

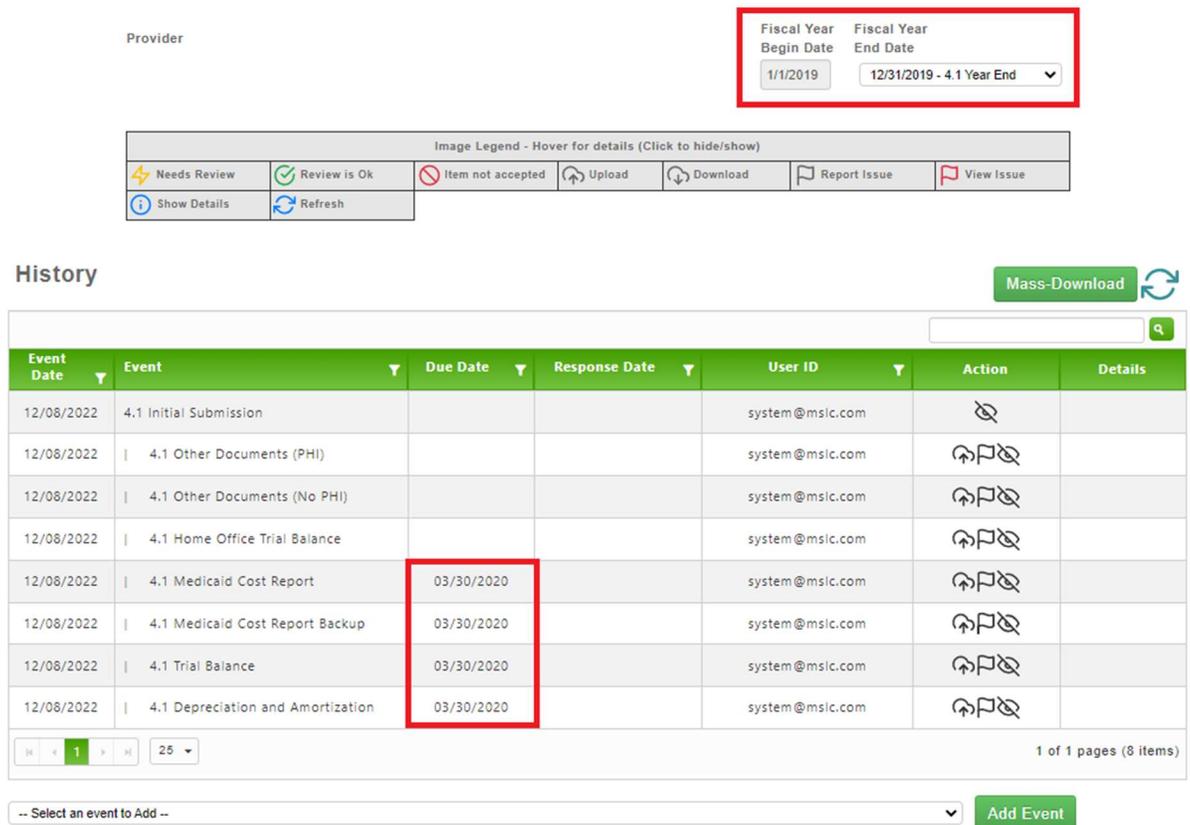
LTC Cost Report Submission Process via OMES Cost Report and Rate Setting Web Portal

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 Year End Date: 12/31/2019 - 4.1 Year End

Image Legend - Hover for details (Click to hide/show)

- Needs Review
- Review is Ok
- Item not accepted
- Upload
- Download
- Report Issue
- View Issue
- Show Details
- Refresh

History

Mass-Download

Event Date	Event	Due Date	Response Date	User ID	Action	Details
12/08/2022	4.1 Initial Submission			system@msic.com		
12/08/2022	4.1 Other Documents (PHI)			system@msic.com		
12/08/2022	4.1 Other Documents (No PHI)			system@msic.com		
12/08/2022	4.1 Home Office Trial Balance			system@msic.com		
12/08/2022	4.1 Medicaid Cost Report	03/30/2020		system@msic.com		
12/08/2022	4.1 Medicaid Cost Report Backup	03/30/2020		system@msic.com		
12/08/2022	4.1 Trial Balance	03/30/2020		system@msic.com		
12/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@msic.com		

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-- Select an event to Add -- Add Event

- 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: OH TEST.xls

Notes:

