

2023 Nursing Services Cost Report (NSR) for Home Health Providers

May 29, 2024

Agenda

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- Multi-Site Guidelines
- What to File
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Introduction

- This webinar is focused on providing support for Home Health (HH) providers who are new to the Nursing Services Cost Report (NSR) process
- NSR Instructions for HH agencies are available as a PDF or Word document at <http://www.chiamass.gov/nsr>

Purpose

- The Center for Health Information and Analysis (CHIA) collects cost reports in furtherance of its mission to monitor the health care system in Massachusetts and to provide reliable information and meaningful analysis for those seeking to improve health care quality, affordability, access and outcomes
- CHIA collects data through the NSR which is used, among other things, to support the rate-setting obligations of the Executive Office of Health and Human Services (EOHHS)

Who Must File

- CHIA is collecting cost reports for FY2023 from all HH agencies
- Providers will have to complete separate cost reports for each nursing service they provide
 - Please note: There is a Continuous Skilled Nursing (CSN)-specific version of the NSR and a HH-specific version of the NSR
- Exemption criteria for HH Providers:
 1. The agency was in business for less than 6 months during its FY2023
 2. The agency was owned by the current owner for less than 6 months during its FY2023
 3. The agency did not participate in the MassHealth program in the cost report year or received less than \$50,000 in MassHealth revenue in its FY2023 (gross charges minus contractual adjustments)
- If you believe your agency is exempt from filing, you must claim an exemption using the FY2023 NSR Exemption Request Form, available as a Word document at <http://www.chiamass.gov/nsr>. Email the completed form to data@chiamass.gov.

Who Must File: Multiple-Site Guidelines

- Multiple site agencies with the same 9-digit MassHealth Provider ID and corresponding MassHealth ID suffix may submit one cost report
- Please list all agency sites included in the submission under Schedule 1 (“Multiple Site Information”)
- Please note: Agencies that provide both CSN and HH services must file separate cost reports to cover each type of service, even if these services are under one agency with one 9-digit MassHealth Provider ID

Cost Report Includes Data for Multiple Sites: No Yes

Multiple Site Information				
	1	2	3	4
	DPH License Number	MassHealth ID	Other Agency Site Name	Address
1				
2				
3				

SCHEDULE 1

What to File

1. FY2023 NSR

- File using CHIA Submissions: <https://chiasubmissions.chia.state.ma.us/>

2. Financial Statements

- Agencies must submit copies of financial statements and other external documentation supporting the accuracy of the data reported in the cost report
- For the full list of acceptable financial statement-related documents, please see the NSR Instructions, available as a PDF or Word document at <http://www.chiamass.gov/nsr>
- Financial statements must be emailed to data@chiamass.gov

3. Medicare Cost Report

- Home Health agencies must submit a complete copy of their Medicare cost report
- Medicare cost reports must be submitted as a PDF to data@chiamass.gov

What to File

- Example section of blank Medicare Cost Report:

04-24		FORM CMS-1728-20	
This report is required by law (42 USC 1395g; 42 CFR 413.20(b)). Failure to report can result in all interim payments made since the beginning of the cost reporting period being deemed overpayments (42 USC 1395g).			
HOME HEALTH AGENCY COST REPORT CERTIFICATION AND SETTLEMENT SUMMARY		HHA CCN: _____	PERIOD: FROM: _____ TO: _____
PART I - COST REPORT STATUS			
Provider use only	1. <input type="checkbox"/> Electronically prepared cost report. DATE: _____ 2. <input type="checkbox"/> Manually prepared cost report (limited to low or no utilization). 3. <input type="checkbox"/> If this is an amended cost report enter the number of times the provider resubmitted this cost report. 4. <input type="checkbox"/> Medicare Utilization. Enter "F" for full, "L" for low, "N" for no utilization. <i>[] If hospice only, enter</i>		
Contractor use only	5. <input type="checkbox"/> Cost Report Status (1) As Submitted (2) Settled without audit (3) Settled with audit (4) Reopened (5) Amended	6. Date Received: _____ 7. Contractor No.: _____ 8. <input type="checkbox"/> Initial Report for this HHA CCN 9. <input type="checkbox"/> Final Report for this HHA CCN	10. NPR Date: _____ 11. Contractor Vendor 12. <input type="checkbox"/> If line 5, column times reopened

