



Indiana Department of Child Services (DCS)

Child Placing Agency (CPA)

Cost Report Instructions

March 14, 2011

Table of Contents

INTRODUCTION	4
CPA COST REPORT OVERVIEW	4
COST REPORTING	4
EXPLANATION OF COMMON TERMS.....	5
<i>Reported Cost</i>	5
<i>Reasonable</i>	5
<i>Allowable vs. Unallowable</i>	5
<i>Direct Cost</i>	5
<i>Administrative Cost</i>	6
<i>Indirect Cost</i>	6
<i>Allocation Methodology</i>	6
<i>Random Moment Sample (RMS) / Time Study</i>	7
<i>Entities Covered by the Cost Report</i>	7
<i>Multi-Function and Parent Agencies</i>	7
<i>Reporting Period</i>	7
<i>Record Retention</i>	7
<i>Effective Date of Approved Rates</i>	8
<i>General Guidelines for Completing the Report</i>	8
COST COLUMNS / COLUMN HEADINGS (ACTIVITY DESCRIPTIONS).....	8
<i>Total</i>	8
<i>Administrative</i>	8
<i>Adoption</i>	9
<i>Time Study</i>	9
<i>Case Management</i>	9
<i>Non IV-E (IL & Recreation)</i>	9
<i>Behavioral Health</i>	9
<i>Medical</i>	10
<i>Education</i>	10
<i>Unallowable</i>	10
PROGRAM INFORMATION	10
REPORTING PERIOD	10
VENDOR	10
CATEGORY OF SUPERVISION.....	11
CONTACTS	12
DIRECT PERSONNEL	13
SALARIES AND WAGES	13
FRINGE BENEFITS & PAYROLL TAXES	15
CONTRACTED SERVICES	16
TIME STUDY COST ALLOCATION.....	16
PERSONNEL COST BY ACTIVITY TYPE.....	16
DIRECT PROGRAM.....	17
CHILD/RESIDENT	17
OPERATING.....	17
OCCUPANCY	18
TRAVEL	18
INDIRECT	19
INDIRECT PERSONNEL.....	19
INDIRECT OPERATING.....	20
REVENUE.....	20

DIRECT PROGRAM REVENUE	21
INDIRECT REVENUE	21
ATTACHMENT	22
“OTHER” COST ENTRY DESCRIPTION	22
SMALL EQUIPMENT PURCHASE SCHEDULE	22
LEASED AND RENTED EQUIPMENT SCHEDULE.....	22
SUBMISSION OF COST REPORT	22
IMPORTANT REMINDERS.....	23

Child Placing Agency (CPA) Cost Report Instructions

Introduction

The CPA Cost Report is one part of the two-part process established by the Indiana Department of Child Services (DCS) to fulfill requirements for determining allowable Title IV-E costs for federal reimbursement, as well as establishing a DCS Payment Rate. The other part of the process involves participation in the Random Moment Sampling (RMS) Time Study. The combination of information obtained from this cost report and random moment sampling are used to establish rates for the reimbursement of Title IV-E eligible costs for Title IV-E eligible children placed in Title IV-E eligible facilities, as well as establishing a payment rate for costs and services that may be made to child placing agencies as referenced in Rule 17. Rate Setting for Child Placing Agencies (465 IAC 2-17).

A separate cost report format has been created for Residential Child Care Facilities (RCCs). The RCC format was developed based on allowable costs and activities specific to their agency type. If you did not receive a RCC cost report, and require one, please contact Todd Fandrei of DCS at (317) 234-5976 to receive the necessary documentation.

In order to establish both an Indiana Title IV-E Claimable Rate and a DCS payment rate, participation in the CPA RMS and completion of the CPA Cost Report are requirements for all Indiana operators of public and private child placing agencies.

CPA Cost Report Overview

The following sections offer an overview of the CPA cost reporting process, define common terms used throughout these instructions, and provide general guidelines for completing the cost report.

COST REPORTING

Cost report should include **all** direct and indirect costs associated with the operation of the CPA. Costs included in the cost report can be grouped and/or categorized in several different ways:

- 1) Costs directly attributable to a program or facility may be charged in their entirety, for example, a staff person working within a single program or facility may have 100% of their time charged to that entity.
- 2) Costs not attributable to a single program, facility or activity must be distributed based on a documented allocation methodology, for example:
 - a. A staff person who spends a portion of their time working for several different agency programs or divisions should have their related cost allocated by some (substantiated and documented) methodology.
 - b. Staff that spend their time doing an assortment of activities such as training foster parents, helping license foster family homes, and other administrative

functions, should be included in the RMS process and their cost allocated by the annualized results within the cost reporting process.

- 3) Administrative costs can either be categorized as direct or indirect. For a vendor who operates multiple programs, inclusion of administrative costs under the “Indirect” tab of the Title IV-E Cost Report.

EXPLANATION OF COMMON TERMS

To facilitate the completion of the cost report, cost related terms used throughout the instructions are defined and a brief explanation of their application is given.

