

MEMORANDUM



El Paso Health
HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.

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TO: Valued LTSS Providers
FROM: El Paso Health
DATE: 4/4/25
RE: 2024 Cost Reports Required for LTSS Providers

In accordance with 1 TAC Section 355.101(d), "To ensure that HHSC has adequate financial and statistical information upon which to base reimbursement, each provider that has contracted with a Managed Care Organization (MCO) to provide Long-Term Services and Supports to State of Texas Medicaid clients must submit to HHSC periodic cost reports and supplemental reports [to HHSC]"

HHSC published [Information Letter No. 2024-15](#) regarding the 2024 Cost Report and 2024 and 2025 Accountability Report Training Information.

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.

To view the 2024 Cost Report Training Schedule for all programs, visit the 2024 Cost Report Training Schedule website: <https://pfd.hhs.texas.gov/long-term-services-supports/2024-cost-report-training-schedule>

We encourage you to visit the HHSC PFD website: <https://pfd.hhs.texas.gov/long-term-services-supports/cost-and-accountability-report-training>

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.

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 MCOs place a vendor hold on payments to the provider.

If you have any questions about the information in this letter, contact the HHSC PFD, LTSS, Customer Information Center at pfd-ltss@hhs.texas.gov or (737) 867-7817.

If you have any questions regarding this communication please contact our Provider Relations team at 915-532-3778 or email us at ProviderRelationsDG@elpasohealth.com.