Florida Nursing Home Uniform Reporting System (FNHURS) Manual

Agency for Health Care Administration

Abstract

This documentation provides information and tutorials for the use of the Agency's Provider Data Submission System for FNHURS submissions.

59E-4.102, F.A.C. June 2023

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Introduction

Purpose and Goals

The Provider Data Submission System (System) allows for Nursing Home Providers and Supervisory Authorities, such as Home Offices, to electronically submit their audited financial statements and financial information directly to the Agency for Health Care Administration (Agency). The System is also used to submit Medicaid Cost Reports.

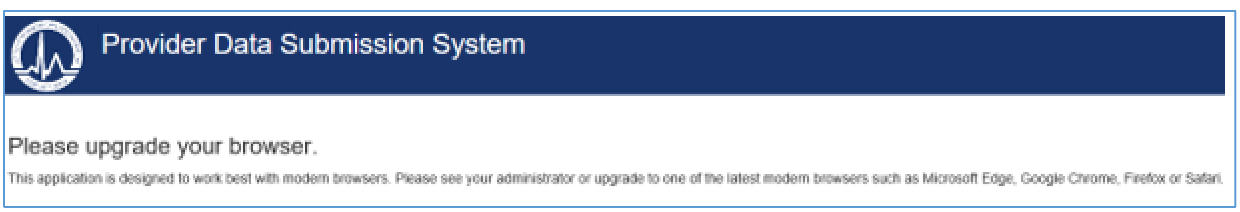
The System is primarily for the collection of information, and certain validations and edits have been put in place to ensure data is as clean and accurate as possible. The System allows for direct communication between Providers and Agency Analysts within the System so that there does not have to be an exchange of emails or multiple resubmissions. Ideally, when the Agency accepts a Submission, it will have been thoroughly reviewed by both the Agency and Provider, with any outstanding issues resolved or overridden by the Agency, if applicable.

Navigation

The URL for the System is https://apps.ahca.myflorida.com/crs.

The System is compatible with the following internet browsers: Chrome, Edge, Safari, and Firefox.

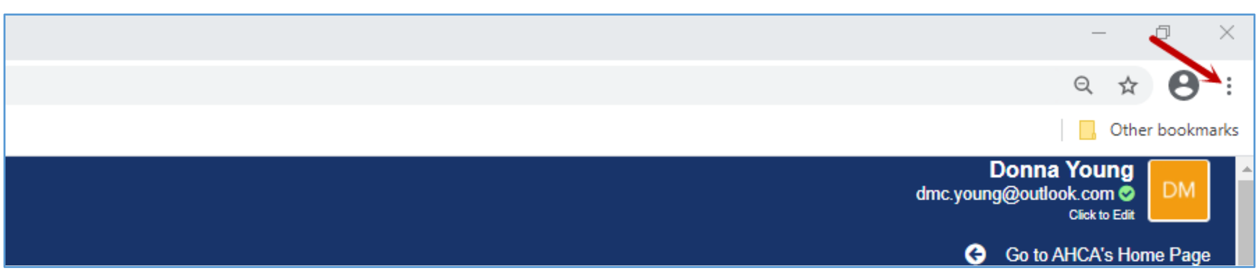
Note: the System is not compatible with Internet Explorer. If you attempt to log in, you may receive the message below.



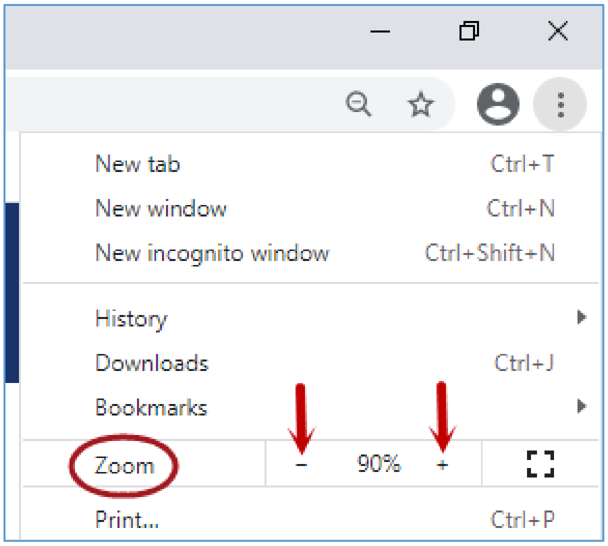
Screen Sizing

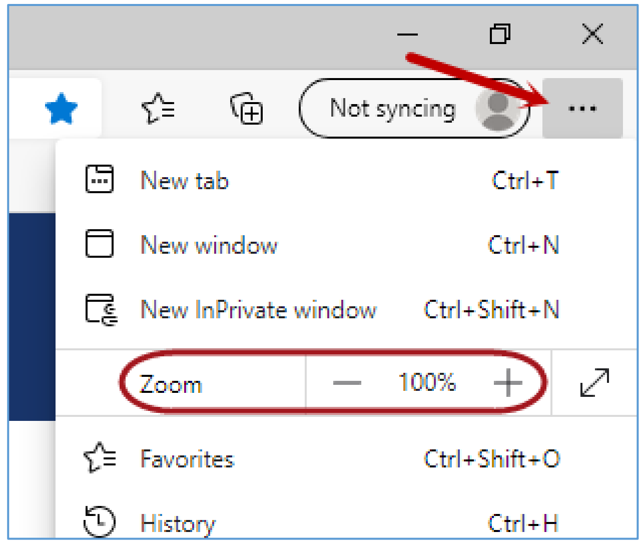
While every attempt has been made to develop the System to be adjustable across all platforms, some of the text on the pages may wrap or appear out of alignment when viewed on smaller screens, like a laptop or tablet, or minimized on a larger screen.

The pages themselves can be adjusted for better viewing by using the Zoom Level within the browser. For Chrome and Edge, click the three little dots in the top right corner of the screen.



Use the **Zoom** minus (-) (and/or plus (+)) sign to adjust the screen.





Support

If you have additional questions about how to use the System, please contact the Financial Analysis staff via email at AHCAFNHURS@ahca.myflorida.com.

Sign-Up/Log-In, Security, and Permissions

Sign-Up

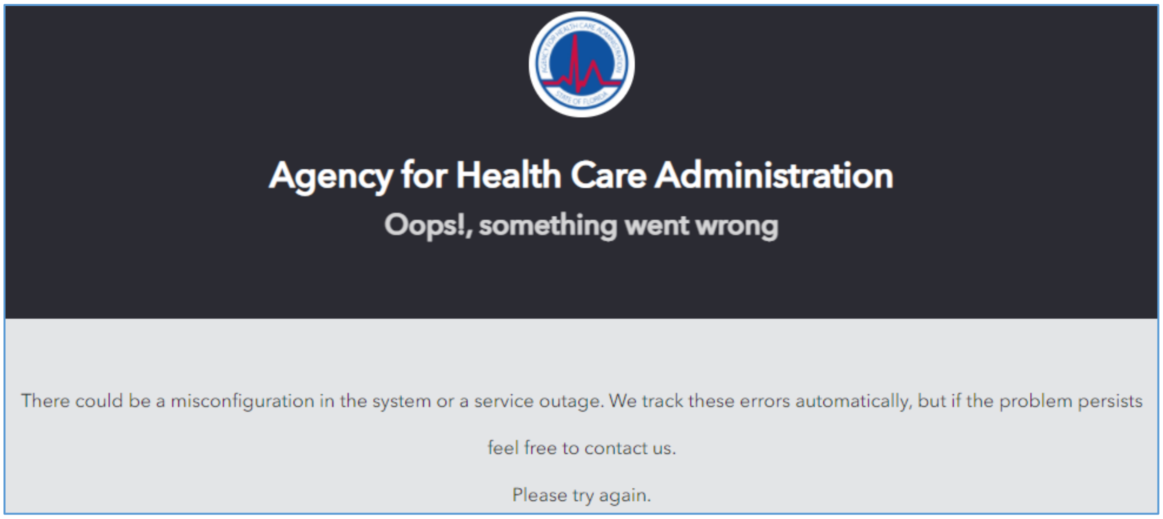
Provider and Home Office Users will first have to Sign Up to access the System using a valid, unique email address and password. The sign-up is a one-time operation for individuals. If someone has previously signed up for access to PDSS for the Cost Report System, a new account is not needed; please skip to the next section ‘Log-In’.

Click here for the Sign-Up Instructions, and once the sign-up is completed successfully, users will have access to the Provider Registration page.

Log-In

After a user has signed-up for the System, login using the email address and password used to sign-up whenever access is needed.

Note: If a user has the login page open too long before entering the login information, the user may receive an error message when login is attempted.



Just re-enter the URL for the System to return to the login screen and enter the information to log in.

Security

When Sign-Up for the System is successful, an Email Verification process must be completed.

Permissions

Users will be assigned roles based on the type of work they will perform in the System. They will be given a separate User Role for each of the Providers and/or Supervisory Authorities for which they are given access. The role of Administrator (Admin) is the highest level of access, so users designated as Administrators will have augmented permissions, which include the ability to grant access and assign Roles to other staff and contracted employees for those Providers/Supervisory Authorities they have Administrative access for. The Admins have access to all System tabs and have create, edit, and delete access permissions for the content of their Providers and Supervisory Authorities.

The System Roles (access levels) include:

- Access Requested – The user has requested access to a Provider and/or Supervisory Authority. This user will not have access to the System beyond the *Request Provider Access* page until a Role has been assigned to at least one Provider or Supervisory Authority.
- Access Granted – The user has been given access to a Provider or Supervisory Authority. This user can create and send Submissions to the Agency. They can view all the Submissions for the Provider or Supervisory Authority, but only update and submit the Submissions they 'own' or are assigned.
- Admin Access Granted – The user has been given Administrative access to a Provider or Supervisory Authority. This user has the same permissions as *Access Granted* plus the ability to update and submit any of the Submissions for the Provider or Supervisory Authority. They are also able to assign Roles and re-assign Submissions to another 'owner', or user.
- Read-Only Access Granted – The user has been given read-only access to a Provider or Supervisory Authority. This user cannot create Submissions or enter (or change) information on the Worksheets. They can view Submissions for the Provider or Supervisory Authority, including the Worksheets, Reports, Comments, and Error Check.

- Access Denied – The user has been refused access to, or had access removed from, a Provider or Supervisory Authority. This user can still log into the System, but will not have access to Provider(s) and Supervisory Authority(ies) for which they have been denied access.

The initial Admins for Providers and Supervisory Authorities will be given Admin access by the Agency. The Admins will then give access to, or remove access from, other users as needed. The Admins are also able to change the roles of users for their Providers. If a user is granted access to a Provider and/or Supervisory Authority, they will have that access until an Admin changes it or sets the user's access to *Access Denied*. Access must be revoked for a user to no longer have access to a Provider and/or Supervisory Authority. Each Provider's Admins are responsible for user maintenance.

Note: Even if a user is denied access to all their Providers and Supervisory Authorities, they will still be able to log into the System, but the Provider Registration page is the only page they will be able to see.