Reported Cost

For a cost to be included on the cost report it must meet the following general criteria:

- Be **reasonable** for the performance of the agency’s activities
- Be **allocated** consistently across all programs
- Be adequately **documented**

Reasonable

As stated in 465 IAC 2-17-16 and 48 CFR Part 31 Section 201-3, a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.

Allowable vs. Unallowable

Allowable costs are those costs that are generally considered eligible for federal reimbursement based on the cost principles established in Federal transmittals such as OMB Circular A-122 or A-87. Consult the appropriate OMB Circular or call DCS for clarification of any questions you may have.

A cost is unallowable for federal reimbursement based on established federal cost principles. Because a cost is considered unallowable it does not mean that the cost should not be included on the cost report. Costs that are not allowable based on federal guidelines should be placed in the “Unallowable” column on the cost report.

For a complete listing of allowable and unallowable costs, please refer to the following federal documents:

OMB Circular A-87: http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf

OMB Circular A-122: http://www.whitehouse.gov/omb/circulars/a122/a122_2004.pdf

The cost report instructions are general, and do not supersede the above referenced federal publications.

Direct Cost

Direct costs are those that can be identified specifically with a particular final cost objective, i.e., a particular program, service or other direct activity of an organization. On the cost report, direct costs are those costs that are directly incurred by the facility or facilities listed in the “VENDOR” section on the “Program Information” tab.

Administrative Cost

For the purposes of this report, administrative costs can be classified in one of the following two categories: administrative costs directly related to the placing of a child in a foster family home (Direct Administrative), and administrative costs related to the general operation of the agency, facility, or program (Indirect Administrative).

Those administrative costs related to general operation, and **not directly** attributable to the placing of a child in a foster family home, should be included as an indirect cost on the “Indirect” tab of the cost report. An example of this type of cost may be a facility operating within Indiana that has executive level administrative staff located in another state.

Administrative costs that can be directly attributed to the placing of a child in a foster family home may be included on the “Direct Personnel” and “Direct Program” tabs of the cost report. Examples of these administrative costs may include: administrative staff providing programmatic or direct service supervision over child placement activities, payroll related costs, clerical support, and related occupancy costs.

Indirect Cost

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. After direct costs have been determined and allocated to a program or service, indirect costs are those remaining to be allocated to benefiting cost objectives. A cost may not be allocated to a program’s indirect cost section if that cost has been assigned to the program as a direct cost.

Because of the diverse characteristics and accounting practices of agencies, it is not possible to specify types of costs that may be classified as indirect costs in all situations. However, typical examples of indirect costs for many organizations may include:

- depreciation or use allowances on administrative buildings and equipment
- costs of operating and maintaining such facilities
- general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, human resources, finance, facilities management, management information systems, and fundraising/development
- management or administrative fees

Allocation Methodology

Documentation and/or description of the procedures used to distribute costs, direct or indirect, to programs and to the direct service columns on the cost report are required. For example, a child caring agency operating two separate programs, may allocate incurred cost to these programs based on the total utilization (census days) for each program

When possible, costs should be allocated across the cost report direct service columns if there is clear delineation and documentation for the allocation. Examples of this type of allocation may include:

- Utilities paid for a child placing agency that does not include space provided for adoption/permanent placement services or counseling and therapy should be allocated completely to “Case Management”.

- Utilities paid for a child placing agency that includes space for administration, counseling, and medical services, should be distributed across the appropriate direct service cost columns based on square footage for each type of space (i.e. “Administrative”, “Behavioral Health”, and “Medical”).

There are many reasonable ways to allocate costs across programs or activities. In general, the methodology you choose should fairly distribute costs based on all benefiting programs and/or activities.

Random Moment Sample (RMS) / Time Study

A time study or RMS is a statistically based process to gather information from direct service child placement staff members on how they spend their time. The information collected will be used to distribute the cost of child placement staff.

Entities Covered by the Cost Report

The CPA Cost Report is to be used in reporting actual costs incurred in the operation of a child placing agency. Providers shall complete one cost report for the CPA as a whole (including multiple categories of supervision).

Multi-Function and Parent Agencies

Agencies operating facilities or programs in addition to those included in this cost report must allocate administrative costs across all benefiting entities. For instance, an agency that provides services to children and adults must allocate their administrative costs proportionately to each of these programs.

It is understood that multi-function agencies, or providers responsible to a parent agency, may incur indirect administrative costs. It is recognized that such indirect costs for multi-function agencies are necessary and allowable. Identification and allocation of indirect administrative costs to this report are addressed by the instructions for the “Indirect” tab of the cost report.

Reporting Period

Cost report must reflect actual costs incurred for the previous calendar year. An exception to this requirement is allowed only for a new facility that has been in operation for less than one year. Per 465 IAC 2-17-21(j), if the CPA has not been licensed, or operated a program for which an administrative payment is required, for a period of at least twelve (12) months before the cost report is due to the department, the CPA shall submit a cost report utilizing a comprehensive twelve (12) month operating budget for the new program at least ninety (90) days before the start of the program. The department will utilize its rate setting methodology as provided herein to establish an administrative payment for the new program. The cost report shall be in the form specified or approved by the department.

