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TABLE 1

BALANCE SHEET ACCOUNTS-ASSETS

CURRENT ASSETS

1001 Petty Cash

1010 Cash in Bank

1010.1	-	General Account
1010.2	-	Payroll account
1010.3	-	Savings account
1010.4	-	Imprest cash funds
1010.5	-	Certificates of deposit
1010.6	-	Money market
1010.7	-	Resident funds

These cash accounts represent the amount of cash deposited in banks or financial institutions.

1030 Accounts Receivable

1030.1	-	Private
1030.2	-	Medicare
1030.3	-	Medicaid
1030.4	-	Other Payors

The balances in these accounts represent the amounts due the LTCF for services delivered and/or supplies sold.

1040 Allowance for Uncollectible Accounts Receivable

This account represents the estimated amount of uncollectible receivables.

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1050 Notes Receivable

This account represents notes receivable due on demand, or that portion of notes due within twelve (12) months of the balance sheet date.

1060 Allowance for Uncollectible Notes Receivable

This account represents the estimated amount of uncollectible notes receivables.

1070 Other Receivables

- 1070.1 - Employees
- 1070.2 - Sundry

1080 Cost Settlements

- 1080.1 - Medicare
- 1080.2 - Medicaid

These accounts represent amounts due provider from current or prior unsettled cost reporting periods.

1090 Inventories

- 1090.1 - Medical and program supplies
- 1090.2 - Dietary
- 1090.3 - Gift shop
- 1090.4 - Housekeeping supplies
- 1090.5 - Laundry and linen
- 1090.6 - Maintenance

These accounts represent the cost of unused LTCF supplies.

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1100 Prepaid Expenses

1100.1	-	Insurance
1100.2	-	Interest
1100.3	-	Rent
1100.4	-	Pension plan
1100.5	-	Service contract
1100.6	-	Taxes
1100.7	-	Other

These accounts represent payments for costs which will be charged to future accounting periods.

1110 Short - Term Investments

1110.1	-	U.S. Government securities
1110.2	-	Marketable securities
1110.3	-	Other

1120 Special Expenses

1120.1	-	Telephone systems
1120.2	-	Prior authorized medical equipment

Unamortized cost of telephone systems and prior authorized medical equipment. Amortized cost of telephone systems acquired before 12/1/92, if the costs were reported as administrative and general on the facility's cost report for the period ending 12/31/92, should be reported in account 7620. Amortized cost of prior authorized medical equipment should be reported in account 7400.

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1200 Property, Plant and Equipment

Nursing facilities that did not change operator on or after 7/01/93 need only use group (A). Nursing facilities that did change operator on or after 7/01/93 use groups (A) and (B).

- (A) 1200.1 - Land
- 1200.2 - Land improvements
- 1200.3 - Building and building improvements
- 1200.4 - Equipment
- 1200.5 - Transportation equipment
- 1200.6 - Leasehold improvements
- 1200.7 - Financing cost - cost of issuing bonds, underwriting fees, closing costs, mortgage points, etc.

- (B) NFs that changed operator on or after 7/01/93 use this group to report assets acquired through a change of operator on or after 7/01/93.
 - 1200.8 - Land acquired on or after 7/01/93 through a change of operator
 - 1200.9 - Building and building improvements acquired on or after 7/01/93 through a change of operator
 - 1200.10 - Equipment acquired on or after 7/01/93 through a change of operator

- (C) (Assets under capital lease)
 - 1200.18 - Assets under capital lease - prior to 5/27/92
 - 1200.19 - Assets under capital lease - on or after 5/27/92

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1250 Accumulated Depreciation and Amortization - Prop., Plant and Equip.

Nursing facilities that did not change operator on or after 7/01/93 need only use group (A). Nursing facilities that did change operator on or after 7/01/93 use groups (A) and (B).

- (A) 1250.1 - Land improvements
- 1250.2 - Building and building improvements
- 1250.3 - Equipment
- 1250.4 - Transportation equipment
- 1250.5 - Leasehold improvements
- 1250.6 - Financing cost-cost of issuing bonds, underwriting fees, closing costs, mortgage points, etc.

- (B) NFs that changed operator on or after 7/01/93 use this group to report assets acquired through a change of operator on or after 7/01/93.
 - 1250.7 - Building and building improvements acquired on or after 7/01/93 through a change of operator
 - 1250.8 - Equipment acquired on or after 7/01/93 through a change of operator

- (C) (Assets under capital lease)
 - 1250.18 - Assets under capital lease - prior to 5/27/92
 - 1250.19 - Assets under capital lease - on or after 5/27/92

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1300 Nonextensive Renovations
As defined in the ORC.

- (A) 1300.1 - Building and building improvements
- 1300.2 - Equipment
- 1300.3 - Leasehold improvements
- 1300.4 - Financing Cost - cost of issuing bonds, underwriting fees, closing costs, mortgage points, etc.

- (B) (Assets under capital lease)
 - 1300.9 - Assets under capital lease - prior to 5/27/92
 - 1300.10 - Assets under capital lease - on or after 5/27/92

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OTHER ASSETS

1400 Non-Current Investments

- 1400.1 - Certificates of deposit
- 1400.2 - U.S. Government securities
- 1400.3 - Bank savings account
- 1400.4 - Marketable securities
- 1400.5 - Cash surrender value of insurance
- 1400.6 - Replacement reserve
- 1400.7 - Funded depreciation

1410 Deposits

- 1410.1 - Workers= compensation
- 1410.2 - Leases
- 1410.3 - Other

1420 Due From Owners/Officers

- 1420.1 - Officers
- 1420.2 - Owners

1430 Deferred Charges and Other Assets

- 1430.1 - Escrow accounts
- 1430.2 - Deferred loan costs and finance charges except property, plant and equipment
- 1430.3 - Organization expenses
- 1430.4 - Goodwill
- 1430.5 - Start-up costs

1440 Notes Receivable - Long Term

This account represents notes receivable or portion thereof due more than twelve (12) months from balance sheet date.

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TABLE 2**BALANCE SHEET ACCOUNTS – LIABILITIES****CURRENT LIABILITIES**

2010 Accounts Payable

2010.1	-	Trade
2010.2	-	Resident deposits-private
2010.3	-	Resident funds

These accounts represent amounts due to vendors, creditors, and residents for services and supplies purchased, which are payable within one (1) year of the balance sheet date.

