hours	MAR Hours	APR Hours	MAY Hours	JUN Hours	JUL Hours
1	Excellence QA Team		EXQ-20140312	20140312 Test Patient	Demo ML (India Test Only)	Assistant live-in facilities		01/19/2019	HHA Hourly2	6541	0.5						
2	Excellence QA Team		EXQ-20140312	20140312 Test Patient	Demo ML (India Test Only)	Assistant live-in facilities		01/19/2019	RN_Hourly	Export01	0.5						
3	Excellence QA Team		EXQ-900121	Pandey SS,P Amitam	GUILDNET	Hospital		04/09/2019	HHA_HC3	6542				1			
4	Excellence QA Team		EXQ-900037	Waugh Steve	GUILDNET	Hospital		05/01/2019	HHA_Hourly_1_AUG_2019	Export Code123						2	
5	Excellence QA Team		EXQ-97567947	sharad mukul	AMERICARE	CHHA	Rishgan Medicaid	12/02/2019	HHA 2								
6	Excellence QA Team		EXQ-97567947	sep pandey	Demo ML (India Test Only)	Assistant live-in facilities		01/27/2019	RN_Hourly	Export01	1						
7	Excellence QA Team		EXQ-8881313346	Nicole Mark	AXA LIFE	Hospice		06/01/2019	HHA HOURLY	654PG3							12
8	Excellence QA Team		EXQ-8881313346	Nicole Mark	AXA LIFE	Hospice		06/02/2019	HHA HOURLY	654PG3							12
9	Excellence QA Team		EXQ-8881313346	Nicole Mark	AXA LIFE	Hospice		06/03/2019	HHA HOURLY	1020:U7							12
10	Excellence QA Team		EXQ-842199	Nichel satya	Demo ML (India Test Only)	Assistant live-in facilities		01/02/2019	HHA H Sid	654	2						
11	Excellence QA Team		EXQ-842199	Nichel satya	Demo ML (India Test Only)	Assistant live-in facilities		01/04/2019	HHA H Sid	654	2						
12	Excellence QA Team		EXQ-842199	Nichel satya	Demo ML (India Test Only)	Assistant live-in facilities		01/08/2019	HHA Hourly2	6541	3						
13	Excellence QA Team		EXQ-90002098535515	haliker Bob	Private Pay	Assistant live-in facilities	LTC_Contract_Type	06/02/2019	HHA_Hourly							2	
14	Excellence QA Team		EXQ-90002098535515	haliker Bob	Private Pay	Assistant live-in facilities	LTC_Contract_Type	06/14/2019	HHA_Hourly							1	
15	Excellence QA Team		EXQ-90002098535515	haliker Bob	VNS Contract	CHHA	Test_Authorization	06/07/2019	HHA_Hourly							2.5	
16	Excellence QA Team		EXQ-90002098535515	haliker Bob	bob_contract_3	CHHA	Authorization	06/02/2019	HHA_Hourly							1	
17	Excellence QA Team		EXQ-12069	Levaniya - Patient	Demo ML (India Test Only)	Assistant live-in facilities		04/07/2019	HHA Hourly2	6541						1	
18	Excellence QA Team		EXQ-12069	Davanshu - Patient	Demo ML (India Test Only)	Assistant live-in facilities		12/01/2019	HHA-hourly	Export01							
49	demo Team		EXQ-90002098537064	Hodh Vidula	VidulaScheduleON	Hospital		03/03/2019	Vidula RN H							1	
50	Excellence QA Team		EXQ-90002098537064	Hodh Vidula	VidulaScheduleON	Hospital		03/04/2019	Vidula RN H							1	
51	Excellence QA Team		EXQ-90002098537064	Hodh Vidula	VidulaScheduleON	Hospital		03/04/2019	Vidula RN H							1	

