

**OSHPD** Office of Statewide Health Planning and Development**Information Services Division**

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October 2019

To: Hospital Chief Financial Officers  
and Other Interested Parties

**Re: Hospital Technical Letter No. 32**

This is the 32<sup>nd</sup> in a series of Hospital Technical Letters developed by the Office of Statewide Health Planning and Development (OSHPD) regarding our uniform accounting and reporting system requirements for California hospitals. The purpose of these letters is to provide timely information to assist you in meeting these requirements.

**New Regulations Using SIERA**

New regulations went into effect on October 1, 2019 requiring hospitals to use SIERA to file annual and quarterly reports, request extensions of due dates, submit corrections to reports, and have a primary contact responsible for reporting in SIERA.

**California Medication Assisted Treatment (MAT) Expansion Project**

In an effort to address the opioid epidemic throughout the state, the California Department of Health Care Services (DHCS) is implementing the California Medication Assisted Treatment (MAT) Expansion Project. The California MAT Expansion Project aims to increase access to MAT, reduce unmet treatment need, and reduce opioid overdose related deaths through the provision of prevention, treatment, and recovery activities. The California MAT Expansion Project focuses on populations with limited MAT access, including rural areas and American Indian & Alaska Native tribal communities. The California MAT Expansion Project is funded by grants from the Substance Abuse and Mental Health Services Administration (SAMHSA).

Any MAT payments received should be reported as other operating revenue, part I or II, and offset to the using cost centers.

**AIDS Drug Assistance Programs (ADAP)**

AIDS Drug Assistance Programs (ADAPs) provide HIV-related prescription drugs to low-income people with HIV/AIDS who have limited or no prescription drug coverage. Since ADAP payments are for providing patient care related services, drugs, any payment received should be reported as a credit to the expected payer's deduction from revenue that is responsible for the majority of the patient's bill.

**ANNUAL FINANCIAL DISCLOSURE REPORTING in 2019-20**

The reporting requirements for the 45<sup>th</sup> year Hospital Annual Disclosure Report (HADR) cycle, which includes reporting periods ended June 30, 2019 through June 29, 2020, are the same as the previous year. There are two vendors approved to distribute HADR reporting software (Version 45A):

<u>Vendor</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Status</u>
Health Financial Systems	Becky Dolin	(916) 226-6269	Approved
KPMG	Jim David	(213) 430-2121	Approved

HADR Extension Policy: Hospitals may request 60 days on the initial HADR extension request. A second request must be submitted to use the remaining 30 days. The law prohibits OSHPD from granting more than a total of 90 days.

### **QUARTERLY REPORTING for 2020**

The reporting requirements for 2020 are the same as 2019. Hospitals use SIERA (System for Integrated Electronic Reporting and Auditing) to prepare and submit their Quarterly Financial and Utilization Reports (QFUR). Quarterly Reports are due 45 days after the end of each calendar quarter.

### **2020 Quarterly Report Periods and Due Dates**

<b>Quarter</b>	<b>Period Begins:</b>	<b>Period Ends:</b>	<b>Date Due</b>
1st Quarter	January 1, 2020	March 31, 2020	May 15, 2020 (Fri.)
2nd Quarter	April 1, 2020	June 30, 2020	August 14, 2020 (Fri.)
3rd Quarter	July 1, 2020	September 30, 2020	November 14, 2020 (Sat.)
4th Quarter	October 1, 2020	December 31, 2020	February 14, 2021 (Sun.)

\*Note: Quarterly Reports due on a Saturday, Sunday, or State holiday may be submitted the next business day without penalty.

QFUR Extension Policy: One 30-day extension will be granted upon request. The law prohibits OSHPD from granting more than 30 days.

### **Quarterly Report revisions in SIERA**

Quarterly report revisions can be made any time after the audit of a quarterly report has been completed. Login SIERA at <https://siera.oshpd.ca.gov>. Select Quarterly Financial Reports in the report type dropdown box on the top left corner of the screen. You can select reports from the *Home* page by clicking on the report period end date (*RPE Date*) link in the same row. Alternatively, you can use the *Home* page menu and go to *Revise Reports*. Find the report you want to revise, then click on the report icon in the in the same row under the *Revise/View* column.

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Copies of previous Hospital Technical Letters are available on OSHPD's web site. If you have any accounting or reporting questions, please call me at (916) 326-3832.

Sincerely,

*Original Signed By*

Kyle Rowert  
Hospital Unit Supervisor