

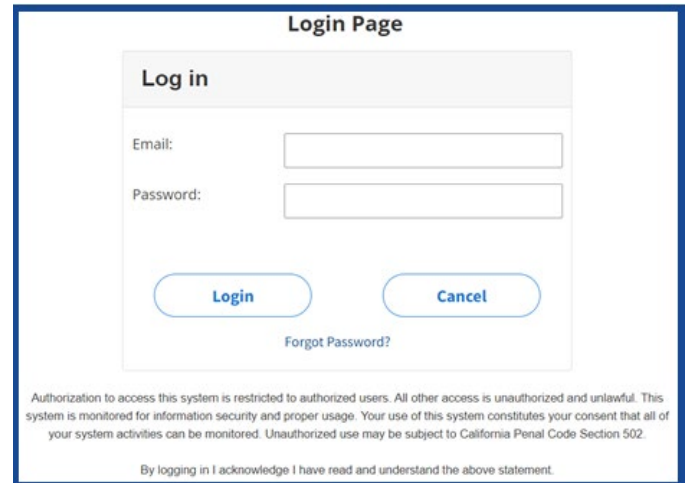
QuickStart Guide Series

Skilled Nursing Facility Annual Consolidated Financial Report

4 – Starting a New Report

Start

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



The screenshot shows the 'Login Page' for SIERA. It features a 'Log in' header, followed by input fields for 'Email:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Cancel'. A link for 'Forgot Password?' is located below the 'Cancel' button. At the bottom of the page, there is a disclaimer: 'Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502.' Below the disclaimer is a statement: 'By logging in I acknowledge I have read and understand the above statement.'

- 2 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.



The screenshot shows a dropdown menu for report types. The menu is open, displaying three options: 'Annual Financial Reports', 'Quarterly Financial Reports', and 'SNF ACFRs'. The 'SNF ACFRs' option is highlighted in blue. A small downward arrow icon is visible to the right of the 'SNF ACFRs' option.

3 UPLOAD AND LINK DOCUMENTS:

The *SNF ACFRs* report type will default to the *Link Consolidated Financial Documents to SNF ACFRs* page where a user will upload documents and link those documents to one or more facility reports.

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

If a SNF is not subject to the reporting requirements, proceed to the next section, #4 SUBMIT REPORTS, and follow the instructions for the “No Documents to Report” option.

Link Consolidated Financial Documents to SNF ACFRs

To link your skilled nursing facility's annual consolidated financial report documents to one or more facility reports, follow these steps:

Step 1: Select Reporting Year 2023 ?

Step 2: Upload Document into Doc Manager Select a document + View All ?

Step 3: Select Facility Report(s) Below ? ☒ All Reports ☐ Linked

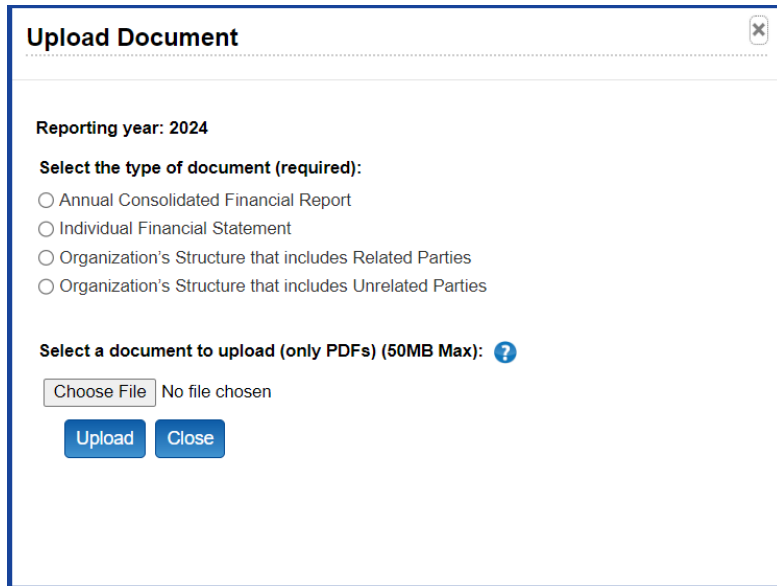
HCAI ID	Facility Name	RPE Date	Status	ACFR	IFS	OS-R	OS-U	?
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All	Apply Filter	Clear			
<input type="checkbox"/>	HCAI ID	FACILITY NAME	12/31/2023	Pending	0	0	0	0

Step 4: Link/Unlink Document to Reports ? Link Clear

Step 5: When ready to submit your report or reports, proceed to the Submit SNF ACFRs page (Submit Reports tab).

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.