Record Retention

Records used to complete the cost report must be retained for a minimum of three years from the end of the rate year for which the report is applicable. Records should include, but are not limited to:

- financial
- programmatic

- recipient records
- allocation methodologies

If any litigation, administrative review, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

As part of the CPA Rate process, DCS may conduct on-site facility reviews of the financial and programmatic information used as the basis for the cost report(s). A report is generated for each cost report reviewed that addresses whether reported costs are adequately supported, allowable, reasonable, allocated appropriately, and eligible for reimbursement under Title IV-E as well as reasonable per 465 IAC 2-17.

Effective Date of Approved Rates

For the purposes of the current cost reporting cycle, costs should be included for the period January 1, 2010 through December 31, 2010. These costs will be used to set both a Title IV-E Rate, as well as a DCS Payment Rate, that will be effective January 1, 2012. Report(s) need to be submitted to DCS no later than May 31, 2011.

General Guidelines for Completing the Report

An agency should take special care to be accurate and consistent in reporting only costs for child placing agencies. If it is later determined that an approved rate was based on inaccurate information, the rate(s) will be recalculated.

An agency that operates more than one type of program (residential, day treatment, adoption, etc.) should have, and retain on file at the agency, a cost allocation methodology that fairly and equitably distributes the costs to each of the various programs.

COST COLUMNS / COLUMN HEADINGS (ACTIVITY DESCRIPTIONS)

The cost report is broken down into columns that correspond to typical activities or services performed by child placing agencies. The “Total” and “Administrative” columns appear on each section of the cost report. Remaining columns, which are categorized as direct service activities, do not appear in each section. The following is an explanation for each of the columns that are utilized on the report.

Total

Total cost of an item, salary, or service for the reporting period. This column is automatically calculated when allocating costs out amongst the remaining columns listed to the right, i.e. “Administrative” through “Unallowable”, depending on the basis for which that cost was utilized.

Administrative

This column is used to report costs that are necessary administrative and managerial functions of the child placement agency program. For salaries, this would include the cost of such positions as an executive director, intake coordinator, secretary, bookkeeper, accounting and payroll staff, and staff trainer.

Adoption

This column is used for any activity related to the permanent placement of a child into an adoptive home.

Time Study

This column is used only for costs included within the Salaries and Wages, and Contracted Services sections of the cost report. This column should be used to report 100% of costs related to the following staff functions:

- staff performing recruitment and/or licensure of foster family homes
- staff responsible for the direct supervision and/or training of foster parents/staff
- staff performing case plan development and management activities
- staff performing placement of child into foster family homes/facilities

These personnel costs will be distributed to the appropriate, specific direct service cost columns based on the statewide percentage results of the CPA RMS. If staff participates in the RMS process administered by DCS, then 100% of the cost related to that staff should be allocated to this column.

Case Management

This cost column should identify costs of activities that are allowable administrative costs necessary for the administration of the foster care program. Such activities include, but are not limited to:

Child Placement Activities: This includes costs of activities that are required for the placement of a child to the most appropriate setting (pre-placement, initial placement and subsequent placement).

Foster Parent & Staff Training / Supervision: This includes the cost of training and supervising foster parents and staff. Activities necessary for the provision of and/or participation in training (initial and ongoing) related to carrying out responsibilities, functions and duties as a foster parent in caring for children, and the supervision/support of foster parents and/or direct staff providing oversight to foster child placements.

Recruitment & Licensure: This includes the necessary costs involved in the recruitment and licensure of foster homes (including specialized foster homes).

Case Plan Development & Management: This includes the cost of developing or assisting in the development of the required case plan components under child welfare services. This includes Title IV-E Foster Care regulations that the Department of Child Services must meet.

Non IV-E (IL & Recreation)

This column includes recreation costs that do **NOT** clearly substitute for the daily care and supervision of children. This column also includes costs to provide independent living services that are outside what would be normally provided during daily supervision.

Behavioral Health

This column also is used to identify the cost of providing clinical behavioral health services for the child and child's family in order to meet the mental health and addiction treatment needs of

the child. These services may include behavioral health counseling and therapy, addictions counseling, case management related to behavioral health, crisis intervention, medication training and support, skills training and development and other clinical services that are specifically related to the child's behavioral health care needs.

Medical

Medical refers to the costs involved in the provision of medical, health, and mental health services. It also includes the provision of routine medical care for children and providing routine medical care activities that are normally carried out by a parent. Examples of medical treatment related services include:

- arranging medical services
- providing transportation to such services
- acting as a liaison with medical service providers
- assisting in implementing medical/health regimen
- supervising the administration of prescribed medicine

Education

This cost column includes the provision of:

- traditional school based educational instruction
- tutoring or remedial educational assistance
- transportation school or related educational facilities

Unallowable

Unallowable is used for those costs that are related to activities that are either (A) unallowable for federal reimbursement (refer to the Allowable vs. Unallowable section on page 4 of these instructions for a link to federal documents), or (B) an expenditure that is deemed unallowable per 465 IAC 2-17-23(c).