When to File

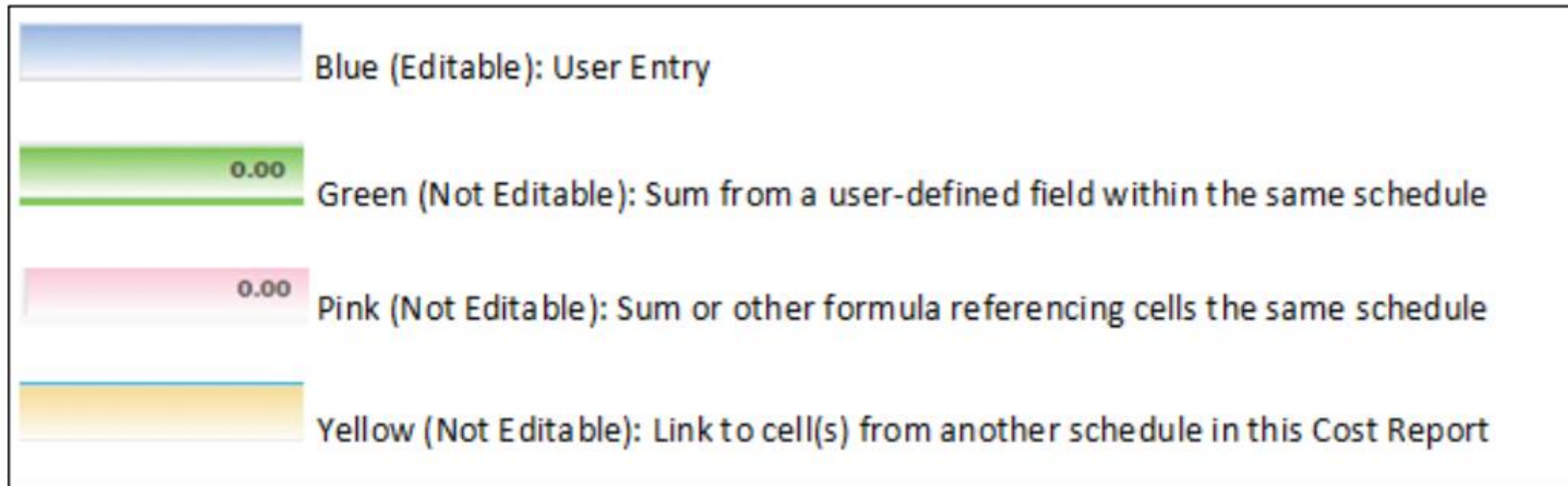
- The FY2023 NSR for HH providers is due June 13, 2024

How to File





- Agencies registered with CHIA can log in to CHIA Submissions at <https://chiasubmissions.chia.state.ma.us/>
- If you have not registered with CHIA through CHIA Submissions, please follow the instructions below:
 1. If your agency is entirely new to the filing process, your agency must submit a [CHIA INET User Agreement](#) and [Business Partner Security Agreement](#)
 2. If you are a new user with CHIA, please fill out the [CHIA INET User Agreement](#). Once this form is received and processed by CHIA, the registered user will receive a Login ID via email.
 3. Please submit all completed and signed forms to CHIA: DL-Data-Submitter-HelpDesk@chiamass.gov. Please allow up to several days for CHIA to process these forms.
 4. Once these forms are processed, you will be able to access CHIA Submissions at <https://chiasubmissions.chia.state.ma.us/> using the credentials provided to you by CHIA.

How to File: Color-Coded Cells

- Cells in the cost report have different colors based on the cell type



The legend is enclosed in a black rectangular border and contains four entries, each with a colored rectangular swatch to its left and a text description to its right. The entries are: 1. A blue swatch followed by the text 'Blue (Editable): User Entry'. 2. A green swatch containing the text '0.00' followed by the text 'Green (Not Editable): Sum from a user-defined field within the same schedule'. 3. A pink swatch containing the text '0.00' followed by the text 'Pink (Not Editable): Sum or other formula referencing cells the same schedule'. 4. A yellow swatch followed by the text 'Yellow (Not Editable): Link to cell(s) from another schedule in this Cost Report'.

	Blue (Editable): User Entry
	Green (Not Editable): Sum from a user-defined field within the same schedule
	Pink (Not Editable): Sum or other formula referencing cells the same schedule
	Yellow (Not Editable): Link to cell(s) from another schedule in this Cost Report

Importance of Data Accuracy

- It is important that all NSR submissions are complete and accurate
- Complete and accurate NSR submissions allow CHIA and EOHHS to develop appropriate rates

Example 1: A part-time RN who works 20 hours/week in a standard 40-hour work week and has been with the agency for the entire fiscal year*

Staff	Yearly Salary	FTE	Total Salary
RN	\$80,000	0.5	\$40,000

Example 2: A full-time RN who works 40 hours/week in a standard 40-hour work week and was hired halfway through the year*

Staff	Yearly Salary	FTE	Total Salary
RN	\$80,000	0.5	\$40,000

Example 3: RN who also works 10 hours per week as a Care Coordinator*

Staff	Yearly Salary	FTE	Total Salary
RN	\$80,000	0.75	\$60,000
Care Coordinator	\$50,000	0.25	\$12,500