Providers may allow access to as many users as needed to perform the data entry and submission of financial reporting information to the Agency. There is no limit to the number of users that can access a single Provider.

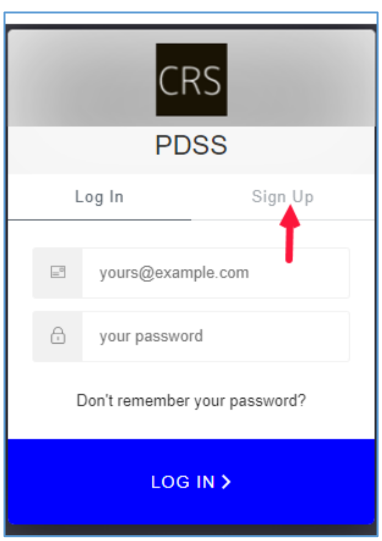
Provider Data Submission System

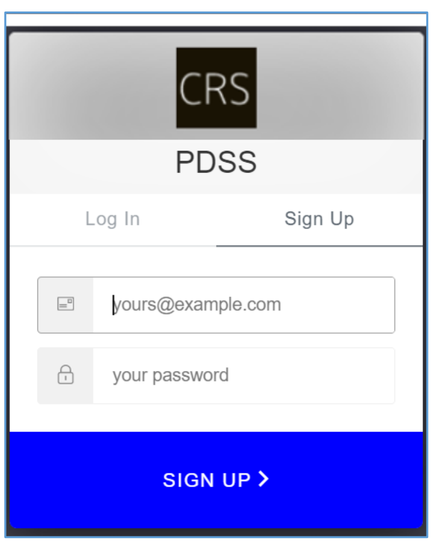
Sign Up Instructions

Provider Users will start by signing up to access the Provider Data Submission System using a valid, unique email address and password.

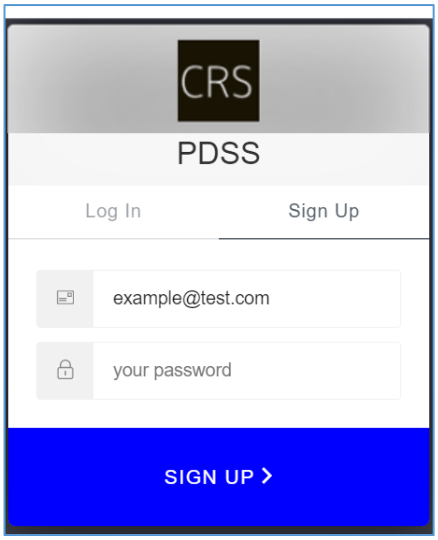
The email address used to sign-up for the System will be used for verification; an email will be sent from the System to the address for the user to complete the Email Verification process. It is also the email address that will be used for forgotten passwords and for the automated notifications sent from the System resulting from various activities that take place.

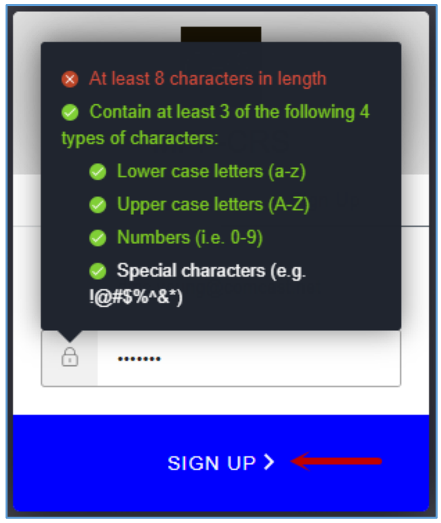
Once the application URL has been entered into the browser and the page displays, select **Sign Up** in the box.



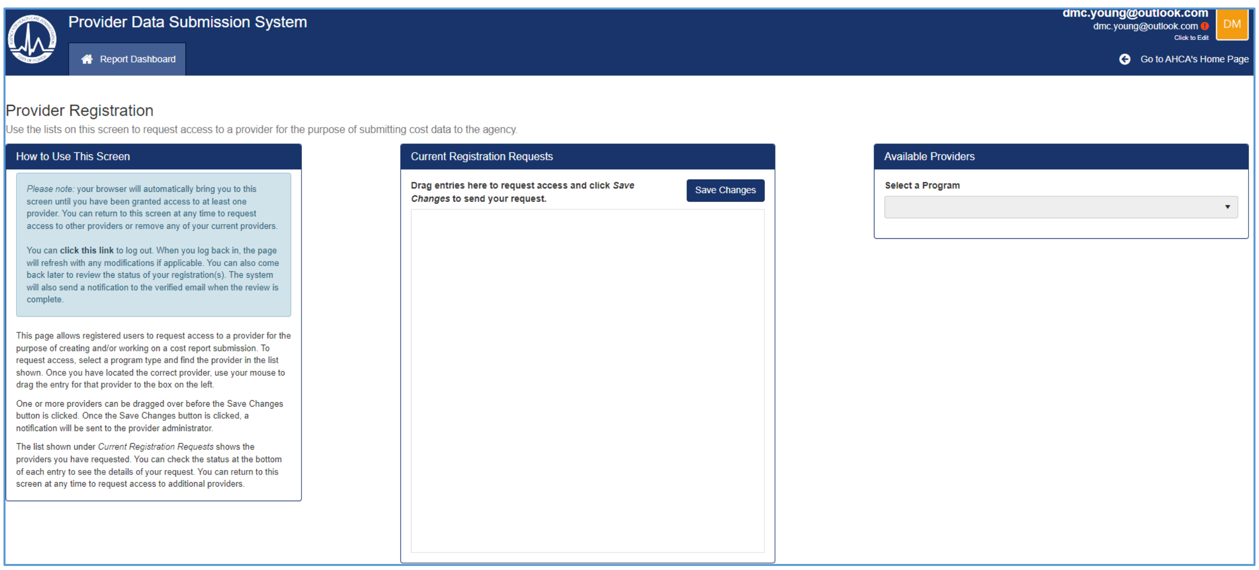


Enter a valid email address. Enter a valid password according to the criteria designated for passwords and click **SIGN UP**.





When **Sign Up** is successful, the initial landing page for the System will be the [Provider Registration]() page.



The email address of the user logged in will display in the upper right corner of the page.

There will be an indicator – an exclamation point in a red circle – if the email address has not been verified yet. The [Email Verification]() must be done before work within the System can begin.

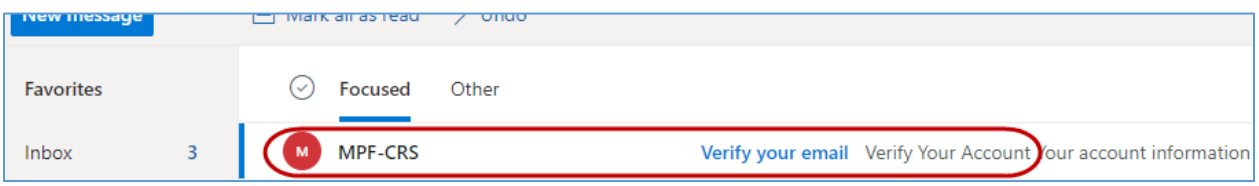
From the top right corner is the ability to access the **User Profile** and **Logout**.

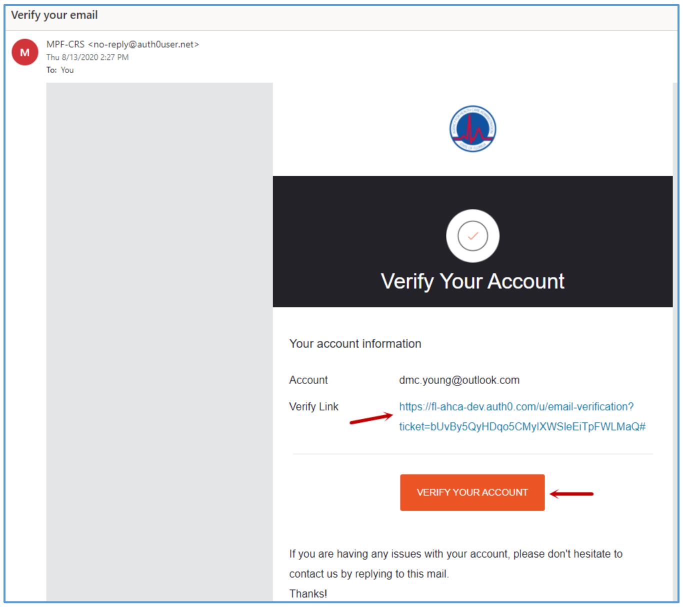
User Profile: Select the **Click to Edit** link, and then select **User Profile** from the drop-down for the Manage Your User Profile page.

Logout: Select the **Click to Edit** link, and then select **Logout** from the drop-down to log out of the System.

Email Verification

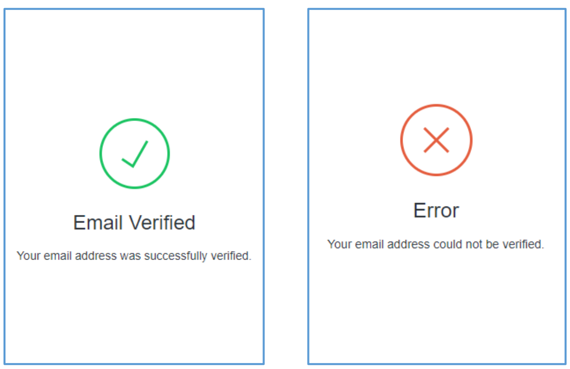
When a valid email and password have been entered and Sign-Up for the System is successful, a verification email is sent from the System to the email address used to sign up.





Click the **Verify Link** or **Verify Your Account** button in the email to complete the verification process.

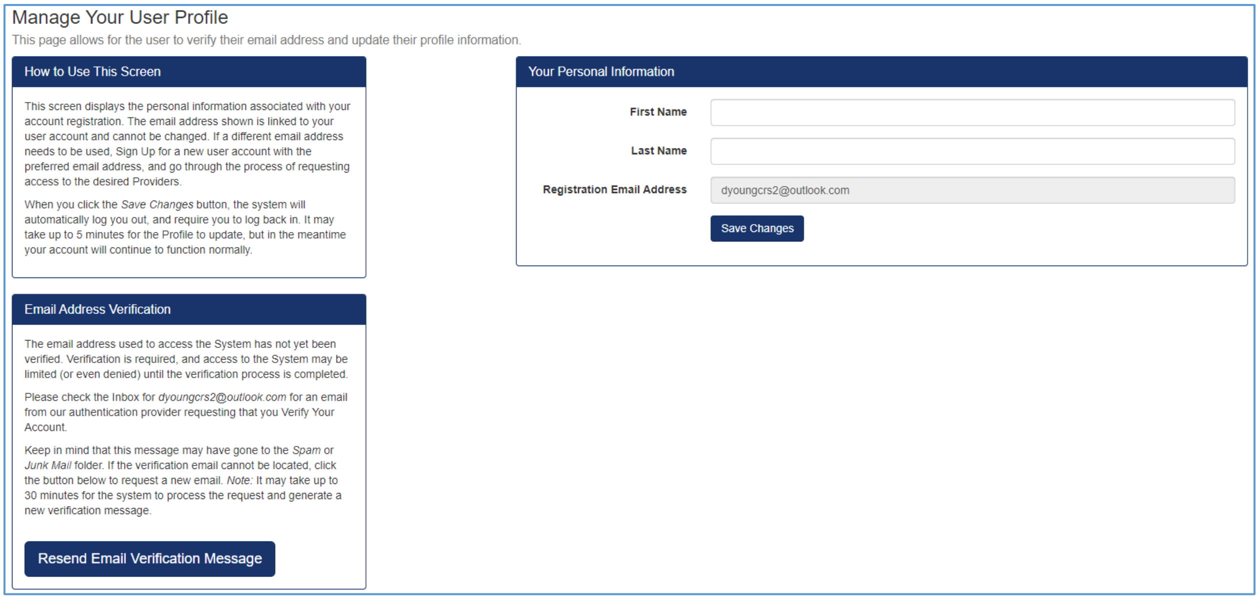
A browser will open, and a message will display with the verification result.