ONLY ENTER INFORMATION IN THE GREEN SHADED CELLS

Program Information

REPORTING PERIOD

Because DCS submits a composite Title IV-E claim to the federal government, the reporting period for which rates are established must be consistent; hence a January 1 through December 31 reporting period.

VENDOR

This section identifies the entity that is on record as the recipient for payments made by DCS for services rendered.

Vendor Name: Enter the name of the agency that is on record with DCS as the vendor responsible for administering the facility represented in this cost report.

Street Address: Enter the complete business address for the Agency listed in the Vendor Name box.

City: Enter the city for the Vendor listed in the Vendor Name box.

State: Select from the provided drop down list the state for the Vendor listed in the Vendor Name box.

Zip Code: Enter the zip code for the Vendor listed in the Vendor Name box.

Telephone Number: Enter the main telephone number for the Vendor listed in the Vendor Name box.

Agency Type: Select from the provided drop down list the appropriate agency type. A public operating agency is one that is operated by a local county governmental unit. All others must be either private not-for-profit (Private / 501(c)(3)) or for-profit.

Licensed Facility Type: “Child Placing Agency” has been entered.

Federal Tax Identification Number / EIN: Enter the federal tax identification number for the Vendor listed in the Vendor Name box.

Kid Traks Vendor ID: Enter the Kid Traks Vendor ID number for the Vendor listed in the Vendor Name box.

ICWIS Resource ID Number: This number can be obtained from prior year’s cost reports, or from the Residential Child Care License that is issued by DCS.

Days of Operation: Enter number of days during the reporting period that the facility provided services to children. If an entire calendar year, box would read “365”. If for a shorter period, enter appropriately, i.e. if the program or facility was operational from October 1 through December 31, enter “92” (31 days for October + 30 days for November + 31 days for December).

CATEGORY OF SUPERVISION

Level of Care: Enter each level of care that your agency maintained in CY 2010. If you maintained multiple rates at one level of care, only enter the one level of care, and enter the highest DCS Payment Rate.

Rate Listing ID: This number is the 3-5-3 digit number that can be identified from prior year’s cost reports. If you do not have one or do not know what your number is, contact DCS to obtain this ID.

Category of Supervision Name: The Child and Adolescent Needs and Strengths (CANS) assessment will assist DCS in determining the appropriate category of supervision when placing a child with a CPA. The below categories of supervision correspond to the CANS categories of supervision.

- **Foster Care (CANS Category 1):** This category is for a child with needs that can be met in a family and community based setting with access to school, friends, and resources.
- **Foster Care with Services (CANS Category 2):** This category is for a child who has a behavioral health need that requires intervention. In addition to foster care in the community, the child, family and foster family are supported with treatment and support services to address and manage identified behavioral health and developmental needs.
- **Therapeutic (CANS Category 3):** This category is for a child who has serious emotional disturbances, significant behavior health needs and functional impairments, or developmental or physical disabilities.
- **Therapeutic Plus (CANS Category 4 or higher):** This category is for a child who has behavioral health needs that qualify for treatment within a group home or residential setting but intensive therapeutic foster care services are available to meet the child’s behavioral health and developmental needs.

DCS Payment Rate: Enter the daily rate for payment of services that has been, or will be billed to the Indiana DCS for each current category of supervision.

Utilization: Enter the actual number of service days (census days) foster care was provided at each category of supervision. Example: 15 children were placed and provided Traditional/Regular Foster Care for 100 days. Utilization for “Traditional/Regular Foster Care” would equal 1,500 (15 children x 100 days).

Payments to Foster Parents: Enter total amount of payments made to foster parents for each specified category of supervision. Amount would equate to what the agency is paying out to foster parents to provide care for the children that are placed.

Average Payment to Foster Parents: This column will automatically calculate when identifying information in both the “Utilization” and “Payments to Foster Parents” columns. This column calculates the average daily rate paid to a foster parent.

CONTACTS

Name of Person Completing Report: Enter the name of person completing the cost report who will be available to answer questions relating to the submitted cost report.

Title: Enter the title of the person identified in the Name of Person Completing Report box.

Signature: Include the signature of the Name of Person Completing Report. For electronic submission, re-type the Name of Person Completing Report.

Telephone Number: Enter the telephone number of the person identified in the Name of Person Completing Report box.

Fax Number: Enter the fax number of the person identified in the Name of Person Completing Report box.

Email Address: Enter the email address of the person identified in the Name of Person Completing Report box.

Name of Vendor Authorized Representative: Enter the name of the chief executive officer of the operating agency

Title: Enter the title of the chief executive officer of the operating agency.

Signature: Include the signature of the Name of Vendor Authorized Representative. For electronic submission, re-type the Name of Vendor Authorized Representative.

Telephone Number: Enter the telephone number of the person identified in the Name of Vendor Authorized Representative box.

