Maryland Department of Health
Home and Community-Based Services
Cost Survey
Provider Quick Start Guide

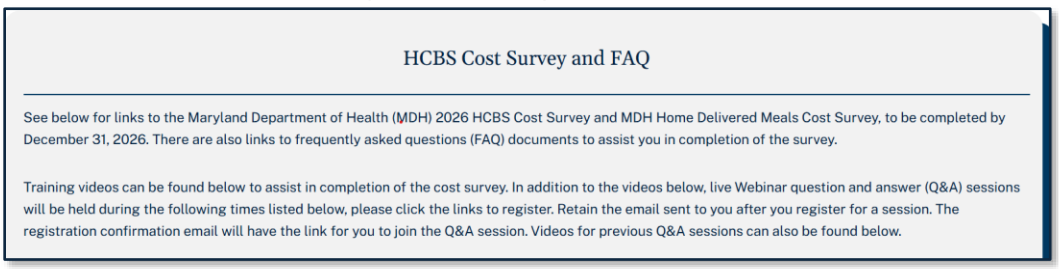
This guide walks Maryland Home and Community-Based (HCBS) providers through the steps of the 2026 Cost Survey process from beginning to submission.

1 Confirm your organization's primary contact.

- Ensure Myers and Stauffer has the correct primary contact(s) for your organization. This contact will receive pertinent future communications and submission portal instructions.
- Complete the Maryland HCBS Provider Web Portal Registration Form in Smartsheet: **https://app.smartsheet.com/b/form/01a0f8964f5870a8a21faec07f4c4e04**
  - Name
  - Title
  - Organization
  - Email Address
  - Phone Number
- Once your contact information is confirmed with MSLC, wait for further instructions on accessing the submission portal. Do not attempt to submit your completed survey until you receive these instructions. While waiting, continue to complete your organization's cost survey by proceeding to Step 2.

2 Download the Cost Survey and additional resources.

- Go to the Myers and Stauffer Maryland Provider Resources Page: **https://myersandstauffer.com/provider-resources/maryland/**
- Scroll down until you reach the section titled “HCBS Cost Survey and FAQ.”
- Review the list of provided materials. Click and download the Microsoft Excel file titled "MDH HCBS Cost Survey 2026.xlsm." If you provide Home Delivered Meals Services, please download the "MDH Home Delivered Meals Cost Survey 06.2026.xlsx" file.
  - *Because the workbook is macro-enabled, open it in the desktop version of Microsoft Excel and enable the workbook features required for completion.*



HCBS Cost Survey and FAQ

See below for links to the Maryland Department of Health (MDH) 2026 HCBS Cost Survey and MDH Home Delivered Meals Cost Survey, to be completed by December 31, 2026. There are also links to frequently asked questions (FAQ) documents to assist you in completion of the survey.

Training videos can be found below to assist in completion of the cost survey. In addition to the videos below, live Webinar question and answer (Q&A) sessions will be held during the following times listed below, please click the links to register. Retain the email sent to you after you register for a session. The registration confirmation email will have the link for you to join the Q&A session. Videos for previous Q&A sessions can also be found below.



3 Attend the Live Q&A Webinar Sessions.

- Register in advance using the links on the MSLC Maryland Provider Resources page. After registering, save the confirmation email — it contains your link to join the session.
- Recordings of past sessions (1- 4) are also posted on the page for providers who could not attend live, along with pre-recorded training videos for each tab of the cost survey.



4 Complete and Submit the Cost Survey.

- Gather your organization's financial documentation and complete the cost survey.
- Reach out to MSLC with specific questions at MDHCostSurvey@mslc.com.
- Submit your organization's cost survey by **December 31, 2026**. Individualized submission portal instructions and access will be provided separately by MSLC's automated single-sign on system (SSO), once available. **Do not attempt to log into the submission portal or email your completed cost survey prior to receiving additonal communication from MSLC.**