2020 Cost Settlements

2020.1	-	Medicare
2020.2	-	Medicaid

These accounts represent amounts due to Medicare or Medicaid from current or prior unsettled cost reporting periods.

2030 Notes Payable

2030.1	-	Notes payable - vendors
2030.2	-	Notes payable - bank
2030.3	-	Notes payable - other

These accounts represent amounts due vendors and banks, evidenced by promissory notes, payable on demand, or due within one year of the balance sheet date.

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2040 Current Portion of Long Term Debt

This account represents the principal of notes, loans, mortgages, capital lease obligations or bonds due within twelve (12) months of the balance sheet date.

2050 Accrued Compensation

2050.1	-	Salaries and wages
2050.2	-	Vacations
2050.3	-	Sick leave
2050.4	-	Bonuses
2050.5	-	Pensions - retirements plans
2050.6	-	Profit sharing plans

2060 Payroll Related Withholding and Liabilities

2060.1	-	Federal income
2060.2	-	FICA
2060.3	-	State
2060.4	-	Local income
2060.5	-	Employer=s portion of FICA/Medicare taxes or OPERS
2060.6	-	Group insurance premium
2060.7	-	State unemployment taxes
2060.8	-	Federal unemployment taxes
2060.9	-	Worker=s compensation
2060.10	-	Union dues

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2080 Taxes Payable

- 2080.1 - Real estate
- 2080.2 - Personal property
- 2080.3 - Federal income tax
- 2080.4 - State income tax/franchise tax
- 2080.5 - Local income tax
- 2080.6 - Sales taxes
- 2080.7 - Other taxes

2090 Other Liabilities

- 2090.1 - Accrued interest
- 2090.2 - Dividends payable
- 2090.3 - Other
- 2090.4 - Franchise permit fee

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LONG TERM LIABILITIES

2410 Long Term Debt

2410.1	-	Mortgages
2410.2	-	Bonds
2410.3	-	Notes payable
2410.4	-	Construction loans
2410.5	-	Capital lease obligations
2410.6	-	Life insurance policy loan

These accounts reflect liabilities that have maturity dates extending beyond one (1) year after the balance sheet date.

2420 Related Party Loans

Interest allowable under Medicare guidelines.

2430 Related Party Loans

Interest non-allowable under Medicare guidelines.

2440 Non-Interest Bearing Loans From Owners

See the Centers for Medicare and Medicaid Services (CMS) Publication 15-1, section 1210 (REV. 11/05).

2450 Deferred Liabilities

2450.1	-	Revenue
2450.2	-	Federal income taxes
2450.3	-	State income taxes
2450.4	-	Local income taxes

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TABLE 3**BALANCE SHEET ACCOUNT-CAPITAL**

This account represents the difference between total assets and total liabilities for the reporting entity. This account includes capital of for-profit entities and not-for-profit entities (fund balance). It also represents the net effect of all the transactions within account balances, including but not limited to contributions, distributions, transfers between funds and current year profit or loss. In addition, it represents capital stock and associated accounts.

3000 Capital

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TABLE 4

REVENUE ACCOUNTS

ROUTINE SERVICE REVENUES

- 5010 Room and Board - Private
- 5011 Room and Board - Medicare
- 5012 Room and Board - Medicaid
- 5013 Room and Board - Veterans
- 5014 Room and Board - Other

ANCILLARY SERVICE REVENUES

- 5020 Physical Therapy
- 5030 Occupational Therapy
- 5040 Speech Therapy
- 5050 Audiology Therapy
- 5060 Respiratory Therapy

- 5070 Medical Supplies - Medicare
Items which are billable to Medicare regardless of payor type.
 - 5070.1 - Medicare B-Medicaid
 - 5070.2 - Medicare B-Other
 - 5070.3 - Private
 - 5070.4 - Medicare A
 - 5070.5 - Veterans
 - 5070.6 - Other
 - 5070.7 - Medicaid

- 5080 Medical Supplies - Routine
Medicaid allowable supplies which are not billable to Medicare regardless of payor type.

- 5085 Habilitation Supplies

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- 5090 Medical Minor Equipment - Medicare
Items which are billable to Medicare regardless of payor type.
- 5090.1 - Medicare B-Medicaid
 - 5090.2 - Medicare B-Other
 - 5090.3 - Private
 - 5090.4 - Medicare A
 - 5090.5 - Veterans
 - 5090.6 - Other
 - 5090.7 - Medicaid
- 5100 Medical Minor Equipment - Routine
Medicaid allowable equipment which are not billable to Medicare regardless of payor type.
- 5110 Enteral Nutrition Therapy - Medicare
Items which are billable to Medicare regardless of payor type.
- 5110.1 - Medicare B-Medicaid
 - 5110.2 - Medicare B-Other
 - 5110.3 - Private
 - 5110.4 - Medicare A
 - 5110.5 - Veterans
 - 5110.6 - Other
 - 5110.7 - Medicaid
- 5120 Enteral Nutrition Therapy - Routine
Medicaid allowable enterals which are not billable to Medicare regardless of payor type.
- 5140 Incontinence Supply
- 5150 Personal Care
- 5160 Laundry Service - Routine

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OTHER SERVICE REVENUES

These accounts represent other charges for services as well as for certain services not covered by the Medicaid program.

- 5310 Dry Cleaning Service
- 5320 Communications
- 5330 Meals
- 5340 Barber and Beauty
- 5350 Personal Purchases - Residents
- 5360 Radiology
- 5370 Laboratory
- 5380 Oxygen
- 5390 Legend Drugs
- 5400 Other, Specify

NON-OPERATING REVENUES

- 5510 Management Services
- 5520 Cash Discounts
- 5530 Rebates and Refunds
- 5540 Gift Shop
- 5550 Vending Machine Revenues
- 5555 Vending Machine Commissions
- 5560 Rental-Space
- 5570 Rental-Equipment
- 5580 Rental-Other
- 5590 Interest Income - Working Capital
- 5600 Interest Income - Restricted Funds
- 5610 Interest Income - Funded Depreciation
- 5620 Interest Income - Related Party Revenue
- 5625 Interest Income - Contributions
- 5630 Endowments
- 5640 Gain/Loss on Disposal of Assets

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- 5650 Gain/Loss on Sale of Investments
- 5660 Nurse Aide Training Program Revenue
- 5670 Unrestricted Contributions

DEDUCTIONS FROM REVENUES

- 5710 Contractual Allowance - Medicare
- 5720 Contractual Allowance - Medicaid

- 5730 Contractual Allowance - Other
A single account which is the sum of 5710, 5720 and 5730 can be maintained by those LTCFs that do not record contractual allowances by payment source. Detail supporting this single account must be available.

