LTC Cost Report Submission Process via OMES Cost Report and Rate Setting Web Portal

Note: This document is intended to be an addendum to the OMES Cost Report and Rate Setting Web Portal User Guide. This document is not intended to cover all available functionality in the web portal but is specifically intended to cover the document submission and workflow process. Additionally, the below workflow, steps and screenshots are for example purposes and are not intended to cover every specific scenario.

Following is a screenshot of a newly created stat log for a 12/31/2019 year end. Notice the due dates are 03/30/2020. **Project:** NF

Current User Role: Prepare Save LTC Cost Report

	Provider						Fiscal Year Begin Date 1/1/2019	Fiscal Yea End Date 12/31/20	19 - 4.1 Year End 🗸 🗸	
			Image Lege	nd - H	over for details (Cli	ck to hi	ide/show)			
	Approx Approx<		N Item not a	ccepte	d 🕥 Upload	(J) D	ownload P Rep	port Issue	View Issue	
	Show Details]							
History									Mass-I	Download
Event Date T	Event	۲	Due Date	T	Response Date	Ţ	User ID	T	Action	Details
12/08/2022	4.1 Initial Submission						system@msic.	.com	Ø	
12/08/2022	4.1 Other Documents (PHI)						system@msic.	com	ଜମ୍ବ	
12/08/2022	4.1 Other Documents (No PHI)						system@msic.	com	ଜମ୍ବର	
12/08/2022	4.1 Home Office Trial Balance						system@msic.	com	ଜମ୍ବର	
12/08/2022	4.1 Medicaid Cost Report		03/30/202	0			system@msic.	com	\odot	
12/08/2022	4.1 Medicaid Cost Report Backup		03/30/202	0			system@mslc.	.com	ଜମ୍ବ	
12/08/2022	4.1 Trial Balance		03/30/202	0			system@msic.	com	\odot	
12/08/2022	4.1 Depreciation and Amortization		03/30/202	0			system@msic.	com	る 口 る	
	ы 25 ▼								1 0	f 1 pages (8 items)
Select an ever	nt to Add								✓ Add Ever	ıt

 The first event is a header event and no actions should be taken. The first 3 sub-events (identified by "|") are only used if applicable. Upload documents to each required event (i.e. events with a due date) in order from top to bottom by clicking the upload button (indicated) and selecting the appropriate file. Any applicable notes can be left in the Notes section prior to upload. After the last required document (Depreciation and Amortization) has been uploaded the Final Checkbox Submission Approval event is populated. Project: NF

Current User Role: Prepare Save LTC Cost Report

Upload File - 4.1 Depreciation and Amortization	×
FYE: 12/31/2019	
File: Choose File OH TEST.xls	
Notes:	
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Upload	ose

History					Mass-I	Download
						٩
Event Date T	Event 🔻	Due Date 🔻	Response Date 🔻	User ID 🔻	Action	Details
12/08/2022	4.1 Initial Submission			system@msic.com	Ø	
12/08/2022	4.1 Other Documents (PHI)			system@msic.com	<i>ଲ</i> ଅଷ୍ଟ	
12/08/2022	4.1 Other Documents (No PHI)			system@msic.com	ଇମ୍ବ ଅନ୍ତ	
12/08/2022	4.1 Home Office Trial Balance			system@msic.com	<i>ଭ</i> ୍ୟ କ	
12/08/2022	4.1 Medicaid Cost Report	03/30/2020		system@msic.com	<i>ଭ</i> ଅ	
12/08/2022	Upload		12/08/2022	kmccully@mslc.com	<i>S</i> C	()
12/08/2022	4.1 Medicaid Cost Report Backup	03/30/2020		system@msic.com	ଇ ଅଛ	
12/08/2022	Upload		12/08/2022	kmccully@msic.com	むむ	()
12/08/2022	4.1 Trial Balance	03/30/2020		system@mslc.com	ଇଅଛ	
12/08/2022	Upload		12/08/2022	kmccully@mslc.com	しょう	()
12/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@msic.com	ଇମ୍ବ ଅକ୍ଷ	
12/08/2022	Upload		12/08/2022	kmccully@msic.com	むむ	()
12/08/2022	Final Checkbox Submission Approval	03/30/2020		system@mslc.com	4	
R → 1 →	≥5 ▼				1 of	1 pages (13 items
Select an ever	nt to Add				✓ Add Ever	nt

a. Each event has specific requirements regarding the acceptable File Types. If the user attempts to upload an unacceptable file-type, the user will receive an error message as shown below.