Fax Number: Enter the fax number of the person identified in the Name of Vendor Authorized Representative box.

Email Address: Enter the email address of the person identified in the Name of Vendor Authorized Representative box.

ROUND ALL AMOUNTS TO THE NEAREST DOLLAR

Direct Personnel

SALARIES AND WAGES

Section includes all salaries and wages (full and part time) paid for services rendered during the period for which the cost report has identified at the top of the “Program Information” tab. Salaries of employees chargeable to more than one program must be supported by documentation maintained by the operating agency that shows an equitable and appropriate distribution of time and effort.

“Total” cost column is a calculation of the sum of costs and FTE’s that are allocated amongst the direct activity cost columns, i.e. Administrative, Adoption, etc. When allocating costs to the direct activity columns, be sure to check your math so that the total that you are allocating equals the amount that is identified in the “Total” column

Only personnel costs associated with the child placement program noted on the “Program Information” tab are to be included. If staff members divide their time between child placement programs and other programs, report only that portion of salary attributable to the child placement program.

The value of volunteer services is not to be included on this cost report. Contract consultants and substitute or contract workers for whom no fringe benefits or taxes are paid are **not** to be included in this section. These costs are to be included in the “Contracted Services” section.

Cost Entry

Select from the provided drop down list the appropriate job title for the position that corresponds with the position you are entering cost data. The positions listed within the drop down list are fairly straight forward, but in the event that you cannot correlate your position to a position on the drop down list, contact DCS to clarify how your position should be entered. Each position has a three letter prefix attached to it. The three letter prefix is included to make the search for the desired position easier. The following is a key explaining the three letter prefix:

ADM	General Administrative
BEH	Behavioral Health
DEV	Fundraising / Development
EDU	Education
FAC	Facilities Management
FIN	Finance
FSC	Food Services
HUM	Human Resources
MED	Medical
MGT	Senior Management
MIS	Management Information Systems
PGM	Program
VOC	Vocational / Religious

\$ and FTE

Enter the cost as it should be allocated to each of the cost columns, and its relative FTE; (**1 FTE = 2,080 hours worked in a year**). Example: Program employs a total of 4 full time Case Manager positions. Total hours worked for these 4 full time positions was 7,280 hours, and total compensation paid out to these 4 positions was \$105,000. For this position, 100% of the cost (\$105,000) would be allocated to the “\$” column of the “Time Study” activity column, with 3.5 entered as the FTE (7,280 hours / 2,080 hours).

Identical positions may be reported on the same line entry, and their costs can be totaled as one. See the Case Manager cost entry below.

Cost Entry	Total		Administrative			Adoption			Time Study		
	\$	FTE	\$	FTE	%	\$	FTE	%	\$	FTE	%
MGT - Executive Director	\$20,000	0.3	\$20,000	0.3	100%						
PGM - Case Manager	\$105,000	3.5							\$105,000	3.5	100%

Examples:

- An executive director administers both a child placement agency and a child caring institution and spends approximately 50% of his or her time at the placement agency and 50% at the child caring institution. Annual salary of \$100,000 is split \$50,000 (50%) for child placement activity, and \$50,000 (50%) on the separate cost report for the child caring institution.
- Persons who act exclusively as management or administrative support for the child placement agency should have their entire salary listed in “Administrative”. Salaries of support or administrative staff who did not participate in the CPA RMS and whose

function cannot be directly assigned to a direct service activity should be reported in this column. Examples include but are not limited to an Executive Director, Secretary, Bookkeeper, and Staff Development / Training.

- Costs of direct services staff that perform any activity relating to the permanent placement of a child into an adoptive home should be placed within the “Adoption” column.
- Costs of staff providing child placement services, case management and supervision of staff should be placed within the “Time Study” column. Costs associated with this column will be distributed to one of several functional categories based on statewide time distribution percentages generated by the CPA RMS.
- Costs of staff that are licensed under State law as medical professionals qualified to administer medical procedures or treatment are included within the “Medical” column. This includes but it not limited to nurses, medical doctors, psychiatrists or psychologists who perform diagnosis and assessment of a child’s physical and/or mental health.
- Costs of staff providing treatment and counseling services to children, either individual counseling sessions or group therapy sessions with a number of children are included within the “Behavioral Health” column. The purpose of such activities would be to ameliorate or remedy personal problems or behaviors which have been explicitly recognized in the case plan or plan of treatment for the individual child. Examples of positions allocated to this cost column might include a Therapist, Social Worker, and Counselor.
- Costs related to the lobbying, fundraising, and/or research activities, or any other costs that are not Title IV-E Eligible should be allocated to the “Unallowable” column.

Total Salaries and Wages Cost

This line totals the costs and FTE’s for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Salaries and Wages costs to each of the direct activity cost columns is also noted within each column of this line.