- 5740 Charity Allowance

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TABLE 5

TAX COST

PROPERTY TAXES

- 6060 Real Estate Taxes
Real property tax expense incurred by the provider.
- 6070 Personal Property Taxes
Personal property tax expense incurred by the provider.
- 6080 Franchise Tax
Allowable portion of franchise tax as defined in section 2122.4, of the ACMS
Publication 15-1.@(REV. 11/05)
- 6085 Commercial Activity Tax (CAT)
Annual business privilege tax; begun July 1, 2005.

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TABLE 6

DIRECT CARE COST CENTER

These accounts include costs that are specified and represent expenses related to the delivery of nursing and habilitation/rehabilitation services. The term **A**icensed@ refers to state of Ohio licensure.

NURSING AND HABILITATION/REHABILITATION

6100 Medical Director

A physician licensed under state law to practice medicine, that is responsible for the implementation of resident care policies, and the coordination of medical care in the facility.

- 6100.1 - Medical director salary
- 6100.2 - Medical director contract

6105 Director of Nursing

A full time registered nurse who has, in writing, administrative authority, responsibility, and accountability for the functions, activities and training of the nursing services staff, and serves only one nursing facility in this capacity. (NFs that receive a waiver from the state of Ohio are not required to have a full-time director of nursing.)

- 6105.1 - Director of nursing salary
- 6105.2 - Director of nursing contract

6110 RN Charge Nurse

A registered nurse (RN) designated by the director of nursing who is responsible for the supervision of the nursing activities in the facility.

- 6110.1 - RN charge nurse salary
- 6110.2 - RN charge nurse contract

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6115 LPN Charge Nurse

A licensed practical (vocational) nurse designated by the director of nursing who is responsible for the supervision of the nursing activities in the facility.

- 6115.1 - LPN charge nurse salary
- 6115.2 - LPN charge nurse contract

6120 Registered Nurse

Salary of registered nurses providing direct nursing care to residents. This account does not include registered nurses from a nursing pool agency (purchased nursing).

- 6120.1 - Registered nurse salary
- 6120.2 - Registered nurse contract

6125 Licensed Practical Nurse

Salary of licensed practical nurses providing direct nursing care to residents. This account does not include licensed practical nurses from a nursing pool agency (purchased nursing).

- 6125.1 - Licensed practical nurse salary
- 6125.2 - Licensed practical nurse contract

6130 Nurse Aides

Salary of individuals, other than licensed health professionals, directly providing nursing or nursing-related services to residents in a facility and non-technical personnel providing support for direct nursing care to residents. Their responsibilities may include, but are not limited to: bathing, dressing, and personal hygiene of the residents, as well as activities of daily living. This account does not include nurse aides from a nursing pool agency (purchased nursing). (Excludes housekeeping and laundry duties.)

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- 6170 Habilitation Staff
Personnel trained in habilitation who provide habilitation services.
- 6170.1 - Habilitation staff salary
 - 6170.2 - Habilitation staff contract
- 6185 Respiratory Therapist
A professional licensed under state law to render respiratory care.
- 6185.1 - Respiratory therapist salary
 - 6185.2 - Respiratory therapist contract
- 6205 Quality Assurance
Individuals providing the quality assurance functions in the facility, as overseen by the committee established under 42 CFR, Section 483.75 (O) (10-1-03 edition <http://www.gpoaccess.gov/cfr/index.html>). (Supplies are included in program supplies.) This account includes costs previously reported as utilization review personnel.
- For NFs located in the city of Cincinnati, this account includes the minimum hour requirement for physical therapist to comply with Cincinnati Municipal Code Chapter 847, Nursing Homes, Section 847-19 ~~Personnel Requirements~~ effective 02-14-03.
<http://www.municode.com/resources/gateway.asp?pid=19996&sid=35>.
- 6205.1 - Quality assurance salary
 - 6205.2 - Quality assurance contract
- 6210 Consulting and Management Fees
Direct care consulting fees paid to a non-related entity pursuant to the OAC, necessary pursuant to CMS Pub. 15-1, Section 2135 (REV. 11/05), and that do not duplicate services or functions provided by the facility's staff or other provider contractual services.

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6220 Other Direct Care Medical Services

Direct care medical services not previously listed.

- 6220.1 - Other direct care salary
- 6220.2 - Other direct care contract

6230 Home Office Costs/Direct Care

Direct care expenses of a separate division or entity which owns, leases or manages more than one facility (home office). These costs must be related to patient care and are limited to home office personnel functioning in place of the facility personnel in the nursing and habilitation/rehabilitation costs as specified in the direct care cost center, and are allocated to the facility in accordance with ACMS Publication 15-1, sections 2150 through 2150.3, Home Office Costs (REV. 11/05).

- 6230.1 - Home office/direct care salary
- 6230.2 - Home office/direct care other

6240 Qualified Mental Retardation Professional

A professional with at least one year of experience working directly with persons with mental retardation or other developmental disabilities; and is one of the following:

- (i) A doctor of medicine or osteopathy
- (ii) A registered nurse
- (iii) An individual who holds at least a bachelor's degree in a professional category specified in 42 CFR, Section 483.430, Paragraph (b)(5).
(10-1-03 edition <http://www.gpoaccess.gov/cfr/index.html>)

- 6240.1 - QMRP salary
- 6240.2 - QMRP contract

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6250 Program Director

An individual to carry out and monitor the various professional interventions in accordance with the stated goals and objectives of every individual program plan; must implement the active treatment or specialized service program defined by each resident's individual program plan; works directly with residents and with paraprofessional, nonprofessional and other professional program staff who work with residents.

- 6250.1 - Program director salary
- 6250.2 - Program director contract

6260 Habilitation Supervisor

Supervisor responsible for the delivery of services to residents with mental retardation or developmental disabilities in a nursing facility to allow them to attain or maintain their highest practicable level of functioning.

