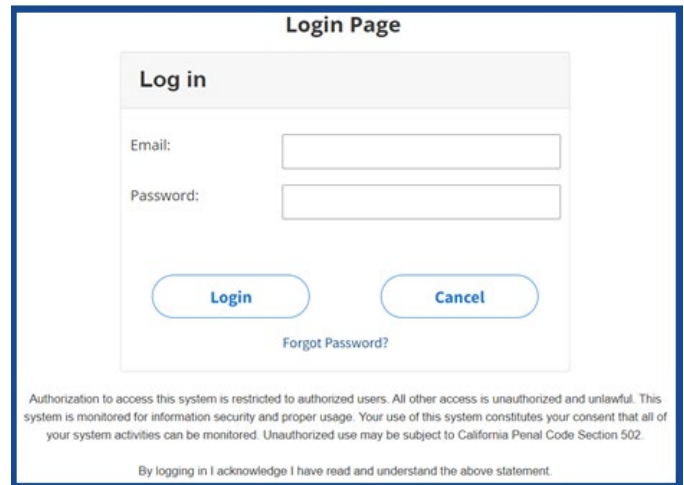# QuickStart Guide Series

Skilled Nursing Facility Annual Consolidated Financial Report

5 – Revising a Report

If you have been notified that your submission needs revision or is being returned for non-compliance, you may need to 1) add, unlink, replace, or remove documents, 2) add or replace the certification, or 3) change from or to a "No Documents to Report" (NDR) submission.
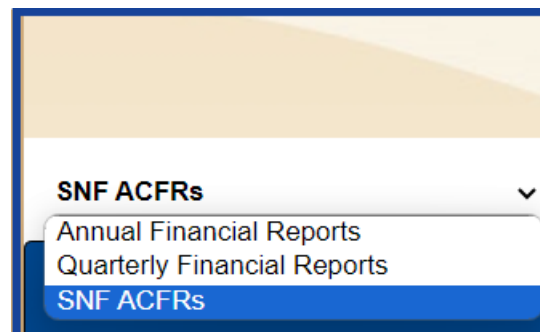
Start

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 **ADDING AND LINKING DOCUMENTS TO REPORTS:**

The *Link Consolidated Financial Documents to SNF ACFRs* page will allow the user to add documents and link those documents to one or more reports. In addition, documents can be unlinked, removed, or replaced.

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

To add and link documents to one or more reports, follow the steps below.

If a SNF is not subject to the reporting requirements, proceed to section ❻ and follow the instructions for the "No Documents to Report" (NDR) 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 ❓
☐				All ▼	[Apply Filter] [Clear]			
☐	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 year of the organization's fiscal year-end).

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, 50MB 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]

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, proceed to the *Submit SNF ACFRs* page (Submit Reports tab).

❹ **UNLINKING DOCUMENTS FROM REPORTS:**

Unlinking a document from a report is required if it is linked to an incorrect report or if it needs to be removed or replaced.

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 ❓
☐				All ▾	[Apply Filter] [Clear]			
☐	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 year of the organization's fiscal year-end).

Step 2: Select the document so that the document name appears in the Document Manager Box.

Step 3: Unselect each report you want to unlink from the document by unchecking the checkbox to the left of the HCAI ID in the list of reports, which will remove the checkmark from the box (the box should now be blank).

Step 4: Click the Link button.

❺ REMOVING/REPLACING DOCUMENTS:

Removing or replacing a document is required if an incorrect document was linked to one or more reports. To remove or replace a document, you must first unlink the document from all reports as instructed above.

Step 1: Select the Reporting Year (the year of the organization's fiscal year-end).

Step 2: Select the document so that the document name appears in the Document Manager Box.

Step 3: Click the 🚫 button to delete the document.

To replace a document, you must first unlink and remove the document then add and link a new document.

⬤6 RESUBMIT REPORTS:

The *Submit SNF ACFRs* page will allow the user to resubmit revised or returned reports.

Step 1: When resubmitting a report, you may need to replace a previously submitted Certification or provide a new Certification if an NDR was originally submitted and it was determined that documents are required. You can download a recommended blank certification form by clicking on 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 to open the *Upload Certification Form* window. Click the "Choose File" button to select a document from your device. Then click the Upload button. Once uploaded, a green checkmark ✔ will display in the report list.

To replace a previously submitted Certification, click the green checkmark ✔ in the Certification column of the report line to open the *Upload Certification Form* window and upload a new certification form file.

Step 2: Select each report you want to resubmit 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. 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* window.

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 place of the "Confirm" button.

Confirm No Document Type

HCAI ID   FACILITY NAME   RPE DATE

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

[text box]

Save   Cancel

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

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

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.