QuickStart Guide Series

Skilled Nursing Facility Annual Consolidated Financial Report

4 – Starting a New Report
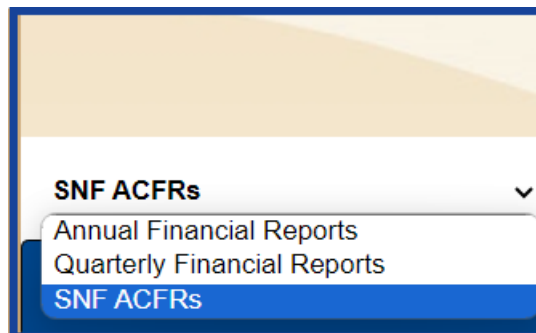
Start

❶ **Login to SIERA at https://siera.hcai.ca.gov.**

❷ **If not set as your default, select *SNF ACFRs* in the report type dropdown box on the top left corner of the page.**

If you do not see this option, please see the QuickStart Guide-1 Getting Started in SIERA.

❸ **UPLOAD AND LINK DOCUMENTS:**

Click the *Upload and Link Documents* tab to open the *Link Consolidated Financial Documents to SNF ACFRs* page which allows the user to upload documents and link those documents to one or more reports.

The user will see only associated facilities for the selected reporting year that are not yet complete.

If the reporting organization determines that none of the documents are applicable, proceed to Section ❹ and follow the instructions for the "No Documents to Report" submission type.

Step 1: Select the Reporting Year (the fiscal year-end date of the report period).

Step 2: Upload a document by clicking the green icon ⊕ to open the *Upload Document* window. Select the document type. Select a document from your device to upload (PDF only, 50 MB max). Then click the **Upload** button.

Document types are as follows:

- ACFR   Annual Consolidated Financial Report
- IFS   Individual Financial Statements of related parties
- OS-R   Organizational Structure that includes related parties
- OS-U   Organizational Structure that includes unrelated parties

Step 3: Once the document is uploaded, select the document so that the file name appears in the Document Manager box. Select each report you want to link to the document by clicking the checkbox to the left of the HCAI ID in the list of reports.

Step 4: Click the **Link** button.

Step 5: When all documents have been uploaded and linked to the appropriate reports, click the *Submit Reports* tab to open the *Submit SNF ACFRs* page.

❹ **SUBMIT REPORTS:**

The *Submit SNF ACFRs* page will allow the user to submit one or more reports. There are two types of submissions: 1) Regular submission includes one or more documents; and 2) NDR (No Documents to Report) submission.

Regular Submission:

Step 1: Upload a signed certification for each facility report. You can download a recommended blank certification form by clicking either the "certification form" link or the PDF icon at the top of the Certification column. The certification must be signed by a duly authorized official of the health facility or of the health facility's home office.

Click the "Upload Cert" link which will open the *Upload Certification Form* window.

Click the "Choose File" button to select the saved completed form from your device.

Click the **Upload** button. Once uploaded, a green checkmark ✓ will be displayed in place of the "Upload Cert" link.

Step 2: Select each report you want to submit by clicking the checkbox to the left of the HCAI ID in the list of reports.

Step 3: Click the **Submit** button at the bottom of the *Submit SNF ACFRs* page. This will open the *Confirm Submission* page.

Step 4: For each document type that does not have a linked document, click the **Confirm** button to add an explanation in the *Confirm No Document Type* window.

Explanations should indicate the following:

ACFR – That the reporting organization is not subject to consolidation and the reason for that determination.

IFS – That the operating entity, licenseholder, or any related party did not provide any service, supply, or facility to the SNF.

OS-R – That the reporting organization does not have any related party that provided any service, supply, or facility to the SNF.

OS-U – That no unrelated party was paid more than $200,000 by the SNF.

Step 5: Click the **Save** button. The explanation will be saved and can be viewed in the Report Comments. After a missing document is confirmed, a green checkmark ✔ will be displayed in place of the "Confirm" button.

Step 6: When all document types are confirmed, click the **Confirm Submission** button.

The submission is complete when you see "The report(s) were successfully submitted." above the report information box.

NDR Submission:

Step 1: Click the "NDR" link near the end of the row for the report to open the *No Documents to Report* page.

Step 2: Enter an explanation that indicates that 1) the reporting organization is not subject to consolidation and the basis for that determination, 2) no operating entity, licenseholder, or any related party provided any service, supply, or facility to the SNF, 3) the reporting organization has no related parties that provided any service, supply, or facility to the SNF, and 4) that no unrelated parties were paid more than $200,000 by the SNF.

Step 3: Click the **Submit** button. The submission is complete when you see "**NDR submission completed successfully**." near the top left corner of the page. The explanation will be saved and can be viewed in the Report Comments. No further steps are necessary unless you are contacted by HCAI. (Note: the "NDR" link is only displayed if there are no documents linked to the report.)

❺ **EXTENSION REQUESTS:**

The *Request Extensions* page will allow the user to request a 90-day extension for one or more reports.

Select the report(s) by clicking the checkbox to the left of the HCAI ID in the list of reports, select a reason for the extension, and click the **Submit** button.

❻ **HCAI ANALYST REVIEW:**
- **An HCAI analyst will review the submission for completeness and for compliance with the requirements.**
- **The submitter will be notified if a document needs to be added, updated, or removed; or if the submission is being returned for non-compliance.**

❼ **COMPLETED REPORTS:**

The *Completed Reports* page allows the user to view all associated SNF ACFRs that have been submitted, reviewed by HCAI, and determined to be complete.

HCAI ID	Facility Name		RPE Date	Completed Date	ACFR	IFS	OS-R	OS-U			Comments	
				Apply Filter Clear								
HCAI ID	FACILITY NAME		05/31/2023	12/28/2023	1	✓	1	✓	View Docs	View Cert	⊞	

Completed Reports

The list below displays all associated SNF ACFR reports that have been submitted, reviewed by HCAI, and determined to be complete.

This page displays:

- Counts of each report's document types (or a green checkmark for documents confirmed not to be included).
- Links to download linked documents, certification forms, and NDR statements.
- Comment histories.

Finish

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 financial@hcai.ca.gov or via phone at (916) 326-3240.