- 6260.1 - Habilitation supervisor salary
- 6260.2 - Habilitation supervisor contract

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MEDICAL SUPPLIES

Medical supplies - items which are disposable, or have a limited life expectancy, including but not limited to: atomizers and nebulizers, catheters, adhesive backed foam pads, eye shields, hypodermic syringes and needles. Routine nursing supplies such as: isopropyl alcohol; analgesic rubs; antiseptics; cotton balls and applicators; elastic support stockings; dressings (adhesive pads, abdominal pads, gauze pads and rolls, eye pads, stockinette; enema administration apparatus and enemas; hydrogen peroxide; glycerin swabs; lubricating jellies (Vaseline, KY Jelly, etc.); plastic or adhesive bandages (e.g. Band-Aids); medical tape; tongue depressors; tracheotomy care sets and suction catheters; tube feeding sets and component supplies; over the counter drugs, etc. (excludes incontinence supplies, enterals, and all items that are directly billed by supplier to Medicare and Medicaid.)

For those facilities participating in Medicaid and not in Medicare, all medical supplies are to be classified in account 6001. For those facilities participating in both the Medicare and Medicaid programs, medical supplies must be categorized and classified as follows:

- 6301 Medical Supplies Billable to Medicare
Medical supplies for facilities participating in Medicare which are billable to Medicare regardless of payor type.
- 6311 Medical Supplies Non-Billable to Medicare
Medical supplies for facilities not participating in Medicare, as well as medical supplies for facilities which are not billable to Medicare regardless of payor type.
- 6320 Oxygen
Oxygen defined as emergency stand-by oxygen only; all other oxygen should be directly billed by supplier to Medicaid.

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- 6330 Habilitation Supplies
Supplies used to provide services measured by the minimum data set version 2.0 (MDS 2.0) group, which assist the resident to cope with: daily living; aging process; and perform tasks normally performed at his/her chronological stage of development. Does not include cost of meals for out of facility functions.
- 6340 Universal Precaution Supplies
Supplies required for the protection of residents and facility staff while performing procedures which involve the handling of bodily fluids. Supplies include: masks, gloves, gowns, goggles, boots, and eye wash. (Excludes trash bags and paper towels.)

PURCHASED NURSING SERVICES

Expenses incurred by the facility to a nursing pool agency for temporary direct care personnel.

- 6401 Registered Nurse Purchased Nursing
Registered nurses providing direct nursing care to residents.
- 6411 Licensed Practical Nurse Purchased Nursing
Licensed practical nurses providing direct nursing care to residents.
- 6421 Nurse Aides Purchased Nursing
Individuals, other than licensed health professionals, directly providing nursing or nursing-related services to residents in a facility and non-technical personnel providing support for direct nursing care to residents. Their responsibilities may include, but are not limited to: bathing, dressing, and personal hygiene of the residents, as well as activities of daily living. (Excludes housekeeping and laundry duties.)

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NURSE AIDE TRAINING

6500 In-House Trainer Wages

This account includes and is limited to, train the trainer salary or wages while attending a state approved program, guest speaker fees, salaries and wage expense for the primary instructor and program coordinator providing facility-based nurse aide training programs in order to comply with the Ohio Revised Code.

6511 Classroom Wages: Nurse Aides

This account is limited to, wages paid to nurse aides during the classroom portion of the state approved training and competency evaluation programs, wages paid for continuing education pursuant to the Ohio Revised Code, and wages paid during the state approved competency test including travel time. Include only those wages paid for your own facility staff.

6521 Clinical Wages: Nurse Aides

This account is limited to, wages paid to nurse aides during the clinical portion of the state approved training and competency evaluation programs and wages paid for continuing education pursuant to the Ohio Revised Code. Include only those wages paid for your own facility staff.

6531 Books and Supplies

This account is limited to books and supplies expense incurred by the facility for nurse aide training, i.e., textbooks, reference material used for class preparation. This account does not include costs that may be used in more than one cost center, i.e., office supplies, expense of operating a copier, linens, computers, etc. (Mannequins will only be considered in their entirety and are subject to the capitalization policy stated in the capital cost center, paragraph A.)

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- 6541 Transportation
This account is limited to the mileage allowance, e.g., using the individual's own vehicle, paid to nurse aides from your facility to attend either a classroom or clinical training session at a state approved nurse aide training program and/or mileage allowance paid to nurse aides to attend state approved competency tests. This account does not include expense incurred for the use of a facility's own vehicle.
- 6551 Tuition Payments
This account is limited to tuition payments to other entities that provide state approved nurse aide training for your nurse aides in order to comply with the Ohio Revised Code, excluding payments to other nursing facilities.
- 6560 Tuition Reimbursement
This account is limited to the reimbursement of costs incurred by the facility to reimburse an individual who is not employed, or does not have an offer to be employed, as a nurse aide but becomes employed by, or received an offer for employment from, the facility not later than twelve months after completing a nurse aide training and competency evaluation program. Reimbursement to the nurse aide shall be made on a prorata basis during the period in which the individual is employed as a nurse aide.
- 6570 Contractual Payments to Other Nursing Facilities
The account is limited to payments to other nursing facilities that provide state approved nurse aide training for your nurse aides in order to comply with the Ohio Revised Code.
- 6580 Registration Fees and Application Fees
This account is limited to all registration fees and application fees necessary to comply with the Ohio Revised Code, i.e., train the trainer fees in order to comply with the Ohio Revised Code and state approved competency exam fees for nurse aides.

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6590 Employee Fringe Benefits

Nurse aide training (series # 6500) - This account is limited to fringe benefits for employees providing and/or attending state approved nurse aide training/testing programs pursuant to the Ohio Revised Code. Includes self insurance funds. (This account excludes vacation and sick pay salary.)

DIRECT PAYROLL TAXES, FRINGE BENEFITS, STAFF DEVELOPMENT

This series represents payroll taxes, workers= compensation, fringe benefits, EAP administrator, self funded programs administrator and staff development.

6700 Payroll Taxes

Direct care payroll related expenses incurred which are: employer=s portion of FICA taxes or Ohio public employees retirement system (OPERS); state unemployment taxes or self insurance funds for unemployment compensation as stated in ACMS Publication 15-1,@ section 2122.6 (REV. 11/05); and federal unemployment taxes (excludes purchased nursing).

6710 Workers= Compensation

Direct care premiums incurred by the facility for state of Ohio bureau of workers= compensation or self insurance program as stated in ACMS Publication 15-1,@ section 2122.6 (REV. 11/05) (excludes purchased nursing).

