

QuickStart Guide Series

Skilled Nursing Facility Annual Consolidated Financial Report

1 – Getting Started in SIERA



Login to SIERA at <u>https://siera.hcai.ca.gov</u>.

To obtain a SIERA user profile, contact the HCAI Financial Support Team at <u>financial@hcai.ca.gov</u>.

	Login Page
	Log in
	Email:
	Password:
	Login Cancel
Authorization t system is monit your system	o access this system is restricted to authorized users. All other access is unauthorized and unlawful. This lored for information security and proper usage. Your use of this system constitutes your consent that all of n activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502.
	By logging in I acknowledge I have read and understand the above statement.

Pirst-time SIERA SNF ACFR users will be directed to the My Profile page and the facilities associated with this account will be listed.

make a change to your prome updat	te the mornation below a	na then click the Up	date button. Items marked with an a	asterisk are r	equirea.		
* Email:	* 😮	* Country:	United States of America	~	Default Application:	SNF ACFRs	~
Re-enter Email:		* Street Line 1:		* 🕜	* Type Of User:	Facility Employee	~
* First Name:	*	Street Line 2:		_	* Your Report Types:	Annual Reports	
ddle Initial/Name:		* City:		*		 Quarterly Reports (Hospital Only) SNF ACFRs 	
* Last Name: Title:	*	* State: * ZIP/Postal Code:	CA - California		Default Report Type: Reminder/Delinquent Emails:	SNF ACFRs Receive Opt Out	~
* Organization:	* 🕖	* Phone: Fax:	* 😯		Password:	Add/Change Password	

On this page you will complete the entry of your profile by adding or updating your:

- Title and organization
- Country, street, city, state, and ZIP/postal code
- Telephone number
- Password (must contain at least 12 characters, with at least one special character, one upper case alphabetic character, one lower case alphabetic character, and one number)

When ready, click Update. On the next page, click Confirm

Once your profile has been updated, select "SNF ACFRs" from the top left drop-down menu. From here you will be able to upload and link documents, submit reports, request extensions, and view your completed SNF Annual Consolidated Financial Reports. In addition, if you are the primary contact at your facility, you will be able to add other new users and associate them to your facility.





If you have any questions about how to use SIERA, you will find help information in the Help links found at the bottom of most pages. For inquiries related to reporting requirements or assistance with submitting, please contact us via email at <u>financial@hcai.ca.gov</u> or via phone at (916) 326-3240.