



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long Term-Support Administration
Management Services Division
PO Box 45600, Olympia, WA 98504-5600

February 1, 2017

AL TSA: NH Rates #2017-001

RE: WHO CAN SIGN THE CERTIFICATION PAGE

Dear Nursing Facility Administrator:

The Department has reviewed the policy interpretation regarding who may sign the cost report certification page. The current WAC and RCW are provided below:

WAC 388-96-117

Certification requirement.

The contractor as defined in RCW 74.46.020(13) must certify under penalty of perjury that the cost report or an amendment to it is a true, correct, and complete representation of actual costs related to patient care prepared in accordance with applicable instructions provided by the department, chapter 388-96 WAC, and chapter 74.46 RCW. Further, where other costs not related to patient care are shown, they are classified as unallowable.

RCW 74.46.020

Definitions.

(10) "Contractor" means a person or entity licensed under chapter 18.51 RCW to operate a Medicare and Medicaid certified nursing facility, responsible for operational decisions, and contracting with the department to provide services to Medicaid recipients residing in the facility.

The Department has previously interpreted this to mean that the contractor was the only acceptable signer. If the contractor was a legal entity, a partner, officer, or official of that legal entity could sign as a representative.

After reviewing this interpretation and taking into consideration comments from the industry, the Office of Rates Management (ORM) has broadened the scope of who may sign to include the facility Administrator. By signing the certification page of the cost report, the Administrator is acting as an agent of the contractor. Administrators are traditionally given delegated authority from the contractor, such as operational decisions, for a facility. ORM has determined that these delegated duties are sufficient enough in scope and obligation to allow an extension of signatory authority to Administrators. Additionally, this change will bring ORM into alignment with other DSHS agencies on the issue of who may sign state documents on behalf of a nursing facility.

For a standard cost report, an administrator may only sign for a facility at which they are an administrator at the time of submission. For a closing cost report, only the administrator at the time of the CHOW may sign.

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Please note that this decision is expanding the definition of who may sign and does not remove signing authority from anyone. A signed cost report certifies that the cost report reflects a true and accurate accounting, which is not to be taken lightly. If a facility or chain wishes to continue to allow only licensed individuals, partners, officers, or officials to sign their cost report that is the prerogative of each contractor.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Graham", written in a cursive style.

Peter Graham, Chief
Office of Rates Management