



3 West Road, Virks Building, Cranston, RI 02920

**TO:** Nursing Home Administrators  
**FROM:** Dezeree Hodish, Assistant Director Financial and Contract Management  
**DATE:** January 25, 2023  
**SUBJECT:** CY 2022 BM-64 Cost Report Instructions and Submission

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The CY 2022 BM-64 Cost Report is due to EOHHS on May 31, 2023. This year, all cost reports should be completed using an Excel template, available on the [EOHHS website](https://eohhs.ri.gov/providers-partners/provider-directories/nursing-homes). (<https://eohhs.ri.gov/providers-partners/provider-directories/nursing-homes>).

The Excel template largely mirrors the PDF cost report. Larger changes include:

- Schedules have individual tabs within the Excel template. Instructions for each schedule are included in the schedule; and
- The Supplemental Worksheet which has been a separate PDF is now a tab within the BM-64 workbook.

Facilities must still submit the “Document Submission Checklist” and the “Residents’ Personal Needs Funds Certification” using the files available on the [EOHHS website](https://eohhs.ri.gov). EOHHS encourages facilities to submit all three items: Cost Report, “Document Submission Checklist”, and the “Residents’ Personal Needs Funds Certification” at the same time.

All documents must be submitted via email to [OHHS.MedicaidFinance@ohhs.ri.gov](mailto:OHHS.MedicaidFinance@ohhs.ri.gov) by May 31, 2023. **Confidential information and/or PHI must be transmitted securely.**

Please reach out to [OHHS.MedicaidFinance@ohhs.ri.gov](mailto:OHHS.MedicaidFinance@ohhs.ri.gov) if you have questions regarding the completion and submission of the annual cost report.

