


Indiana Office of Medicaid Policy and Planning
Long Term Care Facility
Cost Report Internal Control Questionnaire

Please complete the enclosed Cost Report Internal Control Questionnaire and attach to your annual financial report submitted to the Indiana Medicaid Rate Setting Contractor Myers and Stauffer LC. A printed version of the form is attached for your use in completing manually, or you may complete the Questionnaire in electronic format as further explained below. In either case, all questions must be completed, and the entire form must be printed and signed by an authorized representative of the provider to be accepted.

General Instructions

The Cost Report Internal Control Questionnaire applies to nursing facilities (NF), community residential facilities for the developmentally disabled (CRF/DD) and non-state intermediate care facilities for the mentally retarded (ICFs/MR). For mutli-facility provider operations, one (1) ICQ may be completed for the entire organization. Responses that are not fully applicable to all facilities in the organization should be documented.

Instructions for using the electronic form

1. The electronic version of the Questionnaire is on the Myers and Stauffer website, at www.in.mslc.com
2. The electronic version of the Questionnaire is set up as a Word document and is locked so that no text, formatting, or other form changes are allowed. Provider response information can only be keyed into the shaded answer areas or into the comment section of the form. Providers that elect to use the electronic version should complete the form electronically, and then print the entire completed document for submission with the Medicaid annual financial report.
3. For certification purposes, a printed and signed copy of the form must be submitted. Print the completed form, sign and date the Certification page, **and return the entire printed form**.
4. User Tips:
 - Use the TAB and Shift-TAB keys to move forward and backward between the answer fields in the form. Navigating around the form can also be done with your mouse, scroll bars, page up/down, etc.
 - Clicking on the  (which appears to the right of the words “Choose below” in each answer field when selected) will bring a drop down “pick list,” where you can click on your response. Press the TAB key or use the mouse to continue.
 - You may call Myers and Stauffer at (317) 846-9521 if you need help using, saving, printing, or submitting this electronic form.