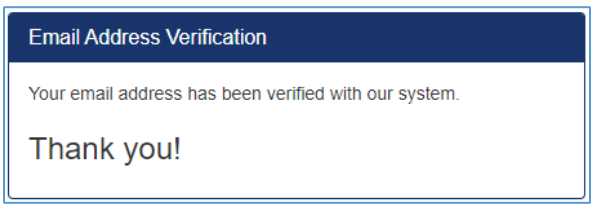
Manage Your User Profile

The **Manage Your User Profile** page shows if the email address has been verified and allows for the verification email to be resent if needed. The page also allows for a **First Name** and **Last Name** to be entered.

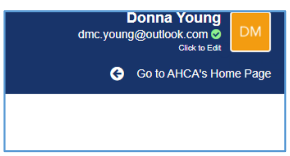
To go to the **Manage Your User Profile** page, select the **Click to Edit** link in the top right corner under the user email address, and then select **User Profile** from the dropdown list.



If the email address has been verified successfully, the page will display a confirmation message.



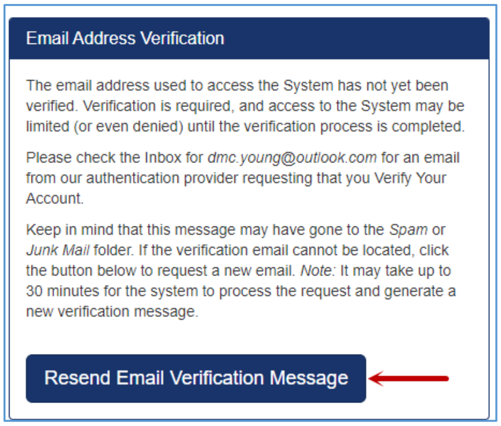
In addition, the indicator in the top right corner will display green with a check mark.



Note: The email from the System could go to Spam or Junk Mail, so those folders should be checked if the email fails to come to the Inbox.

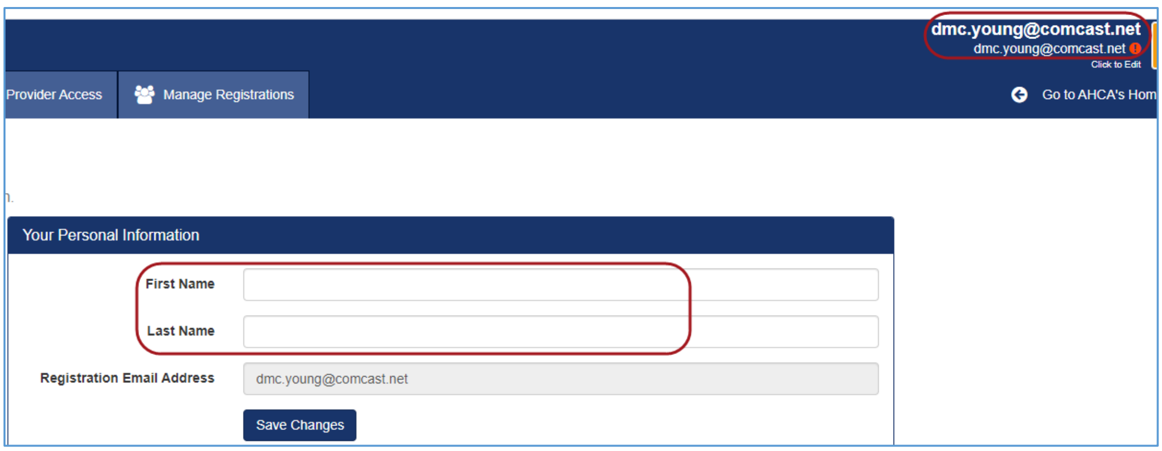
If verification has not been done, the page will display the description and instructions, and provide a way to resend the verification email.

If the email cannot be located, click the **Resend Email Verification Message** button and another email will be sent to the email address used to sign up.

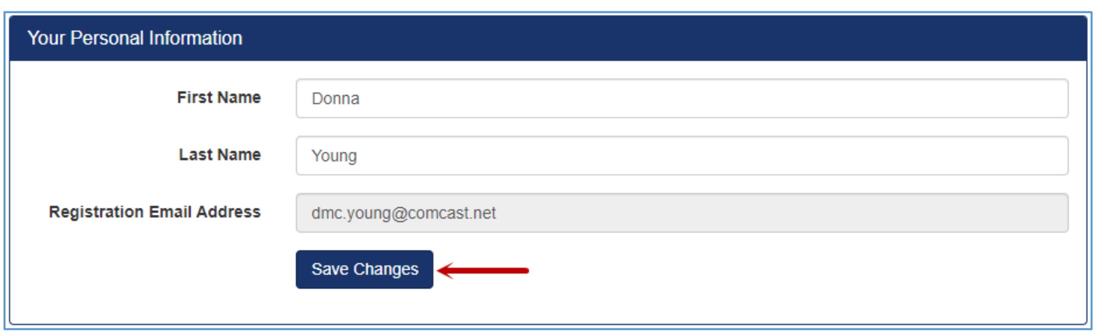


Once the email is received, complete the Email Verification Process.

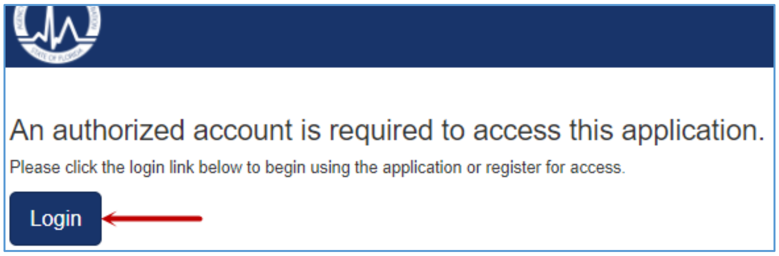
When the System is first accessed, the email address used to sign up displays in the top right corner, and the First and Last Name are empty in the **Your Personal Information** box.



After the **First Name** and **Last Name** are entered, click the **Save Changes** button.

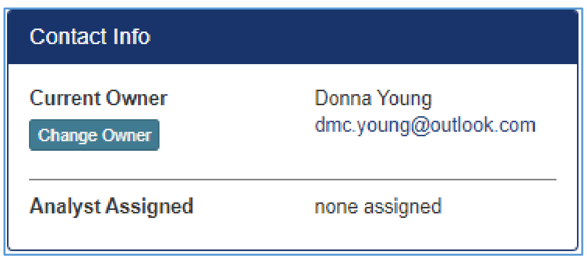


The System will automatically log out and require that the user log back in.



When the System opens, the user's name will display in the top right corner above the email address.

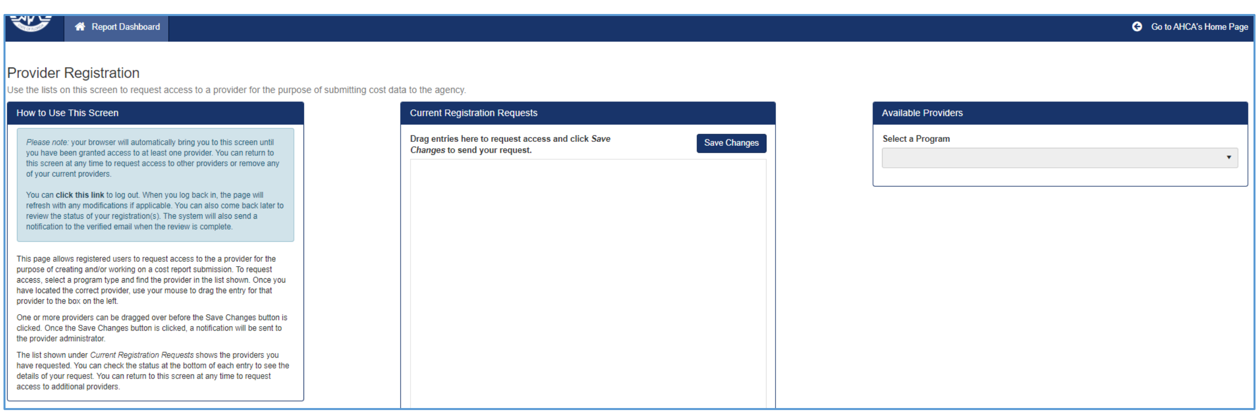
The Name will also display throughout the System for the Administrator, Agency staff, and on the Submissions that the user "Owns" or is assigned.



Provider Registration

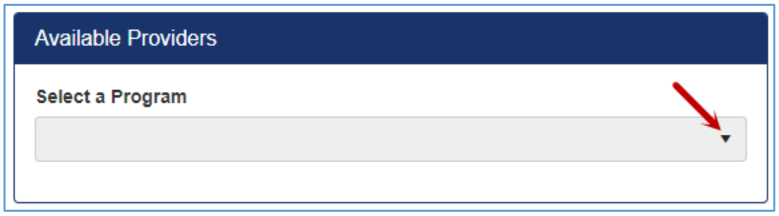
The registration process starts from the **Provider Registration** page. Provider users select the FNHURS Report Nursing Home(s) and FNHURS Home Office Report they need to have access to for creating and/or working on financial information and audited financial statement Submissions. Once the Providers are selected and saved by a user, notifications will be sent to the Agency or Provider Administrators, as applicable, for them to review and respond by granting access as needed.

Until a user has selected and been given access to at least one Nursing Home Provider or Home Office, they will only be able to see the Provider Registration page.

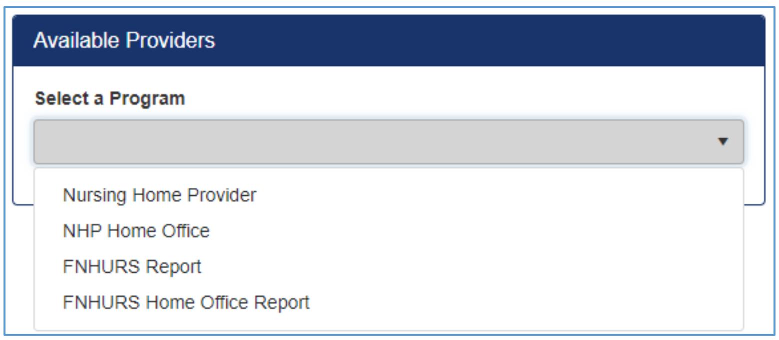


Select Providers

When access to a Nursing Home Provider or Home Office needs to be requested, click the little arrow to the right under the **Select a Program** in the **Available Providers** box on the far right of the screen.



