**Section 140.542 Cost Reports-Filing Requirements**

Long term care (SNF/ICF) and residential (ICF/MR) facilities, and developmental training (DT) programs shall file cost reports with the Department of Public Aid in accordance with the following requirements:

a) All schedules contained in the cost reports must be completed with the exception of those schedules specified in the cost report instructions as optional. Substitution of cost report schedules with provider records or other documents may not be made without written prior approval from the Department. Approval will be granted if the provider's documents contain the same information as the cost report schedule and the provider is not and does not anticipate serving public aid clients.

b) The cost report is not complete until all required schedules are filed and all inquiries to the provider are satisfactorily resolved. A provider will be notified by the Department in writing when the cost report is complete.

c) If the cost report is prepared by other than the provider's administrator or officer, the certification must be signed by the preparer as well as the officer or administrator. The preparer's declaration is based upon all information of which the preparer has any knowledge.

d) All financial data contained in the cost report must be accounted for on the accrual basis of accounting, except that governmental institutions operating on a cash method of accounting may submit data based on such a method.

e) Once a cost report has been correctly filed, no changes for the purpose of maximizing reimbursement shall be permitted. For example, it is not allowable to capitalize items which had been expensed on the cost report (or vice versa) unless the original method was clearly inconsistent with instructions for completion of cost reports and the Department has mandated the change.

(Source: Amended at 14 Ill. Reg. 18508, effective October 30, 1990)