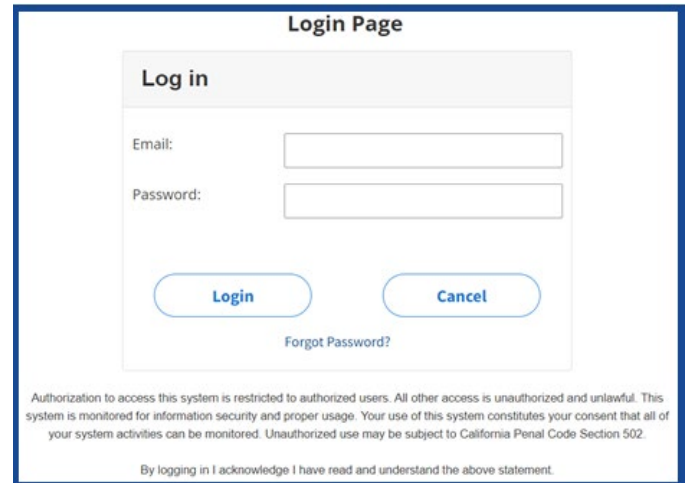# *QuickStart Guide Series*

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:**

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.

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 [Link] 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.

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.

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.)

Step 3: Click the [Submit] button at the bottom of the _Submit SNF ACFRs_ page. This will open the _Confirm Submission_ page.

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).

Save Cancel

When all document types are confirmed, click the Confirm Submission button.

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

❺ 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   Submit

HCAI ID	Facility	RPE Date	Status	Due Date		
		Last 36 Months	All		Apply Filter	Clear

☐ HCAI ID	Facility	RPE Date	Status	Due Date	Days Available	Reason
☑ HCAI ID	FACILITY NAME	12/31/23	Pending	04/30/24	90	Unknown

Unknown
Unforseeable Events
Personnel Issues
Changes in Compliance Reqs
Contractor Issues
Change of Ownership
Data Issues
Other

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.

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.