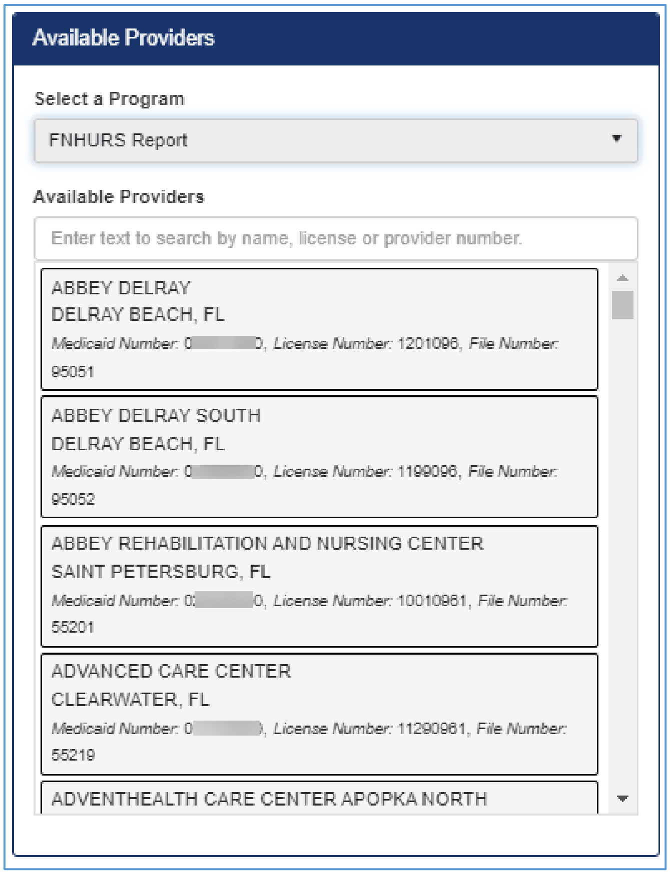
The options available will be Nursing Home Provider, NHP Home Office, **FNHURS Report**, and **FNHURS Home Office Report**. Selecting an option from the drop down will then generate a list of Providers, either Nursing Home Providers or Home Offices, to choose from based on that selection.



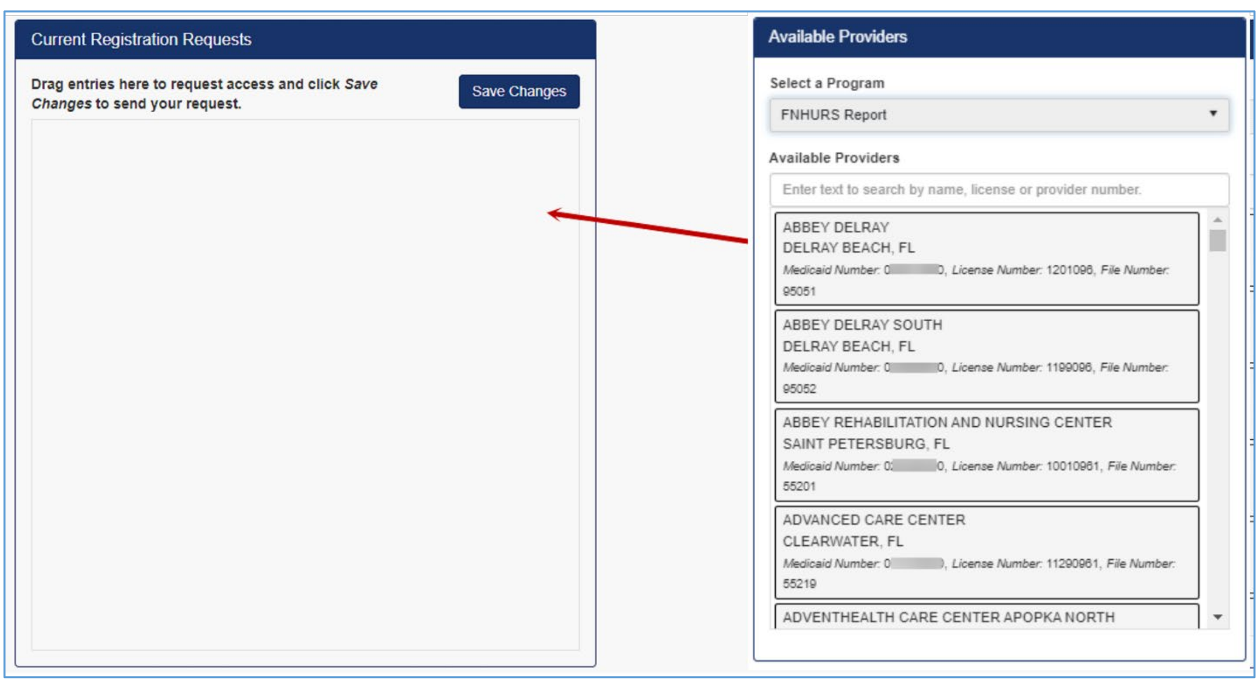
The **FNHURS Report** should be selected for requesting access to licensed Nursing Homes for the Florida Nursing Home Uniform Reporting (FNHUR) of financial information and audited financial statements.

The **FNHURS Home Office Report** should be selected for requesting access to Home Offices for the Florida Nursing Home Uniform Reporting (FNHUR) of financial information and audited financial statements.

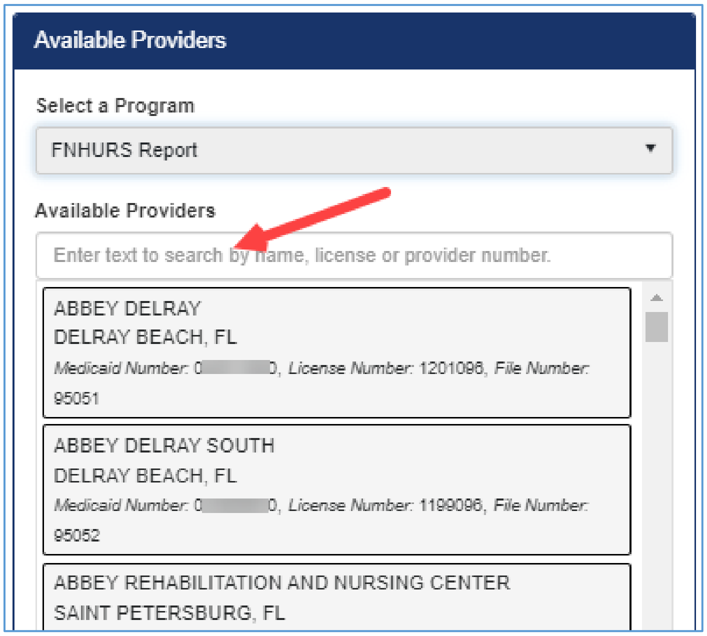
Once a **Program** is selected, the list of **Available Providers** will populate based on that Program selection.



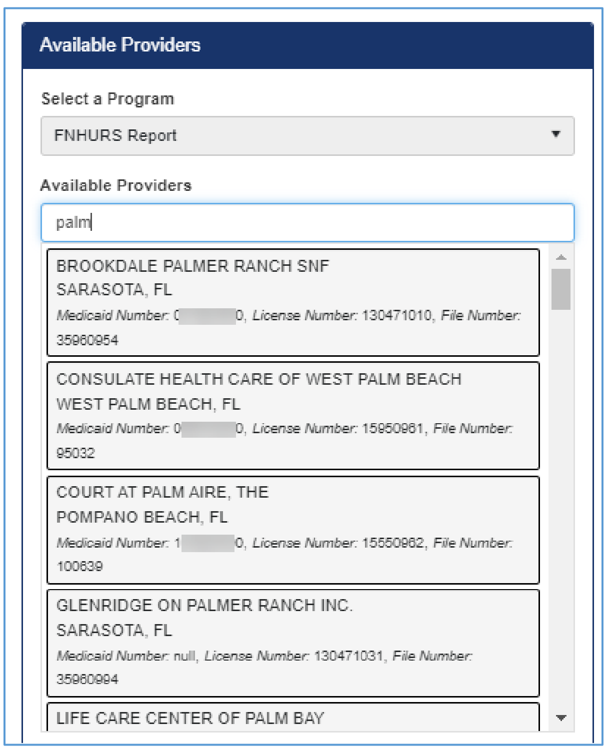
Drag the desired Nursing Home Provider(s) and/or Home Office(s) from the list on the right to the **Current Registration Requests** box on the left.



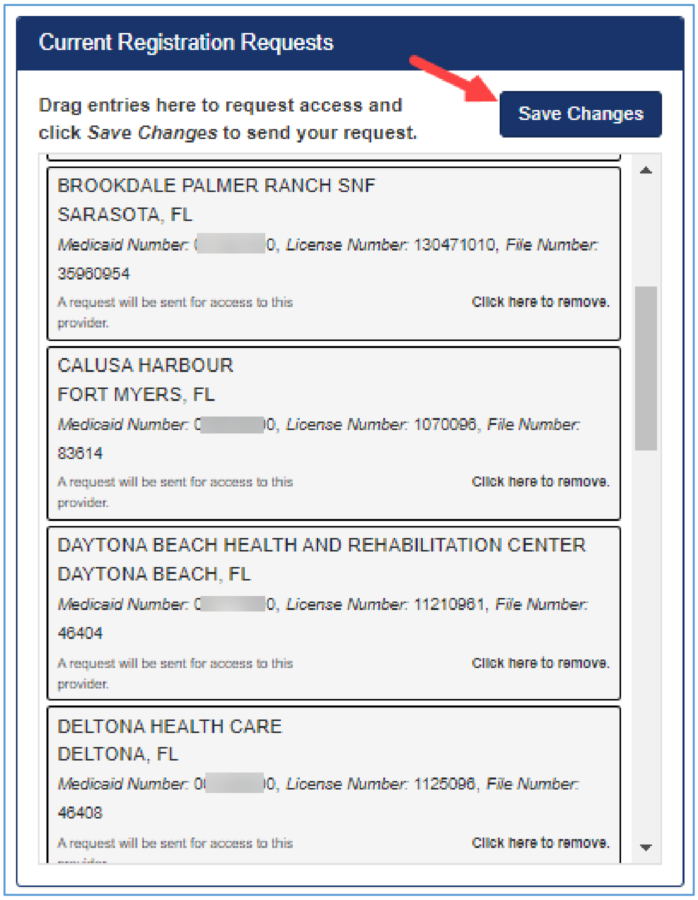
There is a search field that can be used to find **Available Providers**.



Note: If the search field is used, at least three (3) characters must be entered into the field, and the list will filter with any names that contain those characters anywhere in the name.

