

A L E R T

August 9, 2024

TO: Skilled Nursing Facility Providers

RE: 2024 Final Cost Report Templates & Due Date Extension

The Alabama Medicaid Agency (Medicaid) will transition to an Excel-based skilled nursing facility and home office cost report effective for the June 30, 2024, cost report.

The September 16, 2024, due date has been extended to **September 30, 2024**.

If a provider needs additional time due to extraordinary circumstances (excluding the change in software), they will have the opportunity to request an extension as usual. However, extensions cannot exceed October 15, 2024.

A link to the extension forms and the final Excel templates for the June 30, 2024 cost reports have been added to the "Forms" posted on the [Skilled Nursing Facility Reimbursement webpage](#) on Medicaid's website.

From the Medicaid homepage navigation bar, please select "Providers" then select "Skilled Nursing Facility Reimbursement." Scroll down to "Forms" and select "Cost Report Templates." This will go to the webpage of Medicaid's contractor, Myers and Stauffer. Scroll down the page to the "Alabama Nursing Facility Cost Report" section, and templates are in the "Forms" tab.

Email questions regarding the technical use of the cost report templates to ALCR@mslc.com.

Email questions regarding allowable costs or cost reporting to ProviderAudit@medicaid.alabama.gov.

Completed cost report templates should be submitted electronically through the Myers and Stauffer's Alabama Client Portal. Finalized submission instructions are anticipated to be announced and posted prior to September 1, 2024.