

MassHealth Resident Care Cost Quotient (RCC-Q) Initial Filing, due September 1, 2022 Frequently Asked Questions (FAQ)

This document provides additional clarifying information on the filing requirements for the MassHealth Resident Care Cost Quotient, required pursuant to [101 CMR 204.10: Resident Care Cost Quotient](#) and [Administrative Bulletin 22-15](#).

Information on Initial Reporting Informational Requirements for the RCC-Q.

Question 1: Who is considered a “Responsible Person” under Administrative Bulletin 22-15?

Answer: “Responsible Person” is as defined in 105 CMR 150.00. For the purposes of the RCC-Q, it should include the administrator or any person who is designated to act on behalf of the administrator in their absence.¹

Question 2: If an employee can be categorized as a “Responsible Person” or another position type (i.e. “Nursing”), where should their salary be reported?

Answer: An employee who may have multiple roles should be reported in the RCC-Q depending on the percentage of time they spend doing each role. For example, if an employee spends 40% of their time as a “Responsible Person” and 60% of their time conducting “Nursing” tasks, that should be reflected in the RCC-Q reporting by allocating the expenses by that proportion over those two categories.

Question 3: What dietary related “supplies” are considered permissible resident care related expenses under Administrative Bulletin 22-15?

Answer: Items directly related to the act of a resident consuming food are permissible. Examples of those include food products, utensils, napkins, etc. Equipment and appliances used to prepare food, or furniture associated with a resident’s consumption of food, are not permissible expenses.

Question 4: What positions can be included under “Nursing”?

Answer: Positions such as RNs, LPNs, CNAs, and DONs can be included under “Nursing.”

Question 5: Are full time activities personnel or contracted entertainers permissible?

Answer: Yes. They should be included under “Recreational Therapy”.

Question 6: What housekeeping/laundry related “supplies” are considered permissible resident care related expenses under Administrative Bulletin 22-15?

Answer: Typical housekeeping/laundry related supplies, such as laundry detergent or cleaning solution, are permissible. The equipment used to assist with these tasks, such as a washer or dryer, are not permissible.

¹ See 105 CMR 150.00 at this link: <https://www.mass.gov/doc/105-cmr-150-standards-for-long-term-care-facilities/download>

Question 7: Other than pensions or health insurance, what employee benefits are permissible expenses under Administrative Bulletin 22-15?

Answer: Benefits includes salaries, bonuses, health and life insurance benefits, retirement plan contributions, shift or other differentials, overtime pay, and others. It also includes amounts paid for worked time and paid time off.

Question 8: What positions can be included under “Behavioral Health Staff”?

Answer: Any licensed staff, either directly employed or contracted by the facility, who provide behavioral health services can be included.

Question 9: Outside of the example supplies listed in the template on line 19, what “Other Supplies” are considered permissible resident care related expenses under Administrative Bulletin 22-15?

Answer: Outside of the examples given, supplies directly related to the provision of resident care, such as personal protective equipment, are permissible.

Question 10: What “Ancillary Services” are permissible to report revenue for under Administrative Bulletin 22-15?

Answer: Ancillary service revenue includes revenue the facility received for any laboratory, radiology, restorative therapy, and prescription drugs.

Question 11: Are any Residential Care Facilities exempt from filing the RCC-Q Initial report?

Answer: All facilities with a published public facility rate must file the RCC-Q reports.² Facilities that do not have a public rate do not need to file. Nursing facilities with residential care beds do not need to file.

Question 13: If a facility has been acquired during the initial reporting period, how should it report the data?

Answer: Facilities should obtain data from the seller of the facility if needed to complete the filing. A provider that purchased a facility during, or after, the reporting period remains responsible for ensuring that a complete filing is made in compliance with EOHHS regulations.

Question 14: Can COVID testing revenue be reported as part of this report? If yes, where should it go?

Answer: Yes, COVID reimbursement revenue can be reported as part of the RCC-Q. Facilities should report this revenue under “Ancillary Services” and then provide a description of what’s included in the “Notes and Additional Information” section of the webform. COVID testing expenses should not be included in this reporting.

Question 15: What is the RCC-Q threshold the state is looking for?

Answer: EOHHS has not determined a specific threshold for the RCC-Q at this time. The data collected from this initial report will be used to determine it. Facilities will be notified by EOHHS of the compliance threshold once it has been determined.

Question 16: Can a facility include utility costs in this report?

Answer: No, utility costs cannot be included in this report.

Question 17: Is the RCC-Q reporting done on an accrual or cash basis?

² A list of facilities with published rates is located at: <https://www.mass.gov/doc/certified-rates-of-payment-to-resident-care-facilities-effective-december-1-2021-and-january-1-2022-0/download>

Answer: It should be reported on an accrual basis.

Question 18: Are any management or real estate trust costs applicable to RCC Q calculations?

Answer: No, they are not applicable.

Question 19: Can food provided to staff be included as a fringe benefit in this report?

Answer: No this is not a fringe benefit for the purposes of this report.

Information on RCC-Q Initial Reporting Process

Question 20: How does a facility file the final financial report?

Answer: Each facility is required to electronically submit to EOHHS final financial reports using the final financial reporting forms (the “forms”), which can be accessed on and filed through the same web portal used for the direct care add-on reporting requirements. If you have any issues (1) accessing the portal, (2) with your portal password, (3) or any other general issues, please contact NFReporting@umassmed.edu.

(Note, if you use Firefox, you may need to change your settings to allow the website to load (via Advanced button)).

Question 21: How does a facility obtain access to the Final Financial Reporting Forms?

Answer: Individuals filing on behalf of a nursing facility can access the RCC-Q Initial Reporting Form through the UMASS Medical School Nursing Facility Reporting website. The portal can be accessed at <https://www.uenter.org/NF/>.

Question 22: What should I do if I need to reset my password?

Answer: If a registered user forgot, or needs to reset, their password please email NFReporting@umassmed.edu for assistance. Please **DO NOT** call the phone number listed on the webpage you are directed to after clicking on “Forgot Password.”

Question 23: Is the initial report mandatory and, if so, what is the filing date?

Answer: Yes, all facilities that are MassHealth providers must submit the initial report, using the initial reporting form no later than September 1st, 2022.

Question 24: What does a facility do if it has questions on reporting requirements?

Answer: EOHHS created an e-mail address for facilities if they have questions concerning RCC-Q or completing required reporting. Facilities may send their questions to the following e-mail address: NFReporting@umassmed.edu.