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, 3) change to or from a "No Documents to Report" (NDR) submission, or 4) add or update explanations for missing documents or an NDR submission.
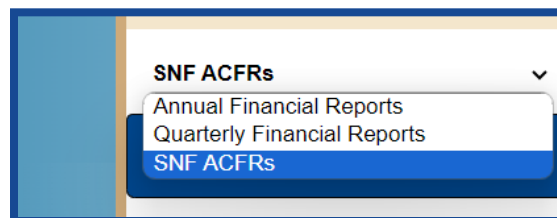
Start

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 **ADD AND LINK DOCUMENTS TO REPORTS:**

Click the *Upload and Link Documents* tab to open the *Link Consolidated Financial Documents to SNF ACFRs* page which allows 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.

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, 50MB max). Then click the Upload button.

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 the report has all appropriate documents linked, proceed to the *Submit SNF ACFRs* page (Submit Reports tab).

Step 6: Proceed to Section ❻.

❹ **UNLINK 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 `ABC RENTAL COMPANY ▾` ➕ ⬇ 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 ❓
☐				Analyst Review ▾	Apply Filter	Clear		
☑	000000000	ABC SNF	12/31/2023	Analyst Review	1	1	1	1 View Docs

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.

Step 5: When the report has all appropriate documents linked, proceed to the *Submit SNF ACFRs* page (Submit Reports tab).

Step 6: Proceed to Section ❻.

❺ **REMOVE/REPLACE 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.

Step 4: If you need to replace a document, you must first unlink and remove the document then add and link a new document.

Step 5: When the report has all appropriate documents linked, proceed to the *Submit SNF ACFRs* page (Submit Reports tab).

Step 6: Proceed to Section ❻ .

❻ **ADD/REPLACE THE CERTIFICATION:**

The *Submit SNF ACFRs* page will allow the user to add or replace the certification.

All resubmissions (except NDRs) require a new signed Certification, dated for the resubmission. 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.

Step 1: Click the "Upload Cert" link (if uploading for the first time) or the green checkmark ✓ in the Certification column (if previously submitted) to open the *Upload Certification Form* window. Click the "Choose File" button to select a document from your device. Then click the [Upload] button.

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

Step 3: Click the **Submit** button to proceed to the *Confirm Submission* page.

Step 4: Complete the resubmission process in Section **8**.

❼ CHANGE TO OR FROM AN NDR SUBMISSION:

Changing from an NDR submission to a regular submission: If you have submitted a No Documents to Report (NDR) submission and you have determined or have been informed that you are required to submit one or more documents, you will need to 1) add and link the appropriate documents, 2) upload a certification, 3) add explanations for any missing documents, and 4) resubmit the report (see Section **8** for explanation format and completing resubmission). For detailed instructions you can follow the steps in the [SNF ACFR QuickStart Series – 4 Starting a New Report](#).

Changing to an NDR submission from a regular submission: If you have submitted one or more documents and you have determined or have been informed that you are not required to submit any documents, you will need to unlink and remove documents per instructions in Sections **❹** and **❺** above and then complete an NDR submission (see Section **8** for explanation format and completing resubmission).

❽ ADD/UPDATE EXPLANATIONS AND COMPLETING RESUBMISSION:

The *Submit SNF ACFRs* page will allow the user to add or update explanations for missing documents or NDR and complete resubmission.

For a regular submission (includes one or more documents):

Step 1: Select the report you want to resubmit by clicking the checkbox to the left of the HCAI ID in the list of reports.

Step 2: Click the **Submit** button to proceed to the *Confirm Submission* window.

Step 3: For each document type that does not have a linked document, click the
Confirm button or the green checkmark ✔ to add or update 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 4: 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 5: When all document types are confirmed, click the **Confirm Submission** button.

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

<u>For an NDR submission:</u>

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 resubmission 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.)

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.