Upload Document

Reporting year: 2024

Select the type of document (required):

- ☐ Annual Consolidated Financial Report
- ☐ Individual Financial Statement
- ☐ Organization's Structure that includes Related Parties
- ☐ Organization's Structure that includes Unrelated Parties

Select a document to upload (only PDFs) (50MB Max): ?

Choose File No file chosen


Upload Close

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

Once the document is uploaded, select the document so that the file name appears in the Document Manager box.

Step 3: Select each facility report you want to link with the document by clicking the checkbox to the left of the HCAI ID in the list of reports.

Step 4: Click the  button.

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

4 SUBMIT REPORTS:

The *Submit SNF ACFRs* page will allow the user to submit one or more reports.

Submit SNF ACFRs

To submit your skilled nursing facility's annual consolidated financial report or reports, follow the steps below. The submission is not complete until the submission has been confirmed on this page.

Step 1: For submissions of reports with linked documents, upload a signed [certification form](#) for each report. ?

Step 2: Select/check each facility that you want to submit.

Each row displays counts of the doc types linked to the report (or a 'no document confirmed' checkmark).

NDRs: If a facility is submitting a "no documents to report" submission, click the NDR link on the facility report row and follow the steps on the next page. ?

HCAI ID	Facility Name	RPE Date	Status	ACFR	IFS	OS-R	OS-U	Certification	NDR	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All	0	1	0	1	View Docs	Upload Cert	

Step 3: Click the Submit button and follow the steps on the next page. ? [Submit](#)

Step 1: Upload a signed certification for each facility report. You can download and complete 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 where you can select and upload your file. Once uploaded, a green checkmark will display in the report list.

Upload Certification Form

HCAI ID FACILITY NAME RPE DATE

Choose a signed certification form to upload (only PDFs): ?

No file chosen

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

If a SNF is not subject to the reporting requirements, a "No Documents to Report" (NDR) submission is required. Click the "NDR" link, enter an explanation on the No

Documents to Report page, and click submit. The explanation will be saved and can be viewed in the Report Comments. NDRs do not require an uploaded certification form. 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.)

No Documents to Report

FACILITY NAME

HCAI ID:

RPE Date: 12/31/23 Due Date: 04/30/24 Status: Pending Status Date: 01/11/24

This facility does not have any consolidated financial reports, individual financial statements, or visual representations of organizational structure documents for this period. ?

I, SUBMITTER NAME, certify under penalty of perjury as follows: That I am an official of FACILITY NAME and am duly authorized to certify that there are no financial documents available for the report period for this healthcare facility.

Additional explanation (required) (Min 10 characters):

Submit

Back to Submission

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

Confirm Submission

The following report or reports are included in this submission. The submission is not complete until the submission has been confirmed on this page. ?

One or more report(s) listed below do not include all the document types that are expected in SNF annual consolidated financial report submissions. Please review and confirm each missing document that will not be included in this submission. If you do not confirm all missing document types for a facility report, then the submission cannot be processed.

HCAI ID	Facility Name	RPE Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual Consolidated Financial Report	Confirm	
Individual Financial Statement	Confirm	
Organizational Structure – Related	Confirm	
Organizational Structure – Unrelated	<input type="text"/> DOCUMENT TITLE	

Confirm Submission

Back to Submission

For each document type that does not have a linked document, click the **Confirm** button, enter an explanation in the *Confirm No Document Type* window, and 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 the submission contents.

Confirm No Document Type

HCAI ID
 FACILITY NAME
 RPE DATE

Enter explanation for missing DOCUMENT TYPE document (Min 10 characters).

When all document types are confirmed, click the button.

The submission is complete when you see a green confirmation number at the top-left corner of the page.

5 EXTENSION REQUESTS:

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

Request Extensions

To request an extension, click the check box for each report that needs an extension, select a reason for the extension, and then click the Submit button. ?

☒ All Reports
 ☐ Delinquent
 ☐ Due <=10 Days
 ☐ Due 11 to 45 Days

HCAI ID
 Facility
 RPE Date
 Status
 Due Date

<input type="checkbox"/>	HCAI ID	Facility	RPE Date	Status	Due Date	Days Available	Reason
<input checked="" type="checkbox"/>	HCAI ID	FACILITY NAME	12/31/23	Pending	04/30/24	90	<div>Unknown</div> <div> Unforeseeable Events Personnel Issues Changes in Compliance Reqs Contractor Issues Change of Ownership Data Issues Other </div>

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 button.

6 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.

7 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.

Upload and Link Documents Submit Reports Request Extensions Completed Reports User Administration ▾									
Completed Reports									
The list below displays all associated SNF ACFR reports 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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HCAI ID	FACILITY NAME	05/31/2023	12/28/2023	1	✓	1	✓	View Docs	View Cert

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.