History

Event Date	Event	Due Date	Response Date	User ID	Action	Details
12/08/2022	4.1 Initial Submission			system@msic.com		
12/08/2022	4.1 Other Documents (PHI)			system@msic.com		
12/08/2022	4.1 Other Documents (No PHI)			system@msic.com		
12/08/2022	4.1 Home Office Trial Balance			system@msic.com		
12/08/2022	4.1 Medicaid Cost Report	03/30/2020		system@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		
12/08/2022	4.1 Medicaid Cost Report Backup	03/30/2020		system@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		
12/08/2022	4.1 Trial Balance	03/30/2020		system@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		
12/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		
12/08/2022	Final Checkbox Submission Approval	03/30/2020		system@msic.com		

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-- Select an event to Add --

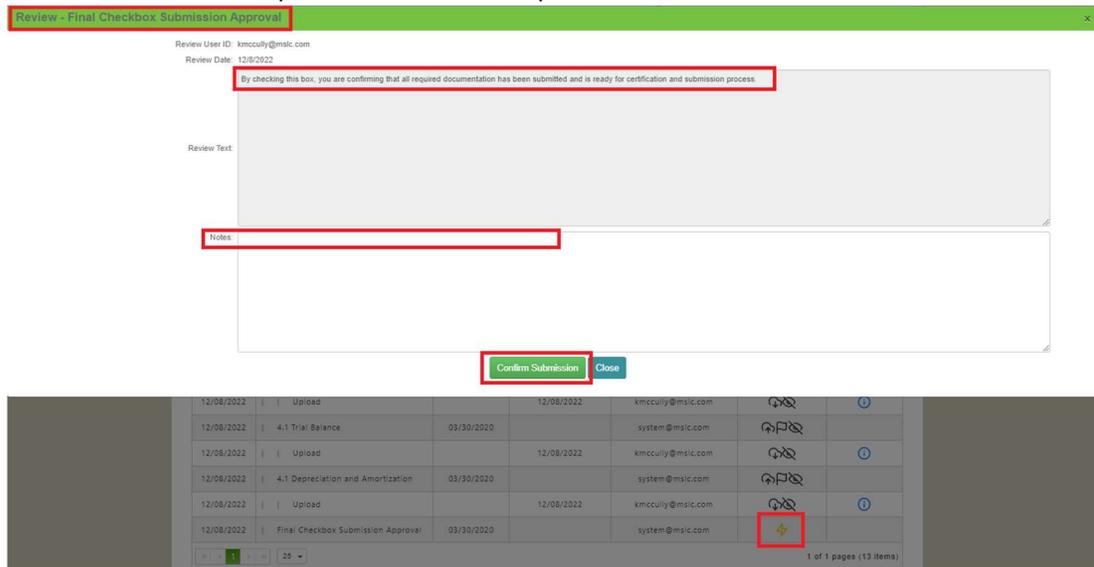
- a. Each event has specific requirements regarding the acceptable File Types. If the user attempts to upload an unacceptable file-type, the user will receive an error message as shown below.



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

Current User Role: Prepare Save LTC Cost Report



- 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

Current User Role: Prepare Save LTC Cost Report

12/08/2022		Upload		12/08/2022	kmccully@mslc.com		
12/08/2022		4.1 Trial Balance	03/30/2020		system@mslc.com		
12/08/2022		Upload		12/08/2022	kmccully@mslc.com		
12/08/2022		4.1 Depreciation and Amortization	03/30/2020		system@mslc.com		
12/08/2022		Upload		12/08/2022	kmccully@mslc.com		
12/08/2022		Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@mslc.com		
12/08/2022		Submitter's Certification/Rejection	03/30/2020		system@mslc.com		

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-- Select an event to Add -- Add Event

- 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

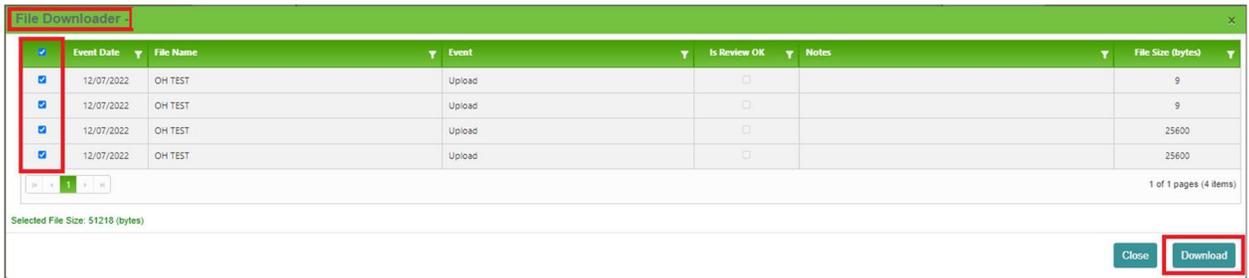
Current User Role: Sign Approve LTC Cost Report