Upload F	File - 4	4.1 Medic	aid Cost Re	eport Back	up			×
FYE: 12/	31/20	19						
	File:	Choose File	OH TEST.pdf					
	Notes:							
								11
				Upload	Close			
		File typ	e 'pdf' is not	allowed. Ava	ilable extensi	on(s) are: acrb	ak	

2. When the user (with appropriate rights to upload/submit the cost report) has reviewed to make sure all the correct documents have been uploaded, the user will click the lightning bolt to confirm submission.

Project: NF



Review - Final Checkbox Submission Ap	provai						
Review User ID: kn	iccully@mslc.com						
icher bitt.	y checking this box, you are confirming that all require	ed documentation has	been submitted and is read	y for certification and submission pro	cess.		
Raview Text							
Notes							<i>li</i>
							ti.
		Con	firm Submission Clo	se			
12/08/2022	Upload		12/08/2022	kmccully@mslc.com	G B C	6	
12/08/2022	(4.1 Trial Balance	03/30/2020		system@msic.com	ଜ୍ୟତ୍		
12/08/2022	Upload		12/08/2022	kmccully@msic.com	B	0	
12/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@msic.com	多 口 令		
12/08/2022	Upload		12/08/2022	kmccully@mslc.com	SKQ.	0	
12/08/2022	Final Checkbox Submission Approval	03/30/2020		system@msic.com	4		
1 × 1	а н 25 •				1 of 1	pages (13 items)	

 Once accepted, the Final Checkbox Submission Approval will have the "Review Approved" green icon. This action also triggers the Submitter's Certification/Rejection event and an email to be sent to the Sign Approve LTC Cost Report user to let them know that the cost report is ready to be reviewed and certified. The Prepare Save LTC Cost Report user does not have the permissions to certify the cost report (no actions available for that event).
Project: NF

12/08/2022	4.1 Depreciation and Amortization	03/30/2020	12/08/2022	system@msic.com		0
12/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@msic.com	.1725	S

Current User Role: Prepare Save LTC Cost Report

4. The Sign Approve LTC Cost Report user will enter the system to review that the appropriate cost report documents have been uploaded. The user can download individual documents using the download button, or the user can use the Mass-Download tool.

Project: NF

Current User Role: Sign Approve LTC Cost Report

Event	Event	Due Date 🔤	Response Date	User ID	Action	Detaile
Date 🍸	L'Vent T	Due Date Y	Kesponse Date	USET ID	Y Action	Details
2/08/2022	4.1 Initial Submission		12/08/2022	system@mslc.com	Q	S
2/08/2022	4.1 Other Documents (PHI)			system@mslc.com		
2/08/2022	Issue	01/07/2023	12/08/2022	kmccully@mslc.com	Ø	Р
2/08/2022	4.1 Other Documents (No PHI)			system@mslc.com	る 口 る	
2/08/2022	4.1 Home Office Trial Balance			system@mslc.com		
2/08/2022	4.1 Medicaid Cost Report	03/30/2020		system@mslc.com	る口る	
2/08/2022	Upload		12/08/2022	kmccully@mslc.com	ک رۍ	()
2/08/2022	4.1 Medicaid Cost Report Backup	03/30/2020		system@mslc.com	多口令	
2/08/2022	Upload		12/08/2022	kmccully@mslc.com	ক্ষ	0
2/08/2022	4.1 Trial Balance	03/30/2020		system@mslc.com	る 口 る	
2/08/2022	Upload		12/08/2022	kmccully@mslc.com	کر کی	()
2/08/2022	4.1 Depreciation and Amortization	03/ <mark>30/2020</mark>		system@mslc.com	る 口 令	
2/08/2022	Upload		12/08/2022	kmccully@mslc.com	ک رٹ	()
2/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@mslc.com		\otimes
2/08/2022	Submitter's Certification/Rejection	03/30/2020		system@mslc.com	47	
1 1	₩ 25 •				1 of	1 pages (15 i

File Do	File Downloader-									
	Event Date 🔻	File Name	Event T	Is Review OK 🛛 🔻	Notes T	File Size (bytes) 🛛 🔻				
	12/07/2022	OH TEST	Upload	D		9				
23	12/07/2022	OH TEST	Upload			9				
	12/07/2022	OH TEST	Upload			25600				
	12/07/2022	OH TEST	Upload			25600				
10 4	1 of 1 pages (4 item									
Selected File	Size: 51218 (bytes)									
						Close Download				

5. Once the documents have been downloaded/reviewed appropriately, the user will use the review feature on the "Submitter's Certification/Rejection" event to Certify or Reject the submission.