FRINGE BENEFITS & PAYROLL TAXES

Fringe benefits should be included in this section for those full and part time positions that were included in the “Salaries and Wages” section. Total cost for each benefit for all positions should be included in the “Total” column. In this section, costs are only allocated to the “Total” column. Costs entered in this column are allocated to the direct activity cost columns by the allocated percentages that are identified on the “Total Salaries and Wages” line. A list of benefits has been provided. An additional line entitled “Other Fringe Benefits & Payroll Taxes” is provided for any cost that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Total Fringe Benefits & Payroll Taxes

This line totals the costs and FTE's for each column. Total cost identified in the columns from "Administrative" to "Unallowable", should equal the total listed in the "Total" column.

CONTRACTED SERVICES

Contracted services are costs incurred and provided by outside agencies or persons not classified as an employee of the agency. This relates to a person or persons for whom no fringe benefits or payroll taxes are paid.

Cost Entry

Select from the provided drop down list the appropriate job title for the position that corresponds with the service you are entering cost data. The positions listed within the drop down list are fairly straight forward, but in the event that you cannot correlate your position to a position on the drop down list, contact DCS to clarify how your position should be entered. An additional line entitled "Other Contracted Services" is provided for any cost that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the "Attachment" tab. SEE "ATTACHMENT" SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

\$ and FTE

Enter the cost as it should be allocated to each of the cost columns, and its relative FTE; (**1 FTE = 2,080 hours worked in a year**). If the service that is being provided is not billable in time (hours), then the cost should not be identified in this section. This section is for contract services/personnel. If a service such as trash pick-up is incurred, this cost should be identified on the "Utilities" line of the "Occupancy" section of the "Direct Program" tab.

Total Contracted Services

This line totals the costs and FTE's for each column. Total cost identified in the columns from "Administrative" to "Unallowable", should equal the total listed in the "Total" column. The allocation percentage of Total Contracted Services costs to each of the direct activity cost columns is also noted within each column of this line.

TIME STUDY COST ALLOCATION

No data entering is necessary in this section. This section contains the statewide driven RMS percentages from CY 2010. (At the time of this publishing, Q4 responses for CY 2010 have not been finalized; therefore these percentages might change slightly on the final Title IV-E Cost Report for your agency). This section also contains the allocated totals from the "Child Placement Staff Time Study" cost column from the "Salaries and Wages", "Fringe Benefits & Payroll Taxes", and "Contracted Services" sections.

PERSONNEL COST BY ACTIVITY TYPE

No data entering is necessary in this section. This section contains the final allocations of costs and FTE's to direct activity cost columns (once the RMS has been applied).

Total Personnel

This line totals the costs and FTE's for each column. Total cost identified in the columns from "Administrative" to "Unallowable", should equal the total listed in the "Total" column.

The allocation percentage of Total Personnel costs to each of the direct activity cost columns is also noted within each column of this line.

Direct Program

CHILD/RESIDENT

Costs identified in this section are costs specifically incurred for children/residents. The cost entries are pre-populated, so no data entry is required in the “Cost Entry” column. The “Total” cost column is a calculation of the sum of costs that are allocated amongst the direct activity cost columns, i.e. Administrative, Adoption, etc. Costs in this section can only be allocated to the “Unallowable” column. Costs identified in this section are Title IV-E Maintenance Costs, which are included within the payment rate made to foster parents. Costs that comprise the Maintenance payment made to foster parents is referenced by 465 IAC 2-17-12. An additional line entitled “Other Child/Resident” is provided for any cost that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Total Child/Resident

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Child/Resident costs to each of the direct activity cost columns is also noted within each column of this line.

OPERATING

Costs identified in this section are costs specifically incurred for the child placing program. The cost entries are pre-populated, so no data entry is required in the “Cost Entry” column. The “Total” cost column is a calculation of the sum of costs that are allocated amongst the direct activity cost columns, i.e. Administrative, Adoption, etc. When allocating costs to the direct activity columns, be sure to check your math so that the total that you are allocating equals the amount that is identified in the “Total” column. An additional line entitled “Other Operating” is provided for any cost that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

This section includes a diverse list of expenses related to the operation of a program. The following are a few examples of common issues:

- Drug testing for employees is an allowable administrative cost, and should be entered on the “Employee Recruitment” line and allocated to “Administrative”.
- Bank fees for normal business costs are allowable and should be entered on the “Fees, Dues, & Subscriptions” line and allocated to “Administrative”; however if those fees result from fines and penalties, then costs are considered unallowable and should be entered on the “Bad Debt” line and allocated to “Unallowable”.

Total Operating

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Operating costs to each of the direct activity cost columns is also noted within each column of this line.

OCCUPANCY

The cost entries are pre-populated, so no data entry is required in the “Cost Entry” column. The “Total” cost column is a calculation of the sum of costs that are allocated amongst the direct activity cost columns, i.e. Administrative, Adoption, etc. When allocating costs to the direct activity columns, be sure to check your math so that the total that you are allocating equals the amount that is identified in the “Total” column. An additional line entitled “Other Occupancy” is provided for any cost that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Small Equipment Purchase

Total group of items having an acquisition cost of less than \$5,000 should be entered here, with a listing of itemized costs included in the “Small Equipment Purchase Schedule” on the “Attachment” tab of the cost report. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Leased and Rented Equipment

List the total applicable annual charge for all leased and rented equipment, with a listing of itemized costs included in the “Small Equipment Purchase Schedule” on the “Attachment” tab of the cost report. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Total Occupancy

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Occupancy costs to each of the direct activity cost columns is also noted within each column of this line.

