



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

April 5, 2024

RE: Provider Agreement Addendum Accounts Payable Submissions

To All Nursing Home Providers,

Effective January 1, 2024, the Medicaid Provider Agreement was amended to include a requirement that nursing homes are to submit semi-annual accounts payable (AP) reports not later than September 30th and March 31st every year to the Department. The reports should reflect the most recent accounts payable schedule for your nursing home. As an example, reports submitted by September 30th should reflect AP balances as of September 1st and reports submitted for March 31st should reflect AP balances as of March 1st.

The Department has received a request to provide an example of what the report should include and to clarify formatting. Nursing homes should submit an AP report that includes the AP balances broken out in time periods of 90-120 days past due, and 121+ days past due. Reports should not include vendor names, client names, or other sensitive information. Nursing homes are to provide a “rolled up” dollar amount that reflects the account balances for the requested time period. It is not a requirement to include service categories or vendor names in the report. If a facility does report additional information, please deidentify each line in the report. Below examples are for illustrative purposes only:

Example 1

	90-120 days past due	121+ days past due
“Item 1”	\$	\$
“Item 2”	\$	\$
“Item 3”	\$	\$
...	\$	\$

Example 2

	90-120 days past due	121+ days past due
“Food Vendors”	\$	\$
“Utilities”	\$	\$
“Contracted Vendors”	\$	\$
...	\$	\$

Example 3

	90-120 days past due	121+ days past due
“All Accounts Combined”	\$	\$

Please note: AP aging schedules must be submitted in Microsoft Excel. PDF documents will not be accepted. For any nursing home with balances of zero (“0”), please provide the Department with a short letter indicating no outstanding balance for the time period requested (90-days past due).

Any questions should be directed to Nick Mazzatto, Principal Cost Analyst, Reimbursement and Certificate of Need, Department of Social Services, Nicholas.Mazzatto@ct.gov.

Sincerely,

Nicole Godburn, MBA
Fiscal Manager, Reimbursement & CON

Cc: John Jakubowski, DSS
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