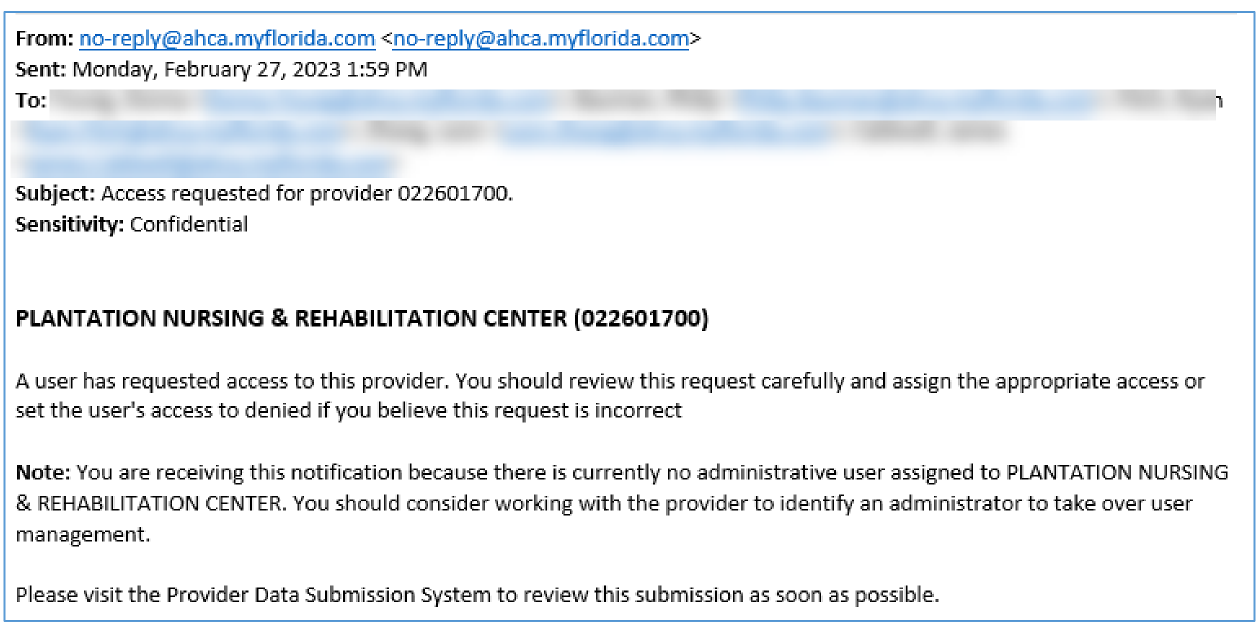


If a user needs to request access to multiple Nursing Home Providers and/or Home Offices, drag each to the **Current Registration Requests** box prior to saving and sending the requests.



Note: The ***Save Changes*** *button must be clicked for the Request(s) to be sent to the Provider's Admin(s) (or Agency if it is the first Admin requesting access).*

Once the **Save Changes** button is clicked, an email will be sent from the System to the Provider Admin(s) for the requested Provider(s) or to AHCA Admins if no Provider Admin exists.



From: no-reply@ahca.myflorida.com <no-reply@ahca.myflorida.com>
Sent: Monday, February 27, 2023 1:59 PM
To:
Subject: Access requested for provider 022601700.
Sensitivity: Confidential

PLANTATION NURSING & REHABILITATION CENTER (022601700)

A user has requested access to this provider. You should review this request carefully and assign the appropriate access or set the user's access to denied if you believe this request is incorrect

Note: You are receiving this notification because there is currently no administrative user assigned to PLANTATION NURSING & REHABILITATION CENTER. You should consider working with the provider to identify an administrator to take over user management.

Please visit the Provider Data Submission System to review this submission as soon as possible.

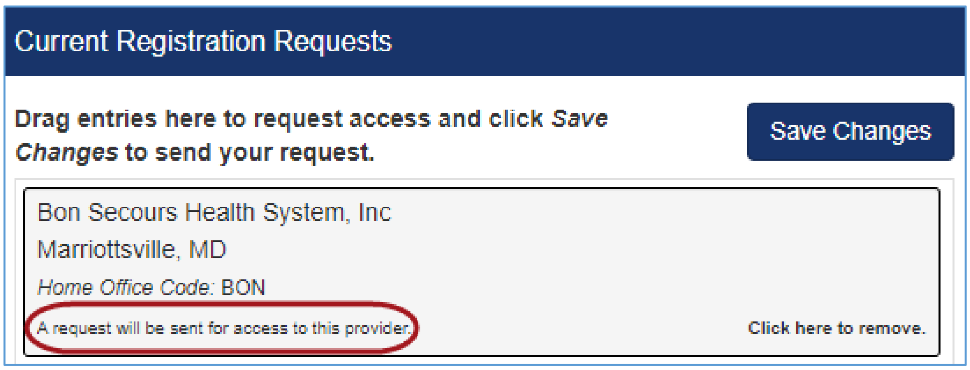
Registration Request Status

Each of the Providers in the **Current Registration Request** box will have a message for the current status of the request. The message will change as the request moves through the process. The steps of the process include selecting a Provider, sending the request to an Administrator, and receiving the role assignment for the Provider.

The **Click here to remove** link will always be available for each of the Providers. There is a message displayed when a user clicks the link, and the Provider will be removed from the **Current Registration Requests** list when the **Save Changes** button is clicked.

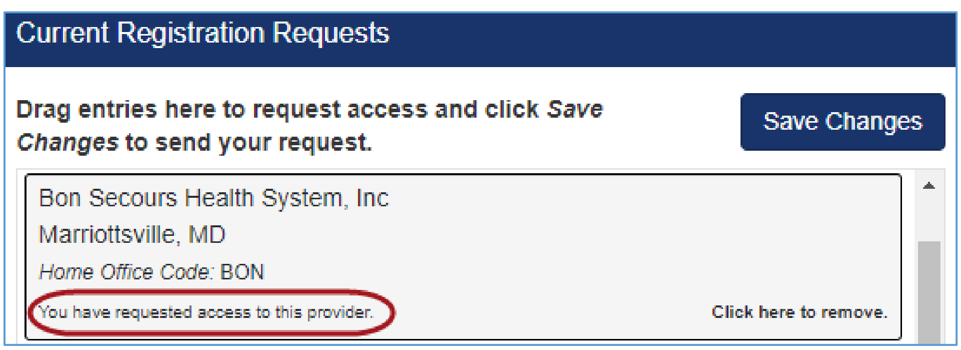
Initial Status

When a Provider is first dragged over, before the **Save Changes** button has been clicked, the status will be **A request will be sent for access to this provider**.



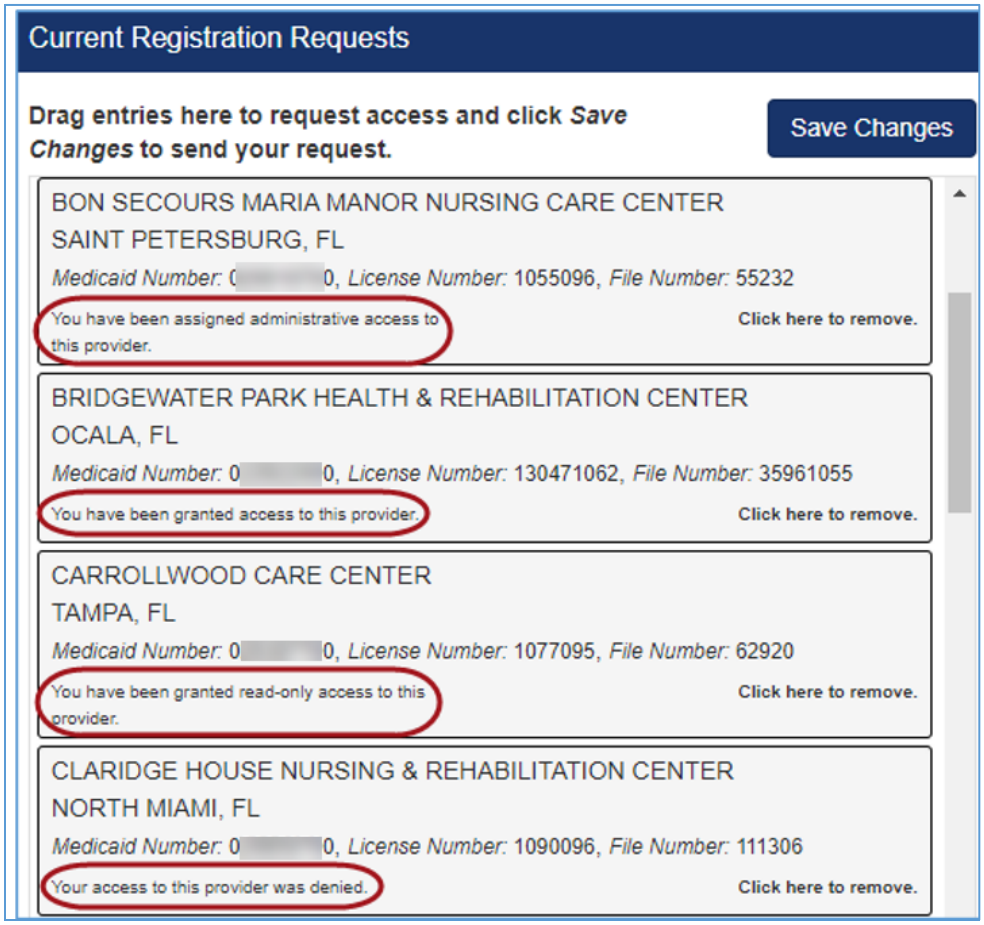
Access Requested

Once the **Save Changes** button has been clicked, notification is sent to the Administrator(s) of the Provider(s) and the message will be **You have requested access to this provider**.



Access Messages

Once access to a Provider has been given, the level of that access is disclosed in the message.

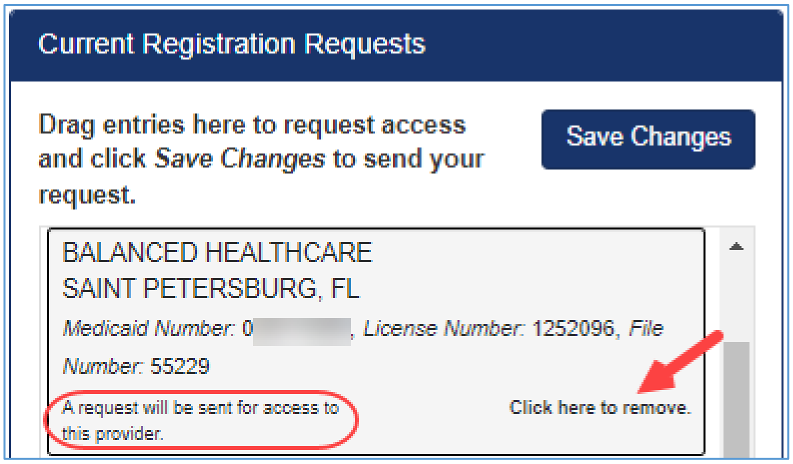


For Provider Admins, the Manage Registrations page has a list of the roles and the description of their access. The descriptions for the roles are also in the Permissions section of this document.