Schedule 6: Detail Report

Schedule 8

The **Schedule 8** report provides the FTE (Full-Time Equivalent) of each service as well as the FTE per visit. Use the following formula to calculate the FTE to enter in the DOH interface:

$$FTE = (Total\ Number\ of\ Hours) \div (Work\ Week \times 52\ weeks)$$

Filters

DOH Cost Report

Report Type: Schedule 8	Office(s): All	County(ies): All
* From Date: 01/01/2019	* To Date: 12/31/2019	Year: 2019
Source Of Admission(s): All	Discipline(s): All	Contract Types(s): All
Contract(s): All	Service Code(s): All	Pay Code(s): All
Patient Team(s): All	Patient Location(s): All	Patient Branch(es): All
Caregiver Team(s): All	Caregiver Location(s): All	Caregiver Branch(es): All
* Work Week:	Absence Type(s): All	Include Co-Pay Only: <input type="checkbox"/>
Include Expense: <input type="checkbox"/>	Include Mileage: <input type="checkbox"/>	<input checked="" type="radio"/> Summary Report <input type="radio"/> Detail Report
Include Blank Contract: <input type="checkbox"/>		
<input type="button" value="View Report"/>		

Note: **Schedule 5:** Unique Patients are defined by Date of Birth and Full Name. Unique Visits are defined by max number of visits. Unique Billed Hours are based on the Unique Visits. See DOH User Manual for more information.
Schedule 8: County is based on patient's service location. Discipline is based on the Service Code for the Visit. See DOH User Manual for more information.
Schedule 10: Caregivers with no Hire Date will not show up on the report. "Employees separated from Entity during the year" column will consider both Inactive and Terminated Caregivers. If a caregiver is inactive but on leave, they will also be considered for this column. Detail Report can have the same caregiver multiple times. Summary Report Counter will be the unique Caregiver Counter for that County-Office-Contract. Please refer to the DOH User Manual for more information.
Schedule 11-12: Mileage wages will show under absence wages and the absence type will be blank.

Field	Description
Report Type	Select <i>Schedule 8</i>
*Office(s)	(Required) Select the applicable office(s).
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Source of Admission(s)	Select the Contract's Source of Admission.
Contract Type(s)	Select the applicable Contract type(s).
Contract(s)	Select the applicable Contract(s).
Service Code(s)	Select the applicable Service Code(s).
Pay Code(s)	Select the applicable Pay Code(s).
Caregiver Team/Location/Branch	Select the Caregiver's applicable Team , Location , or Branch .
*Work Week	Enter the number of hours a Caregiver must work to be considered full time.
Summary/Detail Report	Select the report view to generate.
Include Blank Contract	Select to include records that have blank contracts.

Sample

The following images illustrate sample reports (*Summary View* and *Detail View*), in Excel format.

	A	B	C	D	E	F	G	H	I
1	Sr#	County	Discipline	Contract	Service Code	Export Code	Pay Code	Pay Hours	FTE
50	160	KINGS	HHA	03112019	0311_HHA		AB PayCode	01.00	0
51	161	KINGS	HHA	03112019	0311_HHA		HHA Hourly	09.00	0.004
52	162	KINGS	HHA	03112019	0311_HHA		HHA_200	09.00	0.004
53	147	Douglas	HHA	11032019	1103_HHA		HHA Hourly	22.00	0.011
54	49		HHA	11March2019	112211	A1234:AB:CD	HHA BASE	02.00	0.001
55	167	KINGS	HHA	1Indus Medical Services	11221111		HHA BASE	02.00	0.001
56	182	KINGS	HHA	Demo ML	112233_HHA	7987	TT PAY	02.00	0.001
57	163	KINGS	HHA	11March2019	11March_HHA	5544T:onetw:thre	HHA Hourly	32.00	0.015
75	226	Morris	HHA	ABDemoContract	ABD_HHA_D	1231	HHA BASE	02.00	0.001
76	224	NEW YORK	HHA	ABDemoContract	ABD_HHA_D	1231	HHA BASE	01.75	0.001
77	225	NEW YORK	HHA	ABDemoContract	ABD_HHA_H		HHA 1	02.00	0.001
78	336	Palm Beach	HHA	ABDemoContract	ABD_HHA_H		HHA BASE	05.50	0.003
79	386	SCHENECTADY	HHA	ABDemoContract	ABD_HHA_H		RESP_Paycode	01.00	0
80	400	SCHENECTADY	HHA	Demo ML	Aesha_1	123	HHA BASE	02.00	0.001