TRAVEL

The cost entries are pre-populated, so no data entry is required in the “Cost Entry” column. The “Total” cost column is a calculation of the sum of costs that are allocated amongst the direct activity cost columns, i.e. Administrative, Adoption, etc. When allocating costs to the direct activity columns, be sure to check your math so that the total that you are allocating equals the amount that is identified in the “Total” column. An additional line entitled “Other Travel” is provided for any cost that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Acquisition cost of any vehicle owned or leased by the provider is not to be entered in this section. Such a cost should be entered in the “Occupancy” section. **Reimbursement for staff**

mileage is to be listed in the space provided at the actual rate paid, not to exceed the State Mileage Reimbursement Rate as reference by the following link:

<http://www.in.gov/idoa/2459.htm>

As of the published date of these instructions, the State of Indiana Mileage Reimbursement Rate is \$0.40 per mile. If your agency reimburses your staff at a rate that exceeds the State Mileage Reimbursement, allocate the overage to the “Unallowable” column.

Total Travel

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Travel costs to each of the direct activity cost columns is also noted within each column of this line.

Total Program

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Program costs to each of the direct activity cost columns is also noted within each column of this line.

Indirect

This section provides space for those multi-function agencies that incur indirect administrative cost. This page will be used primarily by those agencies that operate more than one program for which it is difficult to effectively allocate administrative costs associated with the child placing program(s). **COSTS REPORTED ON THIS PAGE MUST NOT BE DUPLICATED ELSEWHERE ON THE REPORT.**

Indirect costs are those administrative costs incurred for a common or joint purpose, benefiting more than one service, cost center, or facility, but at least including the facility for which the cost report is submitted. Allowable indirect costs for the indirect cost pool include, but are not limited to, the accounting and budgeting functions, disbursing services, personnel administration and payroll preparation, procurement services, and general administrative.

Costs identified in the following two sections should be entered as the appropriate share of the child placing agency program listed on the “Program Information” tab of the cost report. For example, your agency operates four programs, and you have included one of the programs on this cost report and are allocating indirect costs equally to all four programs. Given this information, 25% of the total indirect costs should be identified on this tab of the cost report.

INDIRECT PERSONNEL

This section includes all costs relative to personnel costs incurred in an indirect manner by the program(s) listed on the “Program Information” tab of the cost report. Positions included within each of the identified cost entries include, but are not limited to:

- **Senior Management:** C.E.O., C.F.O., C.O.O., C.I.O., Controller, and Executive Director

- **General Administrative:** Secretary, Administrative Assistant, Business Manager, Office Manager, Receptionist, Quality Assurance Staff
- **Human Resources:** Human Resources Director, Human Resources Staff, Staff Recruiter, Staff Trainer
- **Finance:** Accounting, Billing, Bookkeeper, Accounts Receivable, Accounts Payable, Payroll
- **Facilities Management:** Building Maintenance, Janitorial Staff, Housekeeper, Groundskeeper, Security
- **Management Information Systems:** IT Staff, Support Services, Network Administrator, Information Management
- **Fundraising / Development:** Development Director, Fundraising Manager, Public Relations, Marketing
- **Other Indirect Personnel:** An additional line entitled “Other Indirect Personnel” is provided for any personnel that cannot be categorized into one of the items provided. If costs are entered in this line, a description of this cost is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Total Indirect Personnel

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Indirect Personnel costs to each of the direct activity cost columns is also noted within each column of this line.

INDIRECT OPERATING

This section includes all costs relative to operational costs incurred in an indirect manner by the program(s) listed on the “Program Information” tab of the cost report.

Total Indirect Operating

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Indirect Operating costs to each of the direct activity cost columns is also noted within each column of this line.

Total Indirect

This line totals the costs for each column. Total cost identified in the columns from “Administrative” to “Unallowable”, should equal the total listed in the “Total” column. The allocation percentage of Total Indirect costs to each of the direct activity cost columns is also noted within each column of this line.

Revenue

All program or facility revenue received for services rendered, as cost reimbursement, grant award, contribution, or donations should be included on this tab. Completion of this section is **NOT OPTIONAL** and should reflect all applicable sources of funding or revenue attributable to

those services provided by the facility and/or staff persons included within the completed cost report, both directly and indirectly.

Each revenue source will be analyzed based upon the service funded by the grant source, and applied to the appropriate functional activity category, thus reducing the agency expenditure eligible for consideration in the final rate calculation.