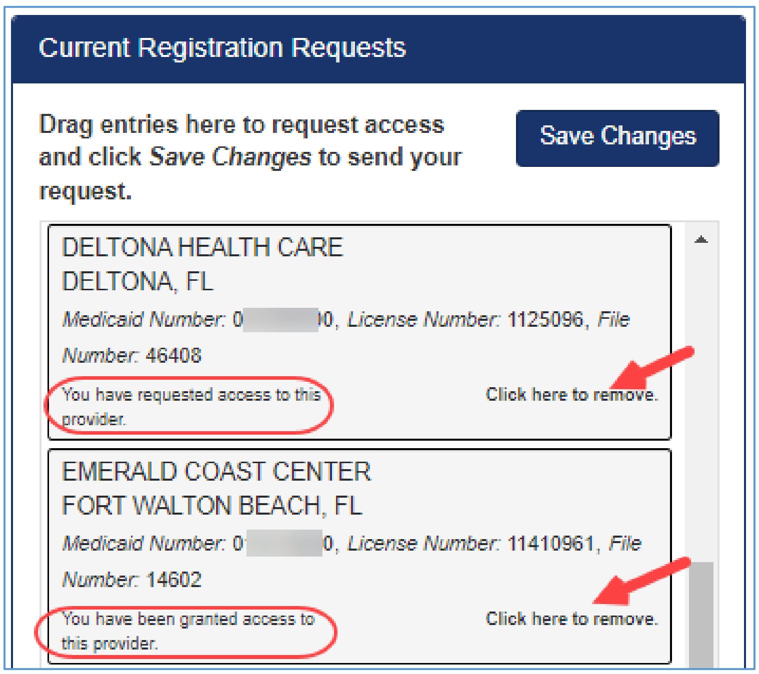
Removing Providers

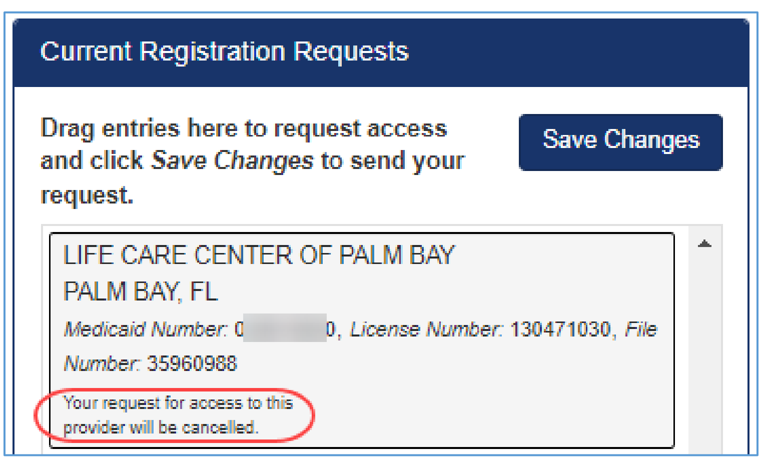
Since some of the Providers have similar names, it is important to verify when requesting access that the correct Provider is chosen. If the wrong Provider is added to the **Current Registration Request** box, it can be taken out by selecting the **Click here to remove** link in the bottom right corner of that Provider entry. Access to a Provider can be removed at any time, even after the access request has been sent or a role has been assigned.

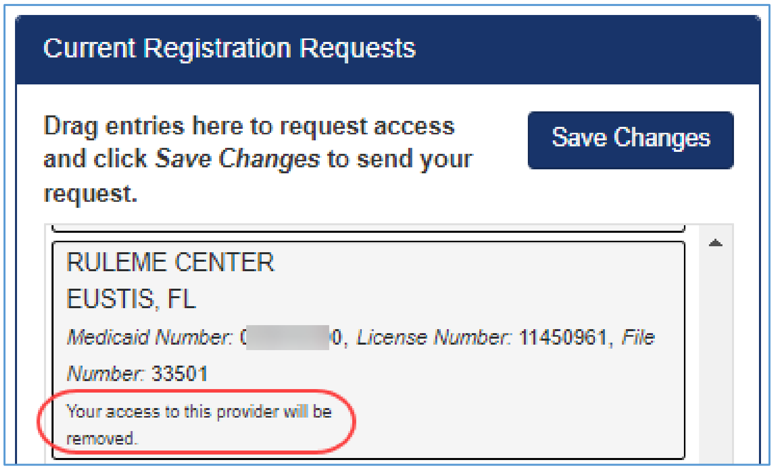
If the **Click here to remove** link is selected before the **Save Changes** button is clicked, the Provider will immediately be taken off the list.



After the access request has been sent to the Admin(s), a Provider can still be removed from the **Registration Requests** by selecting **Click here to remove** and then **Save Changes.**

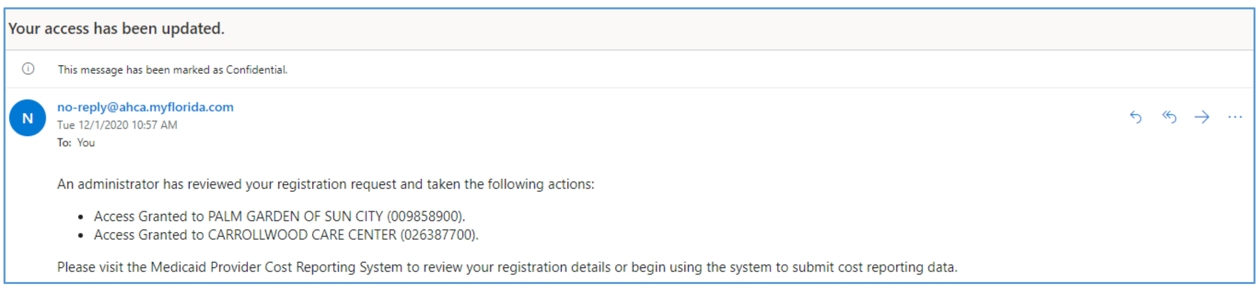






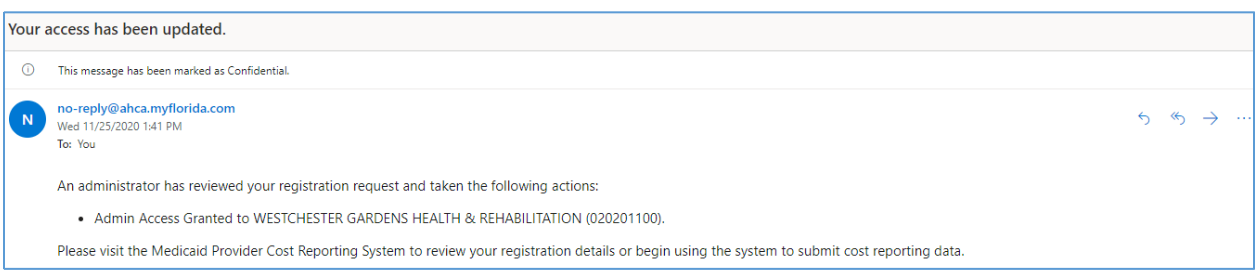
Until a User Role has been assigned to at least one of the requested Providers or Supervisory Authorities, the System will continue to return a user to the **Provider Registration** page.

When access has been given, the user will receive an email detailing the Provider(s) and level(s) of access they have received. The levels of access include Provider Administrator, Provider Access, Read-Only Access, and Access Denied.

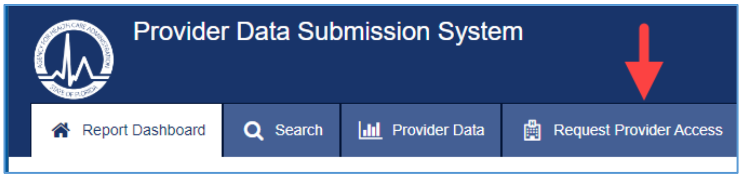


Once access has been given to at least one Provider or Supervisory Authority, additional tabs will be available depending on the level of access given.

If at any point in time a user's access level is changed, they will receive an email notifying them of the change.



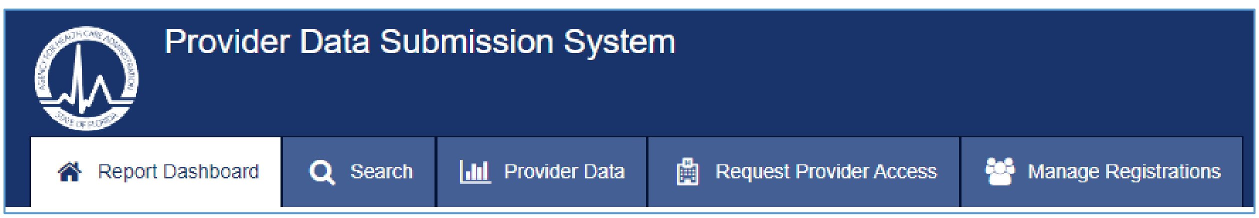
Users can return to the **Provider Registration** page via the **Request Provider Access** tab at any time to drag Providers and/or Supervisory Authorities over and request access to them or remove registrations for Providers and/or Supervisory Authorities that are no longer needed.



Provider Administrator

The primary Provider Administrator users will be invited to sign up for the System by AHCA staff. Once users select FNHURS Report Nursing Home(s) and/or FNHURS Home Office Report and click **Save Changes** to send the request(s), AHCA staff will receive the pending registrations for review. They will assign access, selecting the Role of **Admin Access Granted**.

Once a user has been given **Admin Access** to a Provider and/or Supervisory Authority, all the other tabs for the System will become available. The tabs across the top of the screen are general and applicable across the whole System, they are not specific to individual Providers or Submissions. They include the Report/Submission Dashboard, Search, Provider Data, Request Provider Access, and Manage Registrations (Provider Admin access only).



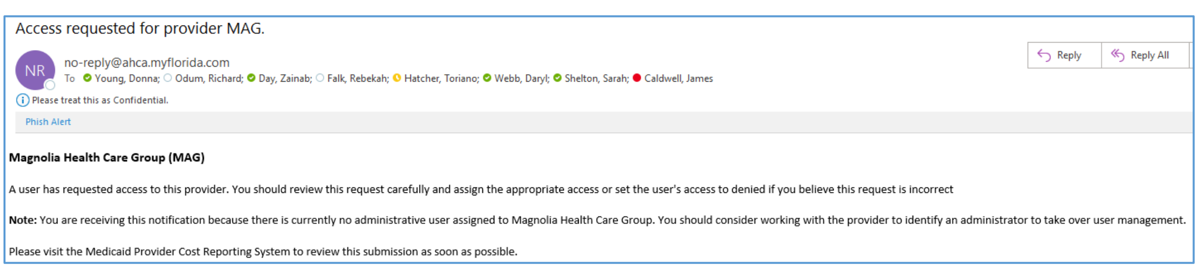
Note: Depending on when access is given, users may need to log out and log back in to see the tabs across the top of the page.

After access has been given, the landing page after logging in is the Submission Dashboard.

