



OFFICE OF LONG-TERM LIVING BULLETIN

ISSUE DATE

March 1, 2016

EFFECTIVE DATE

April 1, 2016

NUMBER

03-16-02

SUBJECT:

Electronic Submission of Nursing Facilities' MA-11 Cost Reports, Supporting Documentation and Signed Certification Report

Jennifer Burnett, Deputy Secretary
Office of Long-Term Living

PURPOSE:

The purpose of this bulletin is to notify nursing facilities of changes to the submission process for the MA-11 cost report, supporting documentation and the signed Certification Report. Beginning April 1, 2016 and thereafter, nursing facilities must submit their MA-11 cost report, supporting documentation and the signed Certification Report electronically to the Nursing Facility Report Portal (NFRP) website at <https://nfrp.panfsubmit.com>. The Department of Human Services (Department), Office of Long-Term Living will not accept hard copy supporting documentation from facilities that file through the NFRP after March 31, 2016. Also, on March 31, 2016 at 11:59 p.m., the MA-11 Cost Report Submission System at www.pama11.com will be made inactive.

SCOPE:

This bulletin applies to all nonpublic nursing facilities, including hospital-based nursing facilities and special rehabilitation facilities, and county nursing facilities enrolled in the Medical Assistance (MA) Program.

BACKGROUND:

On January 1, 1996, the Department implemented 55 Pa. Code Chapter 1187, the Nursing Facilities Services Case-Mix Reimbursement System. On January 1, 2001, the Department implemented electronic submission of the MA-11 cost report and modified the MA-11 instructions. In June 2005, the MA-11 was revised to provide clarification, include an updated MA Day of Care definition and additional information needed to track portions of the Nursing Facility Assessment Program. Since then, reporting and submission issues have been identified and 55 Pa. Code Chapter 1189, for County Nursing Facilities, was adopted June 23, 2006 and became effective July 1, 2006. On January 1, 2010, the Department released the revised Financial Statistical Report – Form MA-11 (MA-11) incorporating modifications to

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO: Michael Penney

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certain instructions, supporting document descriptions and specific cost report schedules and also including additional schedules and instructions specific to county nursing facilities. Use of the revised cost report was mandatory beginning with the periods ending December 31, 2009 and thereafter. Nursing facilities submitted their MA-11 cost reports via the MA-11 Cost Report Submission System at www.pama11.com.

In response to requests from the nursing facility industry, the Department implemented a process for voluntary electronic submission of supporting documents and the signed Certification Report for the MA-11 cost reports for the period ending June 30, 2015. This was an interim implementation step. However, beginning April 1, 2016, this process is mandatory for MA nursing facilities.

PROCEDURES:

Nursing facilities will file all cost reports in accordance with §1187.73, §1187.75 and §1187.76. County facilities should also refer to Chapter 1189. Failure to file an acceptable report will result in adjustment of the facility's per diem rate and may also result in the termination of the facility's provider agreement according to §1187.80.

Effective April 1, 2016, nonpublic and county nursing facilities will be required to submit their MA-11 cost reports, all supporting documentation and the signed Certification Report electronically to the NFRP website at <https://nfrp.panfsubmit.com>. Before a nursing facility can submit to the NFRP website, the facility must complete an Individual User Account Maintenance Form to set up a user account for logging into the NFRP, submitting the MA-11 cost report and uploading supporting documents and the signed Certification Report. The Individual User Account Maintenance Form can be found on the NFRP website; instructions are included with the form. To ensure an individual user account is established with appropriate access, the form should be completed at least two weeks prior to a facility submitting its MA-11 cost report. The NFRP website also includes the MA-11 Cost Report Submission End User Manual V5.1 with directions for uploading MA-11 cost report documents. The signed Certification Report must be submitted last since the submission of this document changes the Required Supporting Documentation folder to read-only.

In addition, after the signed Certification Report is submitted a Supplemental Supporting Documentation folder will automatically activate. This folder is only to be used to submit supplemental supporting documentation that was not available prior to submitting the signed Certification Report. The Supplemental Supporting Documentation folder will remain active until the MA-11 cost report is assigned for audit. After that time, any additional documentation that was not submitted and is needed for audit will be requested by the assigned auditor.

Modifications of MA-11 and Instructions

Modifications were made to the MA-11 and instructions primarily to support the change from submitting supporting documents hard copy to submitting supporting documents electronically to the NFRP website. The majority of the changes were minor except for the following:

- The NFRP website must be used beginning April 1, 2016 to submit the MA-11 cost report, supporting documentation and the signed Certification Report. Historically, only the MA-11 cost report was submitted electronically using the MA-11 Cost Report Submission System at www.pama11.com and the supporting documents had to be mailed in hard copy. The MA-11 Cost Report Submission System at www.pama11.com will be made inactive on March 31, 2016 at 11:59 p.m..
- The MA-11 Cost Report Submission End User Manual V5.1 contains the instructions for filing the MA-11 cost report, supporting documentation and signed Certification Report. The supporting documents must be named as directed in Appendix C of the MA-11 Cost Report Submission End User Manual V5.1. The manual can be found on the NFRP website under MA-11 Resources. Appendix C also lists the acceptable file formats.
- Effective April 1, 2016, facilities will use a Facility ID instead of a Login ID and the Department will not mail a “Password and Connectivity” letter to the administrator. The Facility ID will be the licensure number shown on the facility’s Certification of Licensure.
- The MA-11 receipt date recognized by the Department for the filing of the MA-11 is the date the signed Certification Report is submitted and fully uploaded to the Department’s NFRP. Failure to file an acceptable cost report within the required time limits may result in the termination of the nursing facility’s provider agreement and will result in adjustment of the nursing facility’s per diem rate. (See 55 Pa. Code §1187.80). The name of the uploaded signed Certification Report can be seen in the Signed Certification Report folder if the MA-11 was successfully filed.

Attachment

Instructions for Financial and Statistical Report – Form MA-11