

# **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.



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



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.



#### **8** 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.

Link Consolidated Financial Documents to SNF ACFRs								
To link your skilled nursing facility's annual co	onsolidated financial repo	ort documents to	one or more facility	y reports,	follow	these st	eps:	
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 🛛 👔						0	All Reports	C Linked
HCAI ID Facility Name		RPE Date	Status	ACFR	IFS	OS-R	OS-U	•
			Analyst Reviev 🗸	Apply F	ilter Cl	ear		
000000000 ABC SNF		12/31/2023	Analyst Review	0	0	0	0	
Step 4: Link/Unlink Document to Reports ?	Link Clear eports, proceed to the Su	omit SNF ACFRs	page (Submit Repor	ts 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, 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 **6**.

#### **O 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				~ 🗘	<b>Q</b> v	iew All	•	
Step 3: Select Facility Report(s) Below 💡						0/	All Reports	S 🔿 Linked	
HCAI ID Facility Name		RPE Date	Status	ACFR	IFS	OS-R	OS-U	0	
			Analyst Reviev 🗸	Apply Fi	iter Cle	ear			
□ ABC SNF		12/31/2023	Analyst Reviev V	Apply Fi	iter Cle	ear 1	1	View Docs	

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 6.

#### **B** 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 Reporting Year     2023 • ?       Step 2: Upload Document into Doc Manager     ABC RENTAL COMPANY • ?       Step 3: Select Facility Report(s) Below ?       HCAI ID     Facility Name       RPE Date     Status       ACFR       Analyst Reviev •		View /	All 👔	s () Linked
Step 2: Upload Document into Doc Manager       ABC RENTAL COMPANY <ul> <li>Step 3: Select Facility Report(s) Below</li> <li>HCAI ID</li> <li>Facility Name</li> <li>RPE Date</li> <li>Status</li> <li>ACFR</li> <li>Analyst Reviev v</li> <li>Apply F</li> </ul>		View /	All 🕐	s 🔿 Linked
Step 3: Select Facility Report(s) Below ?         HCAI ID       Facility Name       RPE Date       Status       ACFR         Image: Image	IES	0,	All Repor	s O Linked
HCAI ID     Facility Name     RPE Date     Status     ACFR       Image: Constraint of the state of	IEQ			
Analyst Reviev 🗸 Apply F	11-3	OS-R	OS-U	•
	ilter Cle	ar		
00000000 ABC SNF 11/30/2023 Analyst Review 1	0	0	0	View Docs
Step 4: Link/Unlink Document to Reports ? Link Clear				

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 6.

#### **6** ADD/REPLACE THE CERTIFICATION:

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

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.       Image: 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's submission. click the NDR link on the facility report row and follow the steps on the next page.								
HCAI ID Facility Name	RPE Date Statu: Analy	ACFR IFS st Review  Apply Filter	OS-R OS-L	•	Certification	NDR Comments		
000000000 ABC SNF	11/30/2023 Analy:	st Review 1 🗸	1 1	View Docs	1	💭 🖿 revise		
Step 3: Click the Submit button and follow the steps on the	next page. ? Submit							

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  $\checkmark$  in the Certification column (if previously submitted) to open the *Upload Certification Form* window. Click the "Choose File" button to select a

Upload Certification Fo	<b>&gt;rm</b>	×
000000000 ABC SNF	11/30/23	
Uploaded Cert Form: ABC SNF	Cert.pdf	
Choose a signed certification form	n to upload (only PDFs): 👔	
Choose File No file chosen		
Upload Close		

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.

#### 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 3 for explanation format and completing resubmission). For detailed instructions you can follow the steps in the <u>SNF ACFR QuickStart Series – 4</u> <u>Starting a New Report</u>.

**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 4 and 5 above and then complete an NDR submission (see Section 8 for explanation format and completing resubmission).

**8** 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.

ne or more repo cluded in this su	rt(s) listed below do not include a bmission. If you do not confirm a	all the document types that are expected Il missing document types for a facility re	n SNF annual consolidated financial report port, then the submission cannot be process	t submissions. Please review and confirm each missing document that will not be sed.
CALID	Facility Name		RPE Date	
ICAI ID	FACILITY NAME		RPE DATE	
Annual Consolida	ted Financial Report	1		
ndividual Financia	al Statement	Confirm		
Organizational Str	ructure - Related	Confirm		
Organizational Str	ructure - Unrelated	DOCUMENT TITLE		

Step 3: For each document type that does not have a linked document, click the

Confirm button or the green checkmark  $\checkmark$  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.

Confirm No Document Type		×
HCAI ID FACILITY NAME RPE DATE Enter explanation for missing DOCUMENT TYPE	document (Min 10 characters).	
		C
Save Cancel		

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.

#### For an NDR submission:

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
		All	✓ Apply Fi	lter Clear		7		
000000000 ABC SNF	12/31/2023	Extension	0	0 0	0		NDR	
		_						
Step 3: Click the Submit button and follow the steps on the next page	je. 🕜 🛛 Sul	omit						

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 <sup>Submit</sup> 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.)



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