History Mass-Download

Event Date	Event	Due Date	Response Date	User ID	Action	Details
12/08/2022	4.1 Initial Submission		12/08/2022	system@mslc.com		
12/08/2022	4.1 Other Documents (PHI)			system@mslc.com		
12/08/2022	Issue	01/07/2023	12/08/2022	kmccully@mslc.com		
12/08/2022	4.1 Other Documents (No PHI)			system@mslc.com		
12/08/2022	4.1 Home Office Trial Balance			system@mslc.com		
12/08/2022	4.1 Medicaid Cost Report	03/30/2020		system@mslc.com		
12/08/2022	Upload		12/08/2022	kmccully@mslc.com		
12/08/2022	4.1 Medicaid Cost Report Backup	03/30/2020		system@mslc.com		
12/08/2022	Upload		12/08/2022	kmccully@mslc.com		
12/08/2022	4.1 Trial Balance	03/30/2020		system@mslc.com		
12/08/2022	Upload		12/08/2022	kmccully@mslc.com		
12/08/2022	4.1 Depreciation and Amortization	03/30/2020		system@mslc.com		
12/08/2022	Upload		12/08/2022	kmccully@mslc.com		
12/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@mslc.com		
12/08/2022	Submitter's Certification/Rejection	03/30/2020		system@mslc.com		

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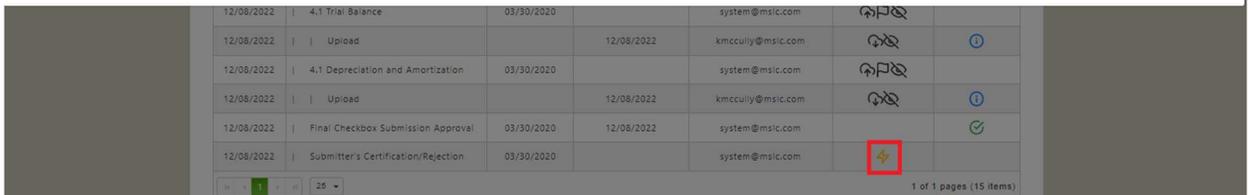
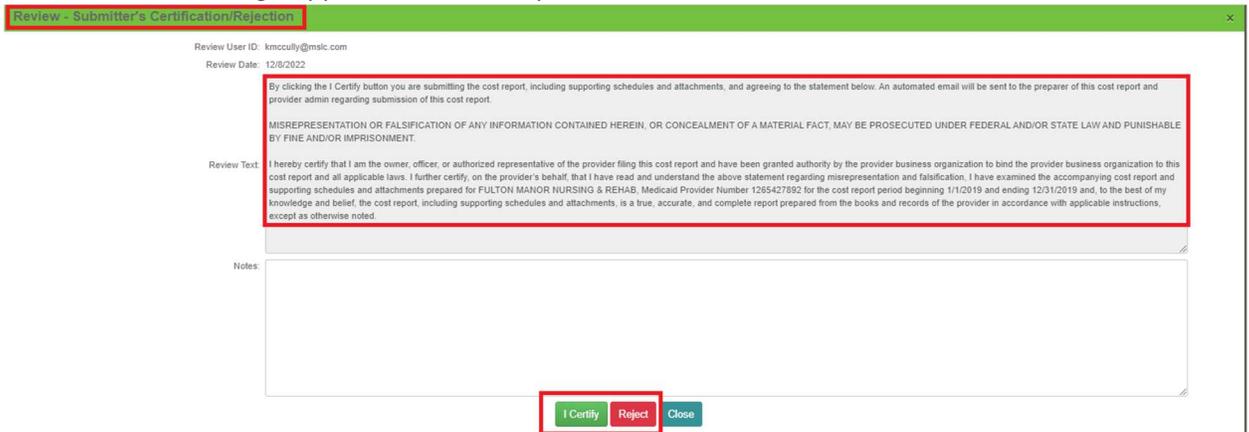
-- Select an event to Add -- Add Event