6720 Employee Fringe Benefits

Direct care fringe benefits such as: medical and life insurance premiums or self insurance funds; employee stock option program; pension and profit sharing; personal use of autos; employee inoculations, employee assistance program, and employee meals, as defined in ACMS Publication 15-1,@ section 2144 (REV. 11/05). If fringe benefits are discriminatory to owners and related parties, they are considered part of compensation. This account does not include benefits for nursing facility personnel in account 6590, employee fringe benefits for nurse aide training. (This account excludes purchased nursing as well as vacation and sick pay salary.)

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6730 Employee Assistance Program Administrator - Direct Care
An individual who performs the duties of the employee assistance program administrator for direct care personnel.

6730.1 - EAP administrator direct care salary
6730.2 - EAP administrator direct care contract

6740 Self Funded Programs Administrator - Direct Care
An individual who performs the administrative functions of the self insured programs. (Report only the portion related to direct care.)

6740.1 - Self funded admin. direct care salary
6740.2 - Self funded admin. direct care contract

6750 Staff Development - Direct Care
Continuing training that enables the employee to perform his or her duties effectively, efficiently, and competently. Includes travel costs for individual's own vehicle, associated with direct care personnel for attending training. This account does not include expenses incurred for the use of a facility's own vehicle, or dues, subscriptions and licenses. **A**Salary@includes only the trainer wages. **A**Other@costs include registration fees, travel and per diem expenses, training supplies and contract trainer fees.

6750.1 - Staff development direct care salary
6750.2 - Staff development direct care contract

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TABLE 7**ANCILLARY/SUPPORT COST CENTER**

Ancillary/Support costs includes costs other than direct care costs, tax costs, or capital costs.

7000	Dietitian		
	Service provided by a professional licensed under Ohio law, as qualified in the Ohio Revised Code.		
	7000.1	-	Dietitian salary
	7000.2	-	Dietitian contract
7005	Food Service Supervisor		
	An individual supervising the dietary procedures and/or personnel.		
	7005.1	-	Food service supervisor salary
	7005.2	-	Food service supervisor contract
7015	Dietary Personnel		
	Personnel providing dietary services. (Excludes dietitian, food service supervisor, and personnel reported in account 7050, contract meals personnel.)		
	7015.1	-	Dietary personnel salary
	7015.2	-	Dietary personnel contract
7025	Dietary Supplies and Expenses		
	Dietary items such as: dishes, dish-washing liquid, plastic wrap, cooking utensils, silverware and dietary supplies. (Excludes equipment or repairs as well as housekeeping items such as paper towels, trash bags, etc.)		

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- 7030 Dietary Minor Equipment
Dietary equipment which does not meet the facility's capitalization criteria specified in the Ohio Administrative Code (OAC).
- 7035 Dietary Maintenance and Repair
Maintenance supplies, purchased services and maintenance contracts for the dietary department.
- 7040 Food In-Facility
Food required to prepare meals in the facility.
- 7045 Employee Meals
Employee meals that do not qualify under ACMS Publication 15-1, section 2144 Fringe Benefits (REV. 11/05).
- 7050 Contract Meals and Contract Meals Personnel
Expenses associated with contracting for the food service function in the facility. (Includes food services delivered to the facility from an outside vendor.)

For those facilities participating in Medicaid and not in Medicare, all enteral nutritional therapy and additives (food facilitators), whether administered orally or tube fed, are to be classified in account 7056. For those facilities participating in both the Medicare and Medicaid programs, enterals must be categorized and classified as follows:

- 7055 Enterals: Medicare Billable
Enteral nutritional therapy and additive (food facilitators), whether administered orally or tube fed, for facilities participating in Medicare which are billable to Medicare regardless of payor type. Excludes parenteral enteral nutritional therapy that is directly reimbursed by Medicaid (fee for service), as well as all parenteral nutrition therapy.

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7056 Enterals: Medicare Non-Billable

Enteral nutritional therapy and additives (food facilitators), whether administered orally or tube fed, for facilities not participating in Medicare, as well as enterals for facilities which are not billable to Medicare regardless of payor type. Excludes peptamen enteral nutritional therapy that is directly reimbursed by Medicaid (fee for services), as well as all parenteral nutrition therapy.

DIETARY PAYROLL TAXES, FRINGE BENEFITS, STAFF DEVELOPMENT

7060 Payroll Taxes - Dietary

(series #7000) Payroll related expenses incurred which are: employer's portion of FICA taxes or Ohio public employees retirement system (OPERS); state unemployment taxes or self insurance funds for unemployment compensation as stated in ACMS Publication 15-1,@ section 2122.6 (REV. 11/05); and federal unemployment taxes.

7065 Workers=Compensation - Dietary

(series #7000) premiums incurred by the facility for state of Ohio bureau of workers=compensation or self insurance program as stated in ACMS Publication 15-1,@section 2122.6 (REV. 11/05).

7070 Employee Fringe Benefits - Dietary

(series #7000) fringe benefits such as: medical and life insurance premiums or self insurance funds; employee stock option program; pension and profit sharing; personal use of autos; employee inoculations, employee assistance program, and employee meals, as defined in ACMS Publication 15-1,@ section 2144 (REV. 11/05). If fringe benefits are discriminatory to owners and related parties, they are considered part of compensation. (This account excludes vacation and sick pay salary.)

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7075 Employee Assistance Program Administrator-Dietary
(series #7000) an individual who performs the duties of the employee assistance program administrator for dietary personnel.

- 7075.1 - EAP administrator dietary salary
- 7075.2 - EAP administrator dietary contract

7080 Self Funded Programs Administrator - Dietary
(series #7000) an individual who performs the administrative functions of the self insured programs. (Report only the portion related to dietary.)

- 7080.1 - Self funded administrator dietary salary
- 7080.2 - Self funded administrator dietary contract

7090 Staff Development - Dietary
(series #7000) continuing training that enables the employee to perform his or her duties effectively, efficiently, and competently. Includes travel costs for individuals own vehicle, associated with dietary personnel for attending training. This account does not include expenses incurred for the use of a facility's own vehicle, or dues, subscriptions and licenses. **A**Salary@includes only the trainer wages. **A**Other@costs include registration fees, travel and per diem expenses, training supplies and contract trainer fees.

- 7090.1 - Staff development dietary salary
- 7090.2 - Staff development dietary other

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MEDICAL/HABILITATION, PHARMACEUTICAL AND INCONTINENCE SUPPLIES

7105 Medical/Habilitation Records

Personnel responsible for maintaining clinical records on each resident in accordance with accepted professional standards and practices.