Project: NF

Current User Role: Sign Approve LTC Cost Report

Keview - Submitter S Certification/	Rejection							~~~~
Review Us	ser ID: kmccu	lly@mslc.com						
Review	/ Date: 12/8/2	022						
	By cli provid	cking the I Certify button you are submitting the co fer admin regarding submission of this cost report	ost report, including su	pporting schedules and atta	chments, and agreeing to the staten	nent below. An automated	email will be sent to the p	reparer of this cost report and
	MISR BY FI	EPRESENTATION OR FALSIFICATION OF ANY NE AND/OR IMPRISONMENT.	INFORMATION CONT	AINED HEREIN, OR CONC	EALMENT OF A MATERIAL FACT,	MAY BE PROSECUTED I	JNDER FEDERAL AND/O	OR STATE LAW AND PUNISHABLE
Review	w Text: I here cost r suppo knowl excep	by certify that I am the owner, officer, or authorize eport and all applicable laws. I further certify, on th orting schedules and attachments prepared for FU dege and belief, the cost report, including support at a otherwise noted.	d representative of the ne provider's behalf, th ILTON MANOR NURS ting schedules and atta	e provider filing this cost rep at I have read and understa ING & REHAB, Medicaid Pr achments, is a true, accurat	ort and have been granted authority nd the above statement regarding n ovider Number 1265427892 for the e, and complete report prepared fror	by the provider business of nisrepresentation and falsif cost report period beginnin m the books and records o	rganization to bind the pr ication, I have examined ig 1/1/2019 and ending 1: the provider in accordan	ovider business organization to this the accompanying cost report and 2/31/2019 and, to the best of my cc with applicable instructions,
								h
N	Notes:							
			10	ertify Reject Clos	e			B
12/	/08/2022	4.1 Trial Balance	03/30/2020		system@msic.com			
12/	/08/2022	Upload		12/08/2022	kmccully@msic.com	SC .	()	
12/	/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@msic.com	ଜମ୍ବ		
12/	/08/2022	Upload		12/08/2022	kmccully@mslc.com	SC .	0	
12/	/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@msic.com	_	S	
12/	/08/2022	Submitter's Certification/Rejection	03/30/2020		system@msic.com	47		
36	1 1 1	N 25 -				1 of 1	pages (15 items)	

a. If the user confirms that all documentation is appropriate and certifies the cost report submission, the "State Acceptance/Rejection" event will be triggered and ODM/DODD will be notified via email.

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12/08/2022	State Acceptance/Rejection			system@msic.com		
12/08/2022	Submitter's Certification/Rejection	03/30/2020	12/08/2022	system@mslc.com		\odot
12/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@msic.com		Ø
12/08/2022	Upload		12/08/2022	kmccully@mslc.com	\mathcal{D}	(i)
12/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@mslc.com	ଜ୍ୟବ	

 b. If the user identifies any issues with the documentation and rejects the cost report submission, a "Subsequent Cost Report Submission" will be triggered (shown below).
The user (or the Prepare Save LTC Cost Report user) will need to upload the correct cost

2/00/2022	1 4.3 mai balance	03/30/2020		system@msic.com	くうてん	
2/08/2022	4.5 Depreciation and Amortization	03/30/2020		system@msic.com	<i>ଭ</i> ମ୍ବର	
2/08/2022	Upload		12/08/2022	kmccully@mslc.com	Ś	(
2/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@mslc.com		Ø
2/08/2022	Submitter's Certification/Rejection	03/30/2020	12/08/2022	system@msic.com		0
12/08/2022	Subsequent Cost Report Submission			system@msic.com	Ø	
2/08/2022	Other Documents (PHI)			system@msic.com	ନ୍ଦାର୍ଚ୍ଚ	
2/08/2022	Other Documents (NO PHI)			system@mslc.com	ନ୍ଦମ୍ଭ	
12/08/2022	Subsequent Home Office Trial Balance			system@msic.com	<i>ଭ</i> ମ୍ବର	
2/08/2022	Subsequent Medicaid Cost Report			system@mslc.com	ନ୍ଦମ୍ଭ	
12/08/2022	Subsequent Medicaid Cost Report Backup			system@mslc.com	ନ୍ମାର୍	
12/08/2022	Subsequent Trial Balance			system@msic.com	ଜମ୍ବର	
2/08/2022	Subsequent Depreciation and Amortization			system@mslc.com	ଜମନ୍ତ	

report submission documents to the subsequent cost report submission events (i.e. repeat steps 3-7)