Schedule 8: Summary Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Sr#	County	Caregiver Code	Caregiver Name	Discipline	Patient Name	Contract	Visit Date	Service Code	Export Code	Pay Code	Pay Hours	FTE
2	1		HHA-3169	1 2 FirstCG	HHA	AB testAB	11March2019	11/01/2019	112211	A1234:AB:CD	HHA BASE	02.00	0.001
3	2	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	02/24/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
4	3	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	02/23/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
5	4	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	02/17/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
6	5	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	02/16/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
7	6	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	01/06/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
8	7	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	01/05/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
9	8	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	01/13/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
10	9	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	01/12/2019	11March_HH A	5544T:onetw:thre	HHA Hourly	02.00	0.001
26	25	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	02/01/2019	11March_HH A	ABCD1:testing:qates	HHA Hourly	02.00	0.001
27	26	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	01/31/2019	11March_HH A	ABCD1:testing:qates	HHA Hourly	02.00	0.001
28	27	KINGS	EXQ-19299	Watson Steve	HHA	Broad Albert	11March2019	01/30/2019	11March_HH A	ABCD1:testing:qates	HHA Hourly	02.00	0.001

Schedule 8: Detail Report

Schedule 10

The **Schedule 10** report provides Employee Census information per county per entity (CHHA, LCSHA, Fls). This report includes hyperlinks to specific information, as follows:

- Employees as of 1/1
- Employees Retained as of 12/31 who were employed on 1/1
- Employees Hired between 1/1 – 12/31
- Employees Separated from Entity During the Year
- Caregiver Counts are “unique” Caregiver counts. Select the applicable number (hyperlink) to view the Caregiver’s Discipline. A Caregiver with multiple disciplines shows up repeatedly (according to the number of applicable disciplines) in the Detail Report. For example, if a Caregiver is categorized with HHA, PCA, and HK, then they show up three times in the Detail Report.

Filters

Field	Description
Report Type	Select <i>Schedule 10</i>
*Office(s)	(Required) Select the applicable office(s).
County(ies)	Select the applicable county or counties.
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Year	(Hire Date) Select the year the Caregiver was hired.
Source of Admission(s)	Select the Contract’s Source of Admission.
Discipline	Select the applicable Discipline(s). Values are based on the Patient’s Contract for the visit.
Contract Type(s)	Select the applicable Contract Type(s).
Contract(s)	Select the applicable Contract(s).

Field	Description
Caregiver Team/Location/Branch	Select the Caregiver’s applicable Team , Location , or Branch .
Include Blank Contract	Select to include records that have blank contracts.

Samples

The following images illustrate sample reports for a *Summary View* and a *Detail View*, in Excel format.

Sr#	Office	County	Contract	Source Of Admission	Contract Type	Employees as of 1/1	Employees Retained as of 12/31 Who were employed on 1/1	Employees Hired between 1/1 - 12/31	Employees Separated from Entity During The Year
1	Excellence QA Team					2	2	35	1
2	Excellence QA Team		Demo ML	RHCF		5	5	12	2
3	Excellence QA Team		Private Pay	Assistant live-in facilities	LTC_Contract_Type	1	1	1	0
4	Excellence QA Team		GUILDNET	Hospital		1	1	2	1
5	Excellence QA Team		AMERICARE	CHHA	Michigan Medicaid	0	0	8	3
6	Excellence QA Team		Ampyss Healthcare Solution	Assistant live-in facilities	AN Contract Type Test	1	1	1	0
7	Excellence QA Team		AXA LIFE	Hospice		0	0	1	0
8	Excellence QA Team		Aadarsh group	CHHA	HirviContractType	1	1	3	1
9	Excellence QA Team		Private Pay	CHHA	Michigan Medicaid	0	0	0	0
10	Excellence QA Team		Contract No Compliance	Hospital		0	0	3	0
11	Excellence QA Team		NAS - Patient-POC-Compliance	Hospital		0	0	1	0
12	Excellence QA Team		NAS_Contract_837	Hospital		1	1	4	0
13	Excellence QA Team		NAS_Contract_833	Hospital		0	0	0	0

Schedule 10: Summary Report

Sr#	Caregiver Code	Caregiver Name	Discipline	Hire Date	Caregiver Team	Caregiver Location	Caregiver Branch
1	EXQ-19325	A.14_Feb Caregiver	HHA	01/02/2019			
2	EXQ-19612	Non.Skilled 22.May	HHA	04/16/2019			
3	EXQ-19657	june7 native7	HHA	06/01/2019			

Schedule 10: Detail Report

Schedule 11 and 12

Schedule 11-12 is a combined report providing Caregiver wages (**Schedule 11**) and Caregiver hours (**Schedule 12**). The following table provides a breakdown of columns applicable per schedule.