- 7105.1 - Medical/hab records salary
- 7105.2 - Medical/hab records contract

7110 Pharmaceutical Consultant

The services of a licensed pharmacist who provides consultation on all aspects of the provision of pharmacy services in the facility as stated in 42 CFR, Section 483.60(b). (10-1-03 edition <http://www.gpoaccess.gov/cfr/index.html>)

- 7110.1 - Pharmaceutical consultant salary
- 7110.2 - Pharmaceutical consultant contract

7115 Incontinence Supplies

Reusable and disposable incontinence supplies, (except catheters). Supplies include cloth or disposable diapers, under-pads, plastic pants, and the cost of diaper service of such items.

7120 Personal Care

Supplies required to maintain routine personal hygiene of the body, hair, and nails of the hands and feet. Includes body lotion, body powder, toothbrush and toothpaste, disposable razors and shaving supplies, hair cuts, shampoo and routine hair care supplies provided by facility. (Excludes contract beautician performing non-routine services.)

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7125 Program Supplies

Supplies used to provide activity, social services and religious programs available to all residents. Does not include cost of meals for out of facility functions.

ACTIVITY AND HABILITATION/REHABILITATION

7201 Activity Director

A professional, as required by the code of federal regulations, who oversees and is responsible for the activity program.

7201.1 - Activity director salary

7201.2 - Activity director contract

7211 Activity Staff

Personnel providing services related to the activity program.

7211.1 - Activity personnel salary

7211.2 - Activity personnel contract

7221 Recreational Therapist

A professional, as required by the code of federal regulations, who oversees and is responsible for the recreational program.

7221.1 - Recreational therapist salary

7221.2 - Recreational therapist contract

7231 Psychologist

A professional licensed under state law to practice psychology.

7231.1 - Psychologist salary

7231.2 - Psychologist contract

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- 7241 Psychology Assistant
An individual trained in psychology to assist the psychologist.
 - 7241.1 - Psychology assistant salary
 - 7241.2 - Psychology assistant contract

- 7251 Social Work/Counseling
A professional licensed under state law to practice social work or counseling.
 - 7251.1 - Social work/counseling salary
 - 7251.2 - Social work/counseling contract

- 7261 Social Services/Pastoral Care
Personnel providing social services and/or pastoral services.
 - 7261.1 - Social services/pastoral care salary
 - 7261.2 - Social services/pastoral care contract

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MEDICAL MINOR EQUIPMENT

Medical minor equipment limited to: enteral pumps, bed cradles, headgear, heat cradles, hernial appliances, splints, traction equipment, hypothermia or hyperthermia blankets, egg crate mattresses, and gel cushions. Medical equipment that does not qualify for the facility asset capitalization policy and is not included in this group should be reported in minor equipment, account 7730.

For those facilities participating in Medicaid and not in Medicare, all medical minor equipment should be classified in account 7301. For those facilities participating in both the Medicare and Medicaid programs, medical minor equipment must be categorized and classified as follows:

7301 Medical Minor Equipment Billable to Medicare

Medical minor equipment for facilities participating in Medicare which are billable to Medicare regardless of payor type.

7302 Medical Minor Equipment Non-Billable to Medicare

Medical minor equipment for facilities not participating in Medicare, as well as medical minor equipment for facilities which are not billable to Medicare regardless of payor type.

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UTILITY EXPENSES

- 7501 Heat, Light, Power
Services provided to furnish heat, light and power. (This account does not include costs associated with on-site salaries or maintenance of heat, light, power.)
- 7511 Water and Sewage
Services provided to furnish water and sewage treatment for facilities without on-site water and sewage plants. For facilities which have on-site water and sewer plants, this account includes the costs associated with the maintenance and repair of such operations, including the EPA test. The supplies are limited to: expendable water and sewage treatment and water softener supplies, which are used on the water and sewer system. Payroll taxes and fringe benefits should be reported under accounts 7800 and 7820.
- 7511.1 - Water and sewage salary
7511.2 - Water and sewage other
- 7521 Trash and Refuse Removal
Services provided to furnish trash and refuse removal, including grease trap removal fees. (This excludes housekeeping items such as trash bags.)
- 7531 Hazardous Medical Waste Collection
Contract services provided to furnish hazardous waste collection bags, containers and removal service.

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ADMINISTRATIVE AND GENERAL SERVICES

7600 Administrator

Expenses incurred by a facility for an individual(s) who functions as the administrator licensed by the state of Ohio and who is responsible for the direction, supervision and coordination of facility functions.

- 7600.1 - Administrator salary
- 7600.2 - Administrator contract

7605 Other Administrative Personnel

Administrator in training, assistant administrator, business manager, purchasing agent, human resources, receptionist, secretarial and clerical staff.

- 7605.1 - Other administrative salary
- 7605.2 - Other administrative contract

7610 Consulting and Management Fees

Ancillary/Support consulting fees paid to a non-related entity pursuant to the OAC, necessary pursuant to CMS Pub. 15-1, Section 2135 (REV. 11/05), and that do not duplicate services or functions provided by the facility's staff or other provider contractual services.

7615 Office and Administrative Supplies

Supplies such as: copier supplies, printing, postage, office supplies, nursing/habilitation and medical records forms, and data service supplies.

7620 Communications

Service charges for telephone services.

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- 7625 Security Services
Salaries, purchased services, or supplies to protect property and residents.
- 7625.1 - Security services salary
 - 7625.2 - Security services other
- 7630 Travel and Entertainment
Expenses such as: mileage allowance, gas, and oil for vehicles owned or leased by the facility; meals; lodging; and commercial transportation expense incurred in the normal course of business. Includes all purchased commercial transportation services for ambulatory/non-ambulatory residents. Excludes transportation cost that is directly reimbursed by Medicaid to the transportation provider as set forth in Chapter 5101:3-15 of the OAC.
- 7635 Laundry/Housekeeping Supervisor
An individual supervising the laundry/housekeeping functions and/or personnel.
- 7635.1 - Laundry/Housekeeping supervisor salary
 - 7635.2 - Laundry/Housekeeping supervisor contract
- 7640 Housekeeping
Housekeeping services, including supplies, wages, and purchased services. This includes trash bags and paper towels.
- 7640.1 - Housekeeping salary
 - 7640.2 - Housekeeping other
- 7645 Laundry and Linen
Laundry services, including supplies, wages, and purchased services, as well as linens for all areas. Excluding incontinence supplies specified in account 7115.
- 7645.1 - Laundry/linen salary
 - 7645.2 - Laundry/linen other