Manage Registrations

The **Manage Registrations** tab will only be available to Provider Administrator users. Provider Admins will manage access requests from other users for the Providers they are Admins for in the System. When another user requests access to a Provider, the Administrator will be notified.
The Admin will receive an email letting them know another user is requesting access to a Provider they manage.

There is no limit to the number of users that can have access to the Providers and Supervisory Authorities.



Access requested for provider MAG.

NR no-reply@ahca.myflorida.com
To Young, Donna; Odum, Richard; Day, Zainab; Falk, Rebekah; Hatcher, Toriano; Webb, Daryl; Shelton, Sarah; Caldwell, James

Reply | Reply All

Please treat this as Confidential.

Phish Alert

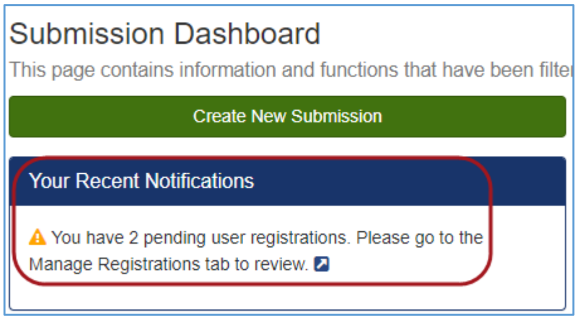
Magnolia Health Care Group (MAG)

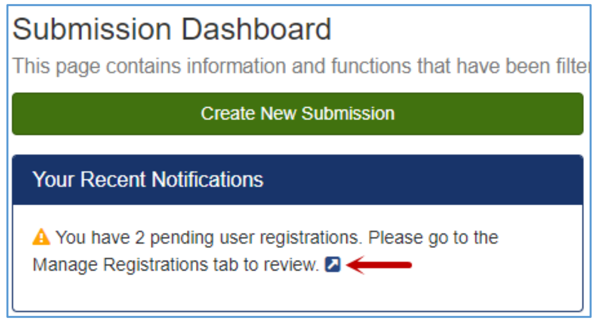
A user has requested access to this provider. You should review this request carefully and assign the appropriate access or set the user's access to denied if you believe this request is incorrect

Note: You are receiving this notification because there is currently no administrative user assigned to Magnolia Health Care Group. You should consider working with the provider to identify an administrator to take over user management.

Please visit the Medicaid Provider Cost Reporting System to review this submission as soon as possible.

In addition, the System displays messages on the **Submission Dashboard** in the **Your Recent Notifications** box.

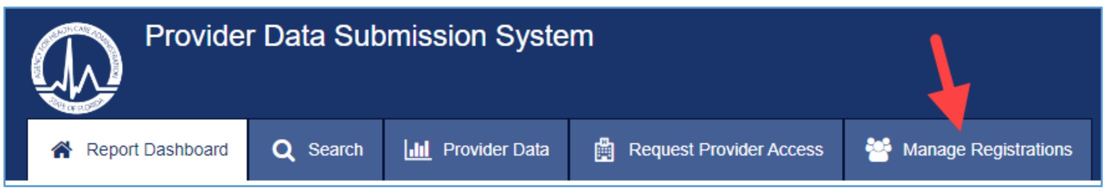




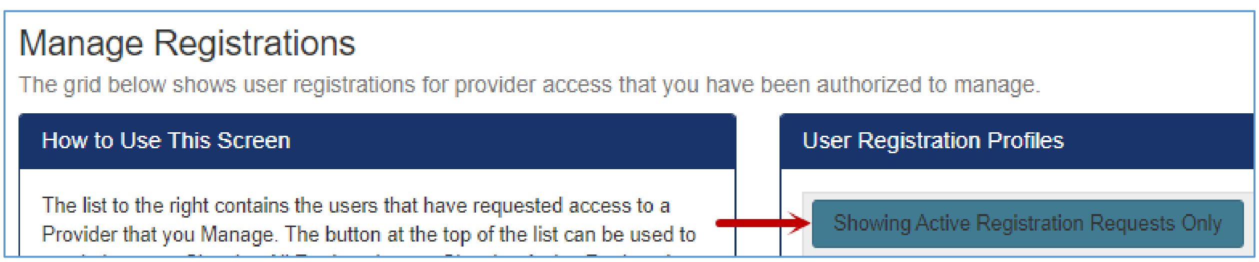
Click the little arrow at the end of the notification sentence to be taken to the **Manage Registrations** page **Showing Active Registrations Only**,

OR

Click the **Manage Registrations** tab to display **Showing Active Registrations Only**.

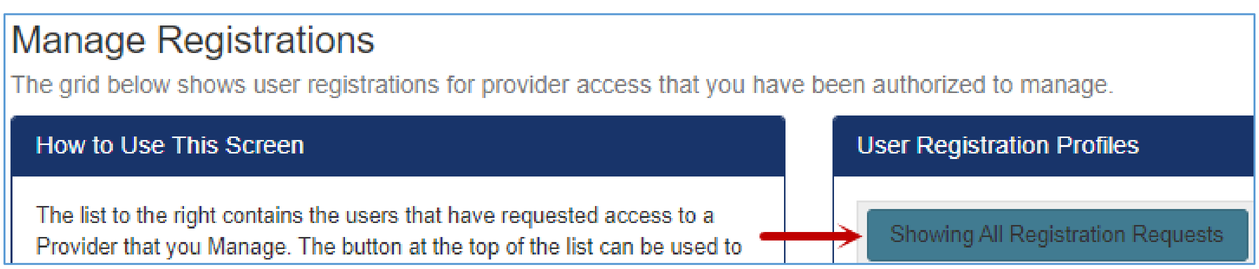


The button at the top of the list in the **User Registration Profiles** box allows for the list to be toggled back and forth between **Showing Active Registration Requests Only** and **Showing All Registration Requests**.



Showing Active Registration Requests Only

Showing Active Registration Requests Only displays users who have sent a request for access to a Provider you manage and are still "active" or pending role assignment.



Showing All Registration Requests

Showing All Registration Requests displays all the users who have sent a request for access to a Provider that you manage. It includes all the users that have already been assigned a role beyond **Access Requested**, along with those users that are still "active" or pending role assignment.

Note: Provider Admin users will only see users/requests for those Providers they are Admins for in the System. For additional details, please see [*Appendix A*](#)*.*

Assigning User Roles

The roles and their abilities are listed on the left side of the **Manage Registrations** page.

- Admin Access Granted = The user has been given administrative access to the provider. This user has the same access as ar-granted, with the ability to update and submit any of the submissions for the provider. They are also able to assign Roles and re-assign submissions to another 'owner', or provider user.
- Access Denied = The user has been refused access to, or had access removed from, the provider. This user can still log into the system, but they do not have any access to the provider(s) they have been denied access to.
- Access Granted = The user has been granted access to the provider. This user can create submissions. They can view all the submissions for the provider, but only update and submit the submissions they 'own', or are assigned to.
- Read Only Access Granted = The user has been given read-only access to the provider. This user cannot create submissions, nor enter (or change) information on the worksheets. They can view all the worksheets and Reports, and enter Comments from any of the worksheets.
- Access Requested = The user has requested access to the provider. This user will not have access to the system beyond the *Request Provider Access* page until a Role has been assigned.

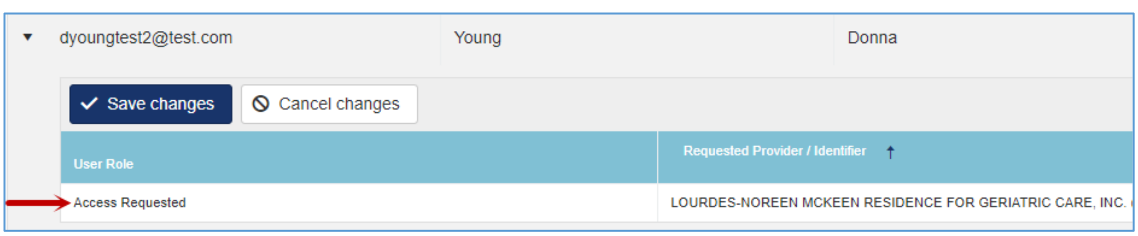
Once on the **Manage Registrations** page, click the little arrow to the left of the user/email address.


User Registration Profiles

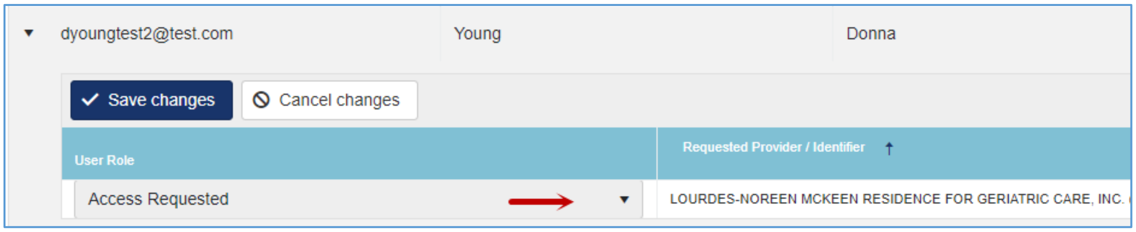
Showing All Registration Requests

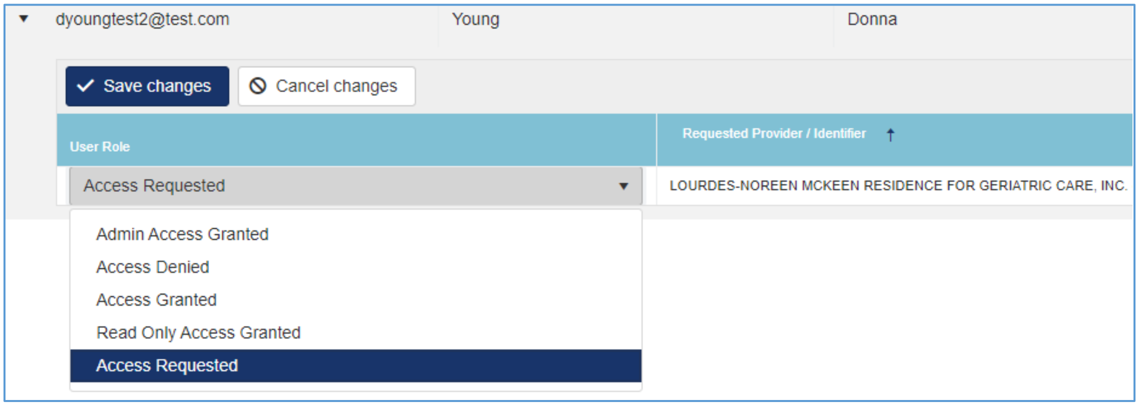
Email	Last Name	First Name	Date Registered
caldwell0414@comcast.net	Caldwell	James	06/24/2020 10:34 AM
dmc.young@outlook.com	Young	Donna	07/27/2020 03:56 PM

Click directly on the User Role field next to the Requested Provider to highlight the field.

