

Dear (YourNameHere),

Welcome to the State of Texas Automated Information Reporting System (STAIRS), the online cost reporting system for the Texas Health and Human Services Commission, Rate Analysis Department (HHSC RAD).

All contracted CBA, CLASS-CMA, CLASS-DSA, DAHS, ECI, HCS/TxHml, ICF/ID, ID, MCO, MH-IID, PHC and RC providers are required to submit their cost reports through STAIRS.

You have been added as a Preparer Contact by the below indicated provider entity.

* Provider Entity = (the name and contract number, group number, or component code will be listed here)

STAIRS is hosted by Fairbanks, LLC, and can be accessed by taking the following steps:

* Access the Internet and go to the following site: <http://cr.fairbanksllc.com>

* Login using your User Name and Password credentials

* Your User Name = myname

* Password = (system generated password)

Due Date:

The 2014 cost report must be fully verified, all required documentation uploaded, and submitted through STAIRS no later than April 15, 2015. No documentation will be accepted through the mail.

Resources To Assist You:

Questions regarding contracts and cost report groupings that have been assigned to your entity should be directed to HHSC RAD at (512) 707-7404 or costinformation@hhsc.state.tx.us

Questions regarding Preparers or the list of Preparers should be directed to HHSC RAD at (512) 730-7404 or costinformation@hhsc.state.tx.us

Questions regarding problems with your UserName and Password should be directed to the Fairbanks, LLC, Help Desk at (877) 354-3831 or info@fairbanksllc.com

Questions regarding the proper completion of your cost report in STAIRS should be directed to the appropriate HHSC contact for your program. A list of contacts can be found at:

<http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml> and
<http://www.hhsc.state.tx.us/rad/acute-care/contacts.shtml>