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- 7650 Legal Services
Legal services except as excluded in the OAC.
- 7655 Accounting
Accounting, Bookkeeping Fees and Salaries.
- 7655.1 - Accounting salary
 7655.2 - Accounting contract
- 7660 Dues, Subscriptions and Licenses
Expense of dues, subscriptions and licenses incurred by facility.
- 7665 Interest - Other
Expense of short term credit and working capital interest incurred. (This account does not include late fees, fines or penalties.)
- 7670 Insurance
Expense of insurance such as: general business, liability, malpractice, vehicle, and property insurance.
- 7675 Data Services
Data services personnel and purchased services.
- 7675.1 - Data services salary
 7675.2 - Data services contract
- 7680 Help Wanted/Informational Advertising
Help wanted ads, yellow pages, and other advertising media that are informational as opposed to promotional in nature as stated in ACMS Publication 15-1,@section 2136.1 (REV. 11/05).

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- 7685 Amortization of Start-Up Costs
Amortization of cost included in the account 1430-5, not otherwise allocated to other cost centers, in accordance with ACMS Publication 15-1,@ section 2132 (REV. 11/05), which were incurred by a facility.
- 7686 Amortization of Organizational Costs
Amortization of cost included in account 1430-3, as described in ACMS Publication 15-1,@ section 2134 (REV. 11/05).
- 7690 Other Ancillary/Support Administrative Services - Specify below
Ancillary/Support administrative services not previously listed.
- 7690.1 - Other Ancillary/Support salary
- 7690.2 - Other Ancillary/Support contract

HOME OFFICE COSTS

- 7695 Home Office Costs/Ancillary/Support
Ancillary/Support expenses of a separate division or entity which owns, leases or manages more than one facility (home office). These costs must be related to administrative and management services allocated to the facility in accordance with ACMS Publication 15-1,@ section 2150 through 2150.3, AHome Office Costs@ (REV. 11/05).
- 7695.1 - Home office/Ancillary/Support salary
- 7695.2 - Home office/Ancillary/Support other

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MAINTENANCE AND MINOR EQUIPMENT

7700 Plant Operations and Maintenance Supervisor
An individual supervising the plant operations and maintenance procedures and/or personnel.

7770.1 - Operations/maintenance supervisor salary
7770.2 - Operations/maintenance supervisor contract

7710 Plant Operations and Maintenance
Salaries for all maintenance personnel employed by the facility.

7720 Repair and Maintenance
Supplies, purchased services and maintenance contracts for all departments.
(Excludes dietary maintenance account 7035 and on-site water and sewage account 7510.)

7730 Minor Equipment
Equipment which does not meet the facility's capitalization criteria specified under the OAC. The general characteristics are: comparatively small in size and unit cost; subject to inventory control; fairly large quantity is used; and generally, a useful life of approximately three years or less. (Exclude account 7030 - dietary minor equipment and items listed in accounts 7300 and 7301-medical minor equipment.)

EQUIPMENT ACQUIRED BY OPERATING LEASE

7740 Leased Equipment
This account includes the cost of equipment, including vehicles, acquired by operating lease executed before December 1, 1992, if the costs are reported as administrative and general costs on the facility's cost report for the cost reporting period ending December 31, 1992 (all leases effective after 12/01/92, should be reported in account 8065 for assets acquired prior to 7/01/93).

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ANCILLARY/SUPPORT PAYROLL TAXES, FRINGE BENEFITS, AND STAFF DEVELOPMENT

7800 Payroll Taxes

Indirect care payroll related expenses incurred which are: employer's portion of FICA taxes or Ohio public employees retirement system (OPERS); state unemployment taxes or self insurance funds for unemployment compensation (ACMS Publication 15-1,@ section 2122.6 REV. 11/05); and federal unemployment taxes.

7810 Workers= Compensation

Indirect care premiums incurred by the facility for state of Ohio bureau of workers= compensation or self insurance program as stated in ACMS Publication 15-1,@ section 2122.6 (REV. 11/05).

7820 Employee Fringe Benefits

Indirect care fringe benefits such as: medical and life insurance premiums or self insurance funds; employee stock option program; pension and profit sharing; personal use of autos; employee inoculations, employee assistance program, and employee meals, as defined in ACMS Publication 15-1,@ section 2144 (REV. 11/05). If fringe benefits are discriminatory to owners and related parties, they are considered part of compensation. (This account excludes vacation and sick pay salary.)

7830 Employee Assistance Program Administrator – Ancillary/Support

An individual who performs the duties of the employee assistance program administrator for indirect care personnel.

- 7830.1 - EAP administrator indirect care salary
- 7830.2 - EAP administrator indirect care contract

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7840 Self Funded Programs Administrator – Ancillary/Support
 An individual who performs the administrative functions of the self insured programs. (Report only the portion related to Ancillary/Support.)

7840.1 - Self funded admin. Ancillary/Support salary
 7840.2 - Self funded admin. Ancillary/Support contract

7850 Staff Development – Ancillary/Support
 Continuing training that enables the employee to perform his or her duties effectively, efficiently, and competently. Includes travel costs for individual's own vehicle, associated with Ancillary/Support personnel for attending training. This account does not include expenses incurred for the use of a facility's own vehicle, or dues, subscriptions and licenses. **Salary** includes only the trainer wages. **Other** costs include registration fees, travel and per diem expenses, training supplies and contract trainer fees.

7850.1 - Staff development Ancillary/Support salary
 7850.2 - Staff development Ancillary/Support other

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NON-REIMBURSABLE EXPENSES

These are costs described in rules regarding therapy under Chapter 5101:3-3 of the OAC, which are billable either to Medicare, directly to Medicaid by NFs, or other third-party payers.