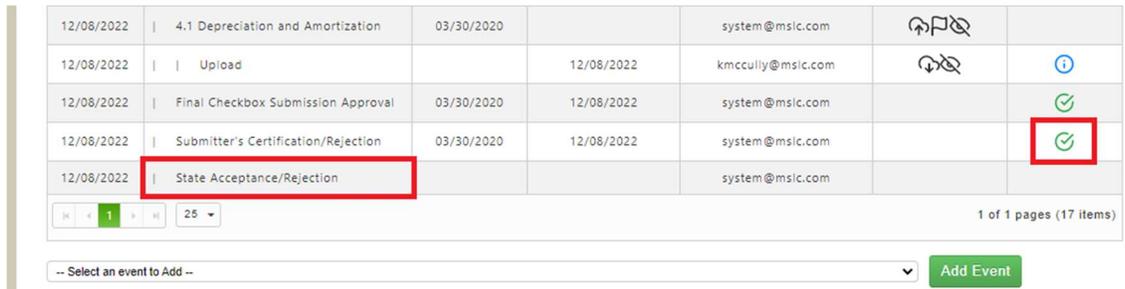
- Once the documents have been downloaded/reviewed appropriately, the user will use the review feature on the “Submitter’s Certification/Rejection” event to Certify or Reject the submission.

Project: NF

Current User Role: Sign Approve LTC Cost Report



- 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.



- 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

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

DATE	DESCRIPTION	DATE	DATE	SYSTEM/USER	STATUS	
12/08/2022	4.5 Depreciation and Amortization	03/30/2020		system@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		
12/08/2022	Final Checkbox Submission Approval	03/30/2020	12/08/2022	system@msic.com		
12/08/2022	Submitter's Certification/Rejection	03/30/2020	12/08/2022	system@msic.com		
12/08/2022	Subsequent Cost Report Submission			system@msic.com		
12/08/2022	Other Documents (PHI)			system@msic.com		
12/08/2022	Other Documents (NO PHI)			system@msic.com		
12/08/2022	Subsequent Home Office Trial Balance			system@msic.com		
12/08/2022	Subsequent Medicaid Cost Report			system@msic.com		
12/08/2022	Subsequent Medicaid Cost Report Backup			system@msic.com		
12/08/2022	Subsequent Trial Balance			system@msic.com		
12/08/2022	Subsequent Depreciation and Amortization			system@msic.com		

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- i. If user uploads an incorrect file and identifies it **PRIOR** 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 Medicaid Cost Report			system@msic.com		
12/08/2022	Upload	Incorrect file	12/08/2022	kmccully@msic.com		
12/08/2022	Upload	Correct file	12/08/2022	kmccully@msic.com		

12/08/2022	Subsequent Medicaid Cost Report			system@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		
12/08/2022	Upload		12/08/2022	kmccully@msic.com		

- 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@msic.com		
12/08/2022	Other Documents (PHI)			system@msic.com		
12/08/2022	Other Documents (NO PHI)			system@msic.com		
12/08/2022	Subsequent Home Office Trial Balance			system@msic.com		

12/08/2022	Subsequent Cost Report Submission			system@msic.com		
12/08/2022	Other Documents (PHI)			system@msic.com		
12/08/2022	Other Documents (NO PHI)			system@msic.com		
12/08/2022	Issue			kmccully@msic.com		
12/08/2022	Subsequent Home Office Trial Balance			system@msic.com		

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.

A screenshot of a software interface showing a dropdown menu with the option "Request Cost Report Extension (Upload/Notes Req.)" selected. To the right of the dropdown is a green button labeled "Add Event". Both the dropdown and the button are highlighted with red boxes.

A screenshot of a dialog box titled "Add 'Request Cost Report Extension (Upload/Notes Req.)'". It contains a "Notes:" field with the text: "Example Provider would like to request an extension to MM/DD/YYYY due to 'insert reason'." Below this is a disclaimer: "Please note - The above sentence is for example purposes only and is not intended to be the specific format used for extension requests." At the bottom are "Save" and "Close" buttons. The dialog title and the notes field are highlighted with red boxes.

12/09/2022	Request Cost Report Extension (Upload/Notes Req.)			kmccully@msic.com		
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- 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.

A screenshot of a software interface showing a dropdown menu with the option "Request Cost Report Extension (Upload/Notes Req.)" selected. To the right of the dropdown is a green button labeled "Add Event". Both the dropdown and the button are highlighted with red boxes.

12/09/2022	Request Cost Report Extension (Upload/Notes Req.)			kmccully@msic.com		
12/09/2022	Upload		12/09/2022	kmccully@msic.com		

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