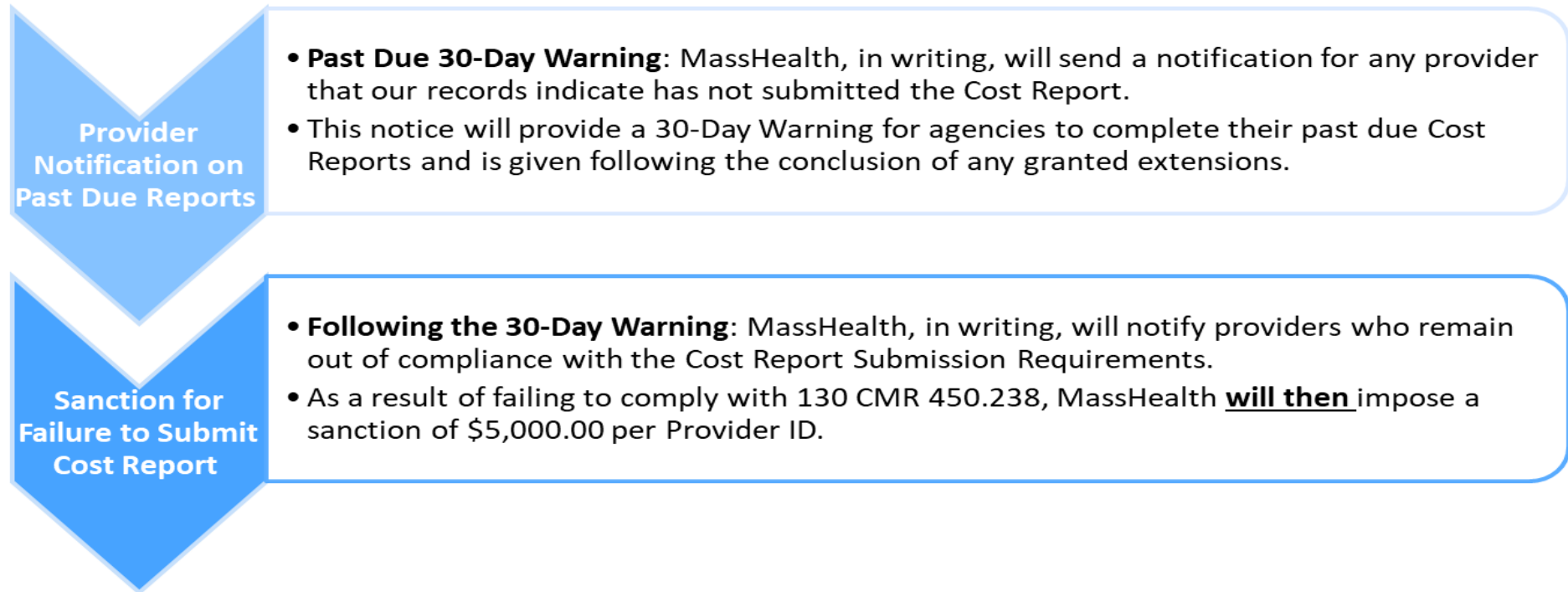
*Please note: Salary information shown is for demonstration purposes only.

Schedule Walkthrough

- CHIA Submissions: <https://chiasubmissions.chia.state.ma.us/>
- Please note: CHIA Submissions works best in Google Chrome

Past Due Cost Report Process

The following guidance is intended to provide information on past due Cost Reports, Notifications, Sanction, and Dispute Rights. The below information is applicable for any provider that has not fully submitted their Cost Report as required by CHIA and includes providers who are eligible for an exemption but have failed to obtain one timely.



Dispute Rights: Providers can submit a dispute to the Notice of Sanction. EOHHS must receive this dispute in writing and within 30 calendar days of the date of the notice. See 130 CMR 450.240(C). Further guidance will be provided in the notifications.

Questions

- Please submit any questions by using the chat function
- Please note: List of Frequently Asked Questions is available as a PDF or Word document at <http://www.chiamass.gov/nsr>
- If you have questions related to CHIA Submissions or registering your agency, please email DL-Data-Submitter-HelpDesk@chiamass.gov
- If you or your agency have specific questions regarding the Cost Report Non-Submission Policy process, please contact the LTSS Provider Service Center at (844) 368-5184 or support@masshealthltss.com
- For all other questions, please email CostReports.Pricing@chiamass.gov with the following information in the subject line of your email:
 1. Name of your agency with MassHealth ID #
 2. Name of the cost report you are questioning about
 3. Cost report reporting year

Subject Line Example: Question on FY2023 HH Cost Report – ABC agency, ID# 123456789A

Thanks for Attending!

- Slides and webinar recording will be posted online