9600 Physical Therapist

- 9600.1 - Physical therapist- salary
- 9600.2 - Physical therapist- contract

9610 Physical Therapy Assistant

- 9610.1 - Physical therapy assistant- salary
- 9610.2 - Physical therapy assistant- contract

9620 Occupational Therapist

- 9620.1 - Occupational therapist- salary
- 9620.2 - Occupational therapist- contract

9630 Occupational Therapist Assistant

- 9630.1 - Occupational therapist assistant- salary
- 9630.2 - Occupational therapist assistant- contract

9640 Speech Therapist

- 9640.1 - Speech therapist- salary
- 9640.2 - Speech therapist- contract

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9650 Audiologist

- 9650.1 - Audiologist- salary
- 9650.2 - Audiologist- contract

9660 Payroll Taxes - Therapy

9670 Workers= Compensation - Therapy

9680 Employee Fringe Benefits - Therapy

9690 Employee Assistance Program Administrator - Therapy

- 9690.1 - EAP administrator therapy - salary
- 9690.2 - EAP administrator therapy - contract

9695 Self Funded Program Administrator - Therapy

- 9695.1 - Self funded admin. therapy - salary
- 9695.2 - Self funded admin. therapy - contract

9700 Staff Development - Therapy

- 9700.1 - Staff development therapy - salary
- 9700.2 - Staff development therapy - other

9705 Legend Drugs

9710 Radiology

9715 Laboratory

9720 Oxygen

See rule 5101:3-3-19 of the OAC. (This does not include emergency stand-by oxygen.)

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9725 Other Non-Reimbursable - Specify Below:

9725.1 - Other Non-Reimbursable - salary
 9725.2 - Other Non-Reimbursable - other

9730 Late Fees, Fines or Penalties
 (as stated in ACMS Publication 15-1") (REV. 11/05)

9735 Federal Income Tax

9740 State Income Tax

9745 Local Income Tax

9750 Insurance-Officers life

This is non-reimbursable expense when the facility is the beneficiary, except as referenced in ACMS Publication 15-1,@section 2130 (REV. 11/05).

9755 Promotional Advertising and Marketing

9755.1 - Promotional advertising/marketing salary
 9755.2 - Promotional advertising/marketing other

9760 Contributions and Donations
 ACMS Publication 15-1,@section 608 (REV. 11/05)

9765 Bad Debt

9770 Parenteral Nutrition Therapy

9776 Franchise Permit Fee

Franchise permit fee incurred by the provider. This is the franchise permit fee assessed by the Ohio department of job and family services (ODJFS) to nursing facilities. The provider shall report one hundred per cent of the franchise permit fee in account 9776. Franchise taxes are to be reported in account 6080, Franchise Tax

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TABLE 8**CAPITAL COST CENTER**

Capital costs means the actual expense incurred for all of the following:

- (A) Depreciation and interest on any capital asset with a cost of five hundred dollars or more per item and a useful life of at least two (2) years. Provider may, if it desires, establish a capitalization policy with lower minimum criteria, but under no circumstances may the five hundred dollars criteria be exceeded.
 - (1) Buildings;
 - (2) Building improvements
 - (3) Equipment;
 - (4) Extensive renovations;
 - (5) Transportation equipment;
- (B) Amortization and interest on land improvements and leasehold improvements;
- (C) Amortization of financing costs;
- (D) Lease and rent of land, building, and equipment that does not qualify for account 7740 leased equipment.

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Nursing facilities that did not change operator on or after 7/1/93 need only use group (A).

Nursing facilities that did change operator on or after 7/1/93 use groups (A) and (B).

GROUP (A) ASSETS ACQUIRED

- 8010 Depreciation - Building and Building Improvements
Depreciation of building and building improvements.
- 8020 Amortization - Land Improvements
Amortization expense for land improvements.
- 8030 Amortization - Leasehold Improvements
Leasehold improvements are amortized over the remaining life of the lease or the useful life of the improvement, but no less than five years. However, if the useful life of the improvement is less than five years, it may be amortized over its useful life. Options on leases will not be considered in the computation for amortization of leasehold improvements.
- 8040 Depreciation - Equipment
Depreciation expense for equipment.
- 8050 Depreciation - Transportation equipment
Depreciation expense for transportation equipment.
- 8060 Lease and Rent - Building
Expense incurred for lease and rental expenses relating to buildings. Capitalized assets as a result of lease obligations should be depreciated and included in the proper depreciation accounts.

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- 8065 Lease and Rent - Equipment
Expense incurred for lease and rental expenses relating to equipment. Capitalized assets as a result of lease obligations should be depreciated and included in the proper depreciation account. This account includes all leases effective after 12/01/92 for assets acquired prior to 7/01/93. (Cost of equipment, including vehicles, acquired by operating lease executed before 12/01/92, and the costs are reported as administrative and general on the facility's cost report for period ending 12/31/92, are to be reported in account 7740.)
- 8070 Interest Expense - Property, Plant and Equipment
Interest expense incurred on mortgage notes, capitalized lease obligations, and other borrowing for the acquisition of land, buildings and equipment.
- 8080 Amortization of Financing Cost
Amortization expense of long term financing cost such as cost of issuing bonds, underwriting fees, closing costs, mortgage points, etc.
- 8085 Nonextensive Renovations
Expenses for nonextensive renovations including depreciation, interest and amortization completed prior to July 1, 2005.
- 8090 Home Office Costs/Capital Cost
Capital expenses of a separate division or entity which owns, leases or manages more than one facility (home office). These costs must be related to capital cost as specified in the capital cost center, and are allocated to the facility in accordance with ACMS Publication 15-1, sections 2150 through 2150.3, Home Office Costs (REV. 11/05). (All home office costs for group (A) are to be entered in this account. They are not to be distributed to any other account in this group.)

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GROUP (B) ASSETS ACQUIRED THROUGH A CHANGE OF OPERATOR

Nursing facilities, other than leased facilities, that changed operator on or after 7/1/93 use this group to report expenses incurred through a change of operator on or after 7/1/93. Leased nursing facilities that changed operator on or after 5/27/92 use this group to report expenses incurred through a change of operator on or after 5/27/92.

- 8110 Depreciation - Building and Building Improvements
Depreciation of building and building improvements acquired through a change of operator on or after 7/1/93.
- 8140 Depreciation - Equipment
Depreciation expense for equipment acquired through a change of operator on or after 7/1/93.
- 8170 Interest Expense - Property, Plant and Equipment
Interest expense incurred on mortgage notes, capitalized lease obligations, and other borrowing for the acquisition of land, buildings and equipment acquired through a change of operator on or after 7/1/93.
- 8180 Amortization of Financing Cost
Amortization expense of long term financing costs such as cost of issuing bonds, underwriting fees, closing costs, mortgage points, etc., acquired through a change of operator on or after 7/1/93.
- 8195 Lease Expense
Lease expenses incurred through a change of operator on or after 5/27/92.