DIRECT PROGRAM REVENUE

Revenues included in this section would be those revenues that are directly generated by the child placing agency listed on the “Program Information” tab of the cost report. The revenue entries are pre-populated, so no data entry is required in the “Payer/Revenue Source” column. The “Total” revenue column is a calculation of the sum of incomes that are allocated amongst the direct activity revenue columns, i.e. Per Diem Payments / Add-Ons, Adoption, etc. When allocating revenue to the direct activity columns, be sure to check your math so that the total that you are allocating equals the amount that is identified in the “Total” column. An additional line entitled “Other Direct Program Revenue” is provided for any revenue that cannot be categorized into one of the items provided. If revenue is entered in this line, a description of this revenue is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Total Direct Program Revenue

This line totals the revenue for each column. Total revenue identified in the columns from “Per Diem Payments / Add-Ons” to “Other”, should equal the total listed in the “Total” column. The allocation percentage of Total Direct Program Revenue to each of the direct activity revenue columns is also noted within each column of this line.

INDIRECT REVENUE

Revenues included in this section would be the proportionate share of the child placing agency program’s revenues that are indirectly generated by the agency/vendor listed in the “VENDOR” section on the “Program Information” tab of the cost report. The revenue entries are pre-populated, so no data entry is required in the “Payer/Revenue Source” column. The “Total” revenue column is a calculation of the sum of incomes that are allocated amongst the direct activity revenue columns, i.e. Donations / Fundraising, Other, etc. When allocating revenue to the direct activity columns, be sure to check your math so that the total that you are allocating equals the amount that is identified in the “Total” column. An additional line entitled “Other Indirect Revenue” is provided for any revenue that cannot be categorized into one of the items provided. If revenue is entered in this line, a description of this revenue is required on the “Attachment” tab. SEE “ATTACHMENT” SECTION OF THESE INSTRUCTIONS FOR MORE DETAIL.

Total Indirect Revenue

This line totals the revenue for each column. Total revenue identified in the columns from “Per Diem Payments / Add-Ons” to “Other”, should equal the total listed in the “Total” column. The allocation percentage of Total Indirect Revenue to each of the direct activity revenue columns is also noted within each column of this line.

Total Revenue

This line totals the revenue for each column. Total revenue identified in the columns from “Per Diem Payments / Add-Ons” to “Other”, should equal the total listed in the “Total” column. The allocation percentage of Total Revenue to each of the direct activity revenue columns is also noted within each column of this line.

Attachment

This tab of the cost report is provided with the intention of providing clarification for costs that have been grouped together, or are listed as “Other” in the previous sections of the cost report. Provide a description or a breakdown of the costs as needed.

“OTHER” COST ENTRY DESCRIPTION

This section is provided to present clarification as to what costs are included in the “Other” labeled cost entry that a cost might have been entered from the previous sections of the cost report. If a cost is identified in the “Total” column, a description is **REQUIRED** in the “Notes” column of this section. If no cost is identified in this section, then no information is needed within the “Notes” column.

SMALL EQUIPMENT PURCHASE SCHEDULE

This section is provided to present clarification as to what items are included in the “Small Equipment Purchase” cost entry from the “Occupancy” section of the “Direct Program” tab. If a cost is identified in the “Total” column, a listing of items included within this cost is **REQUIRED** in the “Notes” column of this section. If no cost is identified in this section, then no information is needed within the “Notes” column.

LEASED AND RENTED EQUIPMENT SCHEDULE

This section is provided to present clarification as to what items are included in the “Leased and Rented Equipment” cost entry from the “Occupancy” section of the “Direct Program” tab. If a cost is identified in the “Total” column, a listing of items included within this cost is **REQUIRED** in the “Notes” column of this section. If no cost is identified in this section, then no information is needed within the “Notes” column.

SUBMISSION OF COST REPORT

Questions about this report, its format, contents, or completion may be addressed to Todd Fandrei of DCS via telephone at (317) 234-5976, or via email at Todd.Fandrei@dcs.in.gov. Signed hard copies and Electronic copies of the cost report can be submitted to DCS in the following manner:

Mail signed hard copy report to:

Indiana Department of Child Services
Attention: Title IV-E Rate Setting
402 W. Washington St., Room W392 MS-48
Indianapolis, IN 46204

Email electronic copy report to:

Corey.Greenya@dcs.in.gov

IMPORTANT REMINDERS

- Reporting period is CY 2010, i.e. January 1, 2010 through December 31, 2010.
- An agency that operates more than one type of program should have, and retain a cost allocation plan that fairly and equitably distributes costs to each of the residential programs.
- When entering figures into the cost report, do not cut and paste from your own documentation. **MANUALLY ENTER ALL DATA**
- **ROUND ALL AMOUNTS TO NEAREST DOLLAR.**
- Figures or calculations entered on the cost report form should always be checked for accuracy prior to submission.
- Cost Reports are due **May 31, 2011.**
- Submission of both the most current State license/certificate/approval issued for the child placing agency covered by the cost report and the Federal Internal Revenue Service certificate or letter of determination is required to process the Cost Report. Cost Report submissions not including these documents will not be processed until these documents are received
- A detailed description of the levels of care included within the “LEVELS OF CARE” section of the cost report is required