Schedule 11 only	Schedule 12 only
<ul style="list-style-type: none"> • Base Wage • In-Service • Travel Time Wage • OT • Weekend/Mutual • Holiday • Absence Wage • Expense Wage 	<ul style="list-style-type: none"> • Base Wage Hours • Travel Time Hours • OT Hours • Weekend/Mutual Hours • Holiday Hours • Absence Hours

Because Agencies enter *Absence Types* via the Reference Table Management function, two columns (**Absence Type** and **Absence Wages**) are included.

Filters

DOH Cost Report

Report Type: Schedule 11-12

Office(s): All

County(ies): All

From Date: 01/01/2019

To Date: 12/31/2019

Year: 2019

Source of Admission(s): All

Discipline(s): All

Contract Types(s): All

Contract(s): All

Service Code(s): All

Pay Code(s): All

Patient Team(s): All

Patient Location(s): All

Patient Branch(es): All

Caregiver Team(s): All

Caregiver Location(s): All

Caregiver Branch(es): All

Work Week: []

Absence Type(s): All

Include Co-Pay Only: []

Include Expense: []

Include Mileage: []

Include Blank Contract: []

Summary Report (selected) / Detail Report

View Report

Note: **Schedule 5:** Unique Patients are defined by Date of Birth and Full Name. Unique Visits are defined by max number of visits. Unique Billed Hours are based on the Unique Visits. See DOH User Manual for more information.
Schedule 8: County is based on patient's service location. Discipline is based on the Service Code for the Visit. See DOH User Manual for more information.
Schedule 10: Caregivers with no Hire Date will not show up on the report. "Employees separated from Entity during the year" column will consider both Inactive and Terminated Caregivers. If a caregiver is inactive but on leave, they will also be considered for this column. Detail Report can have the same caregiver multiple times. Summary Report Counter will be the unique Caregiver Counter for that County-Office-Contract. Please refer to the DOH User Manual for more information.
Schedule 11-12: Mileage wages will show under absence wages and the absence type will be blank.

Field	Description
Report Type	Select <i>Schedule 11-12</i>
*Office(s)	(Required) Select the applicable office(s).
County(ies)	Select the applicable county or counties.
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Source of Admission(s)	Select the Contract's Source of Admission.
Discipline(s)	Select the applicable Discipline(s). Values are based on the Patient's Contract for the visit.
Contract Type(s)	Select the applicable Contract Type(s).

Field	Description
Contract(s)	Select the applicable Contract(s).
Service Code(s)	Select the applicable Service Code(s).
Pay Code(s)	Select the applicable Pay Code(s).
Patient Team/Location/Branch	Select the Patient's applicable Team, Location, or Branch .
Caregiver Team/Location/Branch	Select the Caregiver's applicable Team, Location, or Branch .
Absence Type	Select the applicable Absence Type(s).
Include Expense	Select to include information for expenses.
Include Mileage	Select to include information for mileage.
Summary/Detail Report	Select the report view to generate.
Include Blank Contract	Select to include records that have blank contracts.

Sample

The following images illustrate sample reports (*Summary View* and *Detail View*), in Excel format.

Schedule 11-12: Summary Report

Schedule 11-12: Detail Report

Schedule 14

The **Schedule 14** report provides information for **Live-In** and **Continuous Care (Split Shift)** cases per county per entity (CHHA, LCSHA, FIs), per Unique Patient (based on Full Name and DOB).

- **Live-In:** Any 24-hour visit for one Caregiver; Service Code flagged as Live-In.
- **Continuous Care (Split Shift):** Back-to-back visit that adds up to 16 or more hours with 2 or more Caregivers.

The following table provides a breakdown of columns applicable per category (case).

Live-In Cases	Continuous Care (Split Shift)
<ul style="list-style-type: none"> • Days with 13 Hours • Days with greater than 13, but less than 16 Hours • Days with 16+ Hours 	<ul style="list-style-type: none"> • Hours of Days with 13 Hours • Hours of Days with greater than 13, but less than 16 Hours • Hours of Days with 16+ Hours

Filters

Field	Description
Report Type	Select <i>Schedule 14</i>
*Office(s)	(Required) Select the applicable office(s).
County(ies)	Select the applicable county or counties.
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Source of Admission(s)	Select the Contract's Source of Admission.
Contract Type(s)	Select the applicable Contract Type(s).
Contract(s)	Select the applicable Contract(s).