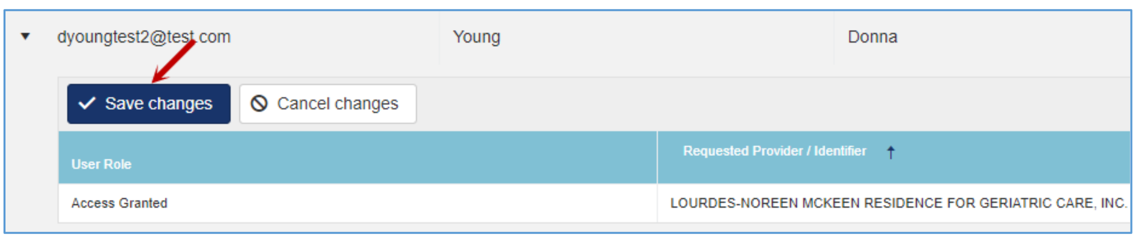


Click the User Role field again to open the list of Roles.





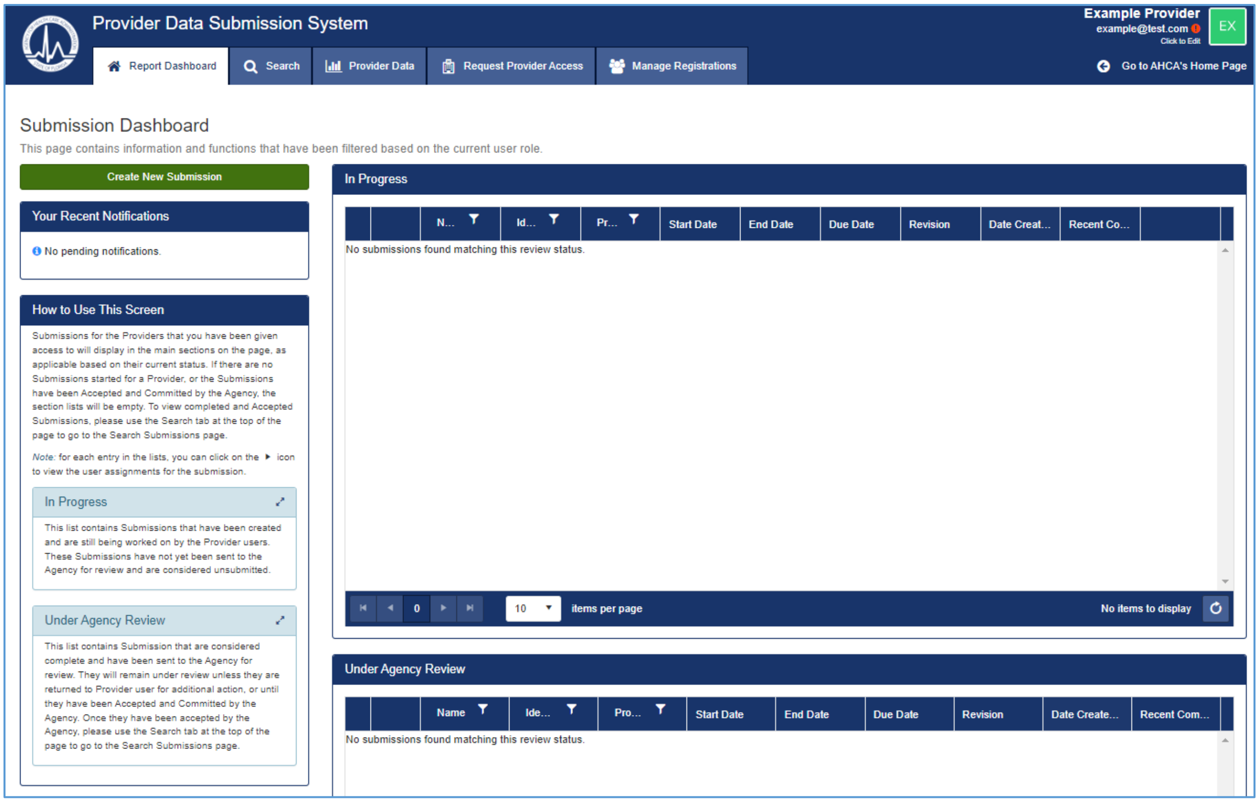
Click on the desired **User Role** to select it and click the **Save Changes** button to complete the assignment. There can be more than one Administrator for a Provider, so the Provider Admin can assign **Admin Access Granted** to another user. The Administrator may assign roles for multiple requests and then **Save Changes**.



Submission Dashboard

Once access to the System has been given, the **Submission Dashboard** will be the landing page when a user logs into the System. It is also the page that opens from the **Report Dashboard** tab. The page has two main sections, with one for Submissions In Progress at the top and one for Submissions Under Agency Review at the bottom.

Submissions **In Progress** are those that Providers are currently working on. The Submissions that Providers have completed and submitted to the Agency are in the **Under Agency Review** section.



*Note: If there are not any Submissions that have been created and are **In Progress** (or **Under Agency Review**) for any of the Providers a user has access to, the Submission Dashboard will be empty because there is nothing to display.*

The information for each Submission that is displayed on the page is the Name, Identifier, Start Date, End Date, Revision number, Date Created, and Recent Comments.

Name is the name of the nursing home provider or home office.

Identifier is a unique number or code the Agency uses to identify the provider or home office. For Providers it is their Medicaid Number or licensing file number and for Home Offices (Supervisory Authorities) it is a three characater alpha code that is generated by and for the Agency.

Start Date is the Fiscal Year Begin Date for the Submission.

End Date is the Fiscal Year End Date for the Submission.

Revision is a number that signifies which Submission for a facility with a specific Start Date and End Date is currently In Progress or Under Agency Review. The first Submission for a specified Start and End Date will have a Revision number of zero (0). Once a Submission is Accepted by the Agency, it is removed from the Submission Dashboard. If another Submission for the same facility with same Start and End Dates is created, the Revision number will be one (1).

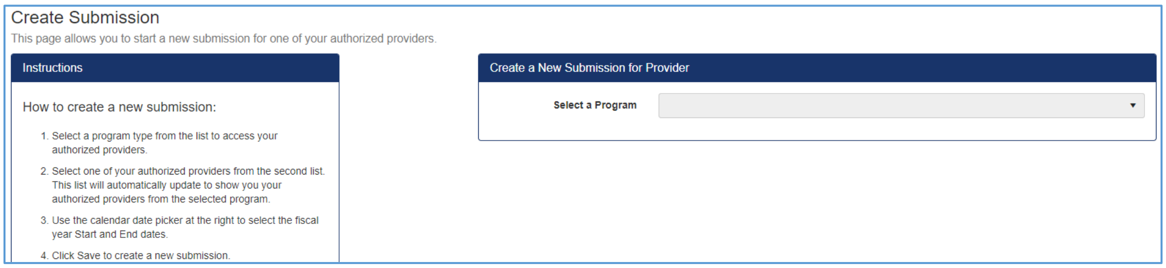
Date Created is the date the Submission was created.

Recent Comments is the number of comments that have recently been added to the Submission.

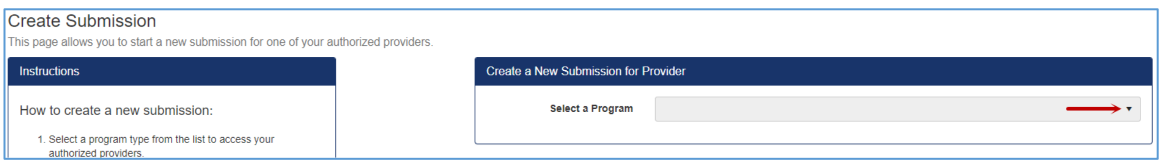
Create New Submission

To enter financial information, a FNHURS Submission "shell" of the Worksheets must be created. FNHURS Submissions can be created for Home Offices and Nursing Home Providers.

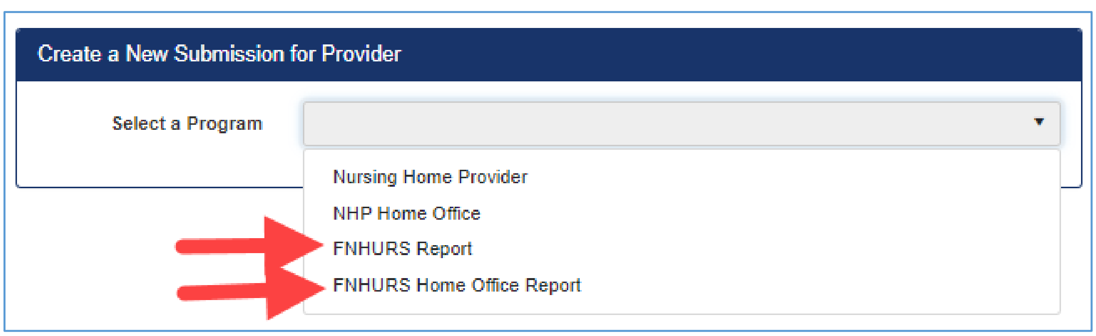
Click the **Create New Submission** button on the **Submission Dashboard** page to open the **Create Submission** page.



Click the little arrow to the right of the **Select a Program** field to display the list of Program selections.



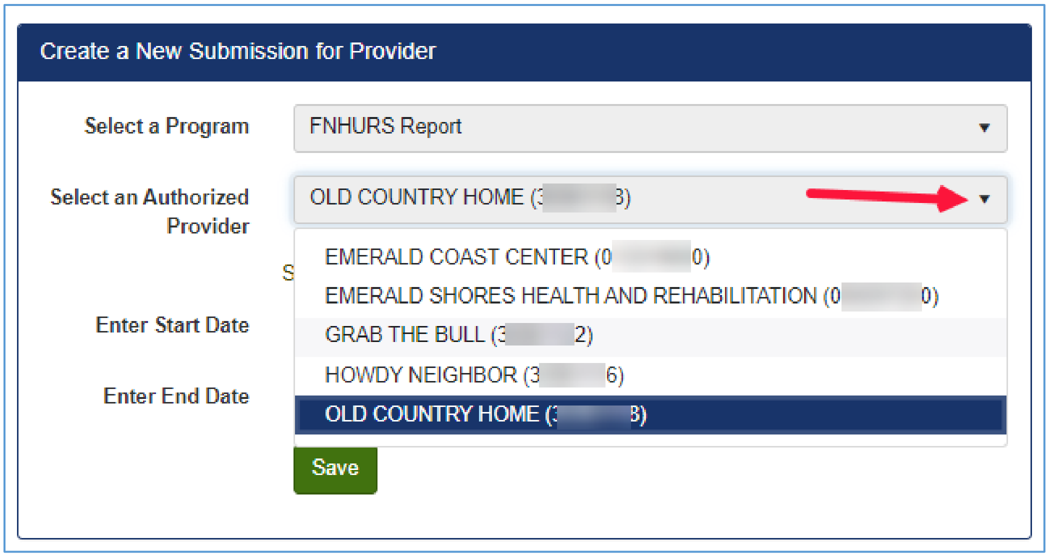
The current options to submit a FNHURS report are **FNHURS Report** and **FNHURS Home Office Report**. Selecting an option from the drop down will show a list of Nursing Home Providers or Home Offices to choose from based on that selection.