 If user uploads an incorrect file and identifies it <u>PRIOR</u> to confirming the "Final Checkbox Submission Approval" (this applies to the initial submission or any subsequent submissions), the user can hide the incorrect file and upload the correct file as shown below.

Project: NF

Current User Role: Prepare Save LTC Cost Report

12/08/2022	Subsequent Med	licaid Cost Report		system@mslc.com	る 口 る	
12/08/2022	Upload	Incorrect file	12/08/2022	kmccully@msic.com	G <mark>∕</mark> Ω	i
12/08/2022	Upload	Correct file	12/08/2022	kmccully@mslc.com	Ś	i

12/08/2022	Subsequent Medicaid Cost Report		system@msic.com	ଜମନ୍ଦ	
12/08/2022	Upload	12/08/2022	kmccully@msic.com	۲	0
12/08/2022	Upload	12/08/2022	kmccully@mslc.com	ଇ	()

ii. The user also has the option to use the "Report Issue" function to make an option event as not applicable, or to otherwise report an issue or make a note.

12/08/2022	Subsequent Cost Report Submission	system@mslc.com	Ø	
12/08/2022	Other Documents (PHI)	system@mslc.com	6 ⁵ CA	
12/08/2022	Other Documents (NO PHI)	system@mslc.com	6) File	
12/08/2022	Subsequent Home Office Trial Balance	system@mslc.com	6 Clar	

12/08/2022	Subsequent Cost Report Submission	system@msic.com	Ø	
12/08/2022	Other Documents (PHI)	system@msic.com	る 口 令	
12/08/2022	Other Documents (NO PHI)	system@msic.com	ଜମ୍ବ	
12/08/2022	Issue	kmccully@mslc.com	Ø	P
12/08/2022	Subsequent Home Office Trial Balance	system@msic.com	ଜମ୍ବ	

- 6. If the user needs to add an event that is not listed in the event grid, the "Select an event to Add" feature can be utilized. Example of this include the following:
 - a. If a user notes an issue with the submission before the next step of the approval process is completed (i.e. the Prepare Save user confirms submission then notes a correction should be made prior to the Sign Certify user certifying the submission), the user can manually add a Subsequent Cost Report Submission package.
 - b. The process to request a cost report extension will be completed via the "Select an event to Add" feature by selecting the "Request Cost Report Extension (Upload/Notes Req.). There are two ways for a user to request a cost report extension as shown below.
 - i. The user clicks add event for the "Request Cost Report Extension (Upload/Notes Req.)" event and enters notes explaining why an extension is being requested and the relevant timeline.

Request Cost Repo	rt Extension (Up	Ioad/Notes Req.)]			A	Add Event
Add "Reque	est Cos	t Report	t Extensio	n (Upload/Note	es Req.)"		×
	Notes:	Example Pr Please note specific for	rovider would lik e - The above se mat used for ext	entence is for example p entence is for example p ension requests.] Save Close	on to MM/DD/YYYY due t	o *insert reason*. ntended to be the]
12/09/2022 Request (Upload/	Cost Report E: Notes Req.)	rtension			kmccully@mslc.com	<i>ଭ</i> ମ୍ବର	0

ii. The user clicks add event for the "Request Cost Report Extension (Upload/Notes Req.)" event. Once populated in the event history, the user clicks the upload button to upload a letter to request the extension.

Request Co	ost Report Extension (Upload/Notes Req.)			Add Event
	Decurat Cast Depart Extension			
12/09/2022	(Upload/Notes Req.)		kmccully@msic.com	ି କ <mark>ା</mark> କ
12/09/2022	Upload	12/09/2022	kmccully@mslc.com	() Ø
в → 1 →	н 25 -			1 of 1 pages (25 items)