



APPENDIX HH

LOCAL HEALTH DEPARTMENT Medicaid Lead Investigation Cost Report Instructions 7/1/17

Introduction: The following instructions are to be used when completing the Medicaid Lead Investigation Cost Report (Cost Report).

Cost Report Layout

Data entry is needed in blue highlighted cells only. The tabs are:

Personnel

Equipment and Supplies

Contractor, if applicable

Mileage

Tab: Personnel

Purpose: To document total allowable personnel cost of individuals who perform lead investigations with and without risk assessment activities.

Notice: Only personnel costs associated with the provision of direct services for lead investigations (with and without risk assessment) can be included in the personnel costs. Do not include supervisory staff and centralized personnel and overhead costs which are not in compliance with 2 CFR 225.

Instructions:

1. Enter Local Health Department Name.
2. Enter Reporting Period start and end date.
3. Enter the federally approved indirect cost rate in effect during the cost report period.
4. Enter information as instructed below for each column included below:

Column(s)	Action
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A., B.	Enter person's title and name.
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C., D.	Enter salary and fringe benefit cost. Each quarter is 520 hours.
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E.	Reports salary plus fringe benefit total (auto calculated).
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F.	Select "Y" if person is partially funded by a federal program. Otherwise, select "N".
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G.	For lines with a "Y" in column F, enter percent individual is funded by another federal program. Otherwise, enter 0.
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- H. Reports adjusted Salary and Fringe cost (auto calculated).
- I. Enter other unallowable salary and fringe benefit amount(s) if applicable.
- J. Reports adjusted Salary and Fringe cost reduced by other unallowed salary and fringe benefit amount (auto calculated).
- K. Enter percent of time person performs lead investigation activities based off of time study. If 100% of person's time is dedicated to lead investigation activities that person does not need to complete a time study (reference Time Study Instructions at the end of the document).
- L. Reports product of net salary and fringe benefit and time study percentage (auto calculated).
- M. Records the federally approved indirect rate entered above (auto calculated).
- N. Reports product of federally approved indirect rate and net salary and fringe benefit amount (auto calculated).
- O. Reports total eligible salary, fringe benefits and indirect cost to the Rate and Reconcile Tab (auto calculated).

A. through O. above are also explained at the bottom of the tab.

Tab: Equipment and Supplies

Purpose: To report equipment and supply expenses exclusively used for lead investigation activities.

Note: Do not include off site laboratory testing costs or other costs included in the federally approved indirect cost rate.

Instructions

1. List actual cost for each expensed item for the cost report period.
2. List each depreciable asset and actual depreciation expense. A depreciable asset is any equipment that has a cost \geq \$5,000.

Total expenses auto calculates.

Tab: Contractor, if applicable

Purpose: To document the cost incurred by contractors when completing lead investigation activities.

Instructions:

1. Enter Contractor name.

2. Enter Cost per investigation as outlined in contract.
3. Enter the total number of lead investigations completed by the contractor during the reporting period.
4. The total lead investigation contract cost will auto calculate.

Mileage

Purpose: To report mileage incurred during the cost report period for lead investigation activities.

Instructions

The local health department's mileage rate shall be provided to ODH at the start of the start of each contract year or whenever it changes. Mileage shall be reported in the Healthy Housing and Lead Poisoning Surveillance System by logging into the system and recording the total mileage. The following are the steps the LHD shall follow when entering the mileage into HHPSS.

1. Go to the Environmental module;
2. Click on the Investigation Summary link on the left hand side of the page;
3. Click on the Investigation Outcome tab;
4. Record the TOTAL mileage traveled for any part of the investigation in this field.
5. After the mileage is entered you should click the "Save Investigation Outcome" box. See the box on the next page.

https://odhgateway.odh.ohio.gov/RLWEB/Environmental/InvestigationSummary.aspx Investigation Summary

Ohio
Department of Health
HHL PSS

875 ADAMS AVE NW WARREN, OH 44483-4701 (2397417)

Home Clinical **Environmental** Administrative Reports

Find Address
Address Info
Associated Patients
Associated Tests
Environmental Letters
EVA
Investigation Summary
Notes
Property Owner Information
Renovation History
Radon History

Edit	Status	Investigator	Date Opened	Date Closed	Delete	Create Referral Event?
108167	Open	Cottrill, Jeff	8/2/2011		X	<input type="checkbox"/>

Print Investigation Referral

10+ Tests Associated to the Property

No Blood Tests Found

Investigation ID: 108167

Detail Sources Of Exposure Identified **Investigation Outcome** Lead Hazard Control Methods Used

Patient/BLL Associated When Case Opened Events Photos And Documents Risk Assessment Clearance Inspection

Save Investigation Outcome Click this box after mileage has been entered

Date Closed:

Closure Reason:

Target Investigation: ☐ Target Investigation Date:

Risk Assessment date(s): Mileage: x

Lead Hazard Control Issued? ☐ Date Issued: Date Received: Due Date:

First Extension Request Received: ☐ Date Received:

First Extension: ☐ Date Issued: Due Date:

Second Extension Request Received: ☐ Date Received:

Second Extension: ☐ Date Issued: Due Date:

Third Extension Request Received: ☐ Date Received:

Third Extension: ☐ Date Issued: Due Date:

Clearance Inspection date (s):

Notice of Compliance: ☐ Date Issued:

Notice of Non-Compliance /Order to Vacate: ☐ Date Issued:

Placard Placed: ☐ Date Placed:

Order Rescinded: ☐ Date Rescinded:

Order Rescinded Notes:

Time Study Instructions

Purpose: To document the percent of time individuals spend on lead investigation activities over a two week period. Only personnel costs associated with the provision of direct services for lead investigations can be included in the personnel costs. Do not include supervisory staff and centralized personnel and overhead costs which are not in compliance with 2 CFR 200 Subpart E (Cost Principles) Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards. All personnel who do not spend 100% of their time performing Lead Investigations must complete a time study or another acceptable method to allocate their time between programs in agreement with 42 CFR §75.405(d) Direct Cost Allocation Principles.

Lead investigations activities include HHLPSS entry and upload, contact with parent/guardian, completing questionnaire, travel time related to a lead investigation, onsite activities, and report writing.

Instructions:

1. Enter local health department name and investigator name.
2. Enter reporting period start and end date.
3. For each day enter the start and end time.
4. Track activities in 15 minute intervals by choosing the appropriate activity code. Activity codes are listed on each tab.
5. The percent of time spent on lead investigation activities will auto calculate on the Overview tab. This percent shall be entered in column K on the Personnel tab of the Cost Report.