Field	Description
Service Code(s)	Select the applicable Service Code(s).
Pay Code(s)	Select the applicable Pay Code(s).
Patient Team/Location/Branch	Select the Patient’s applicable Team, Location, or Branch .
Caregiver Team/Location/Branch	Select the Caregiver’s applicable Team, Location, or Branch .
Summary/Detail Report	Select the report view to generate.

Samples

The following images illustrate sample reports for a *Summary View* and a *Detail View*, in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Sr#	County	Contract	Source Of Admission	Contract Type	Service Code	Export Code	Pay Code	Unique Patients	Days with 13 Hours (Live-In)	Days with greater than 13 but less than 16 Hours (Live-In)	Days with 16 or more Hours (Live-In)	Hours of Days with 13 Hours (Continuous Care)	Hours of Days with greater than 13 but less than 16 Hours (Continuous Care)	Hours of Days with 16 or more Hours (Continuous Care)
1	1	Hays	Aadarsh group	CHHA	HirviContractType	HHA	12314@34as	HHA BASE	1	0	0	1	0	0	0
2	2	Jefferson	HDFC Life Ins	RHCF	ODA - PP	HHA_Daily		Other_Pay_Mileage	1	1	0	0	0	0	0
3	3	QUEENS	Star Health Inc.	Physician		HHA LIVE-IN		HHA BASE	1	2	0	0	0	0	0
4															

Schedule 14: Summary Report

	A	B	C	D	E	F	G	H	I	J	K
	Sr#	Admission ID	Patient Name	Caregiver Code	Caregiver Name	Contract Name	Visit Date	Paid Hours	Service Code	Export Code	Pay Code
1	1	HHA-9000205985380897147	Dash Sachin	HHA-3157	56 john	Aadarsh group	02/13/2019	25.73	HHA	12314@34as	HHA BASE
2											

Schedule 14: Detail Report

Schedule 19

The **Schedule 19** report provides revenue information for each Service Type at an Agency level. Generate Summary and Detail view reports.

Filters

Field	Description
Report Type	Select <i>Schedule 19</i>
*Office(s)	(Required) Select the applicable office(s).
*From/To Date	(Required) Select a date range to run a report for applicable visits. Note: Limited to 366 days; default is set for 1/1/2019-12/31/2019.
Source of Admission(s)	Select the Contract's Source of Admission.
Contract Type(s)	Select the applicable Contract Type(s).
Contract(s)	Select the applicable Contract(s).
Service Code(s)	Select the applicable Service Code(s).
Include Co-Pay Only	Select checkbox to display/run the report with co-payments only.

Sample

The following image illustrate sample report in Excel format.

Sr#	Contract	Source of Admission	Contract Type	Service Code	Export Code	Billed Hour	Billed Amount
1	03112019	CHHA		0311_HHA		140.00	\$15,540.00
2	09012019Contract	CHHA	Non Authorized	G_HHA		01.00	\$100.00
3	10072017 Ex Contract	Hospital	newcontract	hha hourly		00.50	\$10.00
4	10072017 Ex Contract	Hospital	newcontract	RN Hourly Test		01.00	\$0.00
5	11032019	CHHA		1103_HHA		526.00	\$20,540.00
6	11March2019	CHHA	Michigan Medicaid	112211	A1234:AB:CD	10.00	\$220.00
7	11March2019	CHHA	Michigan Medicaid	11March_HHA	5544T:onetw:three	202.75	\$19,937.50
8	11March2019	CHHA	Michigan Medicaid	11March_HHA	ABCD1:best:gates	467.25	\$45,790.00
9	11March2019	CHHA	Michigan Medicaid	RN Visit Skilled		10.00	\$99.00
10	1Apollo Healthcare	CHHA	Michigan Medicaid	1Apollo HHA		43.00	\$645.00
11	1Apollo Healthcare	CHHA	Michigan Medicaid	1Apollo HHA B		03.00	\$45.00
12	1Apollo Healthcare	CHHA	Michigan Medicaid	1Apollo HHA		03.00	\$1,790.00
50	ABC	CHHA		HHA_ABC		10.00	\$100.00
51	ABC	CHHA		RN_ABC		05.00	\$50.00
52	ABC Contract's Test1	Other		HHA_Hourly		00.50	\$5.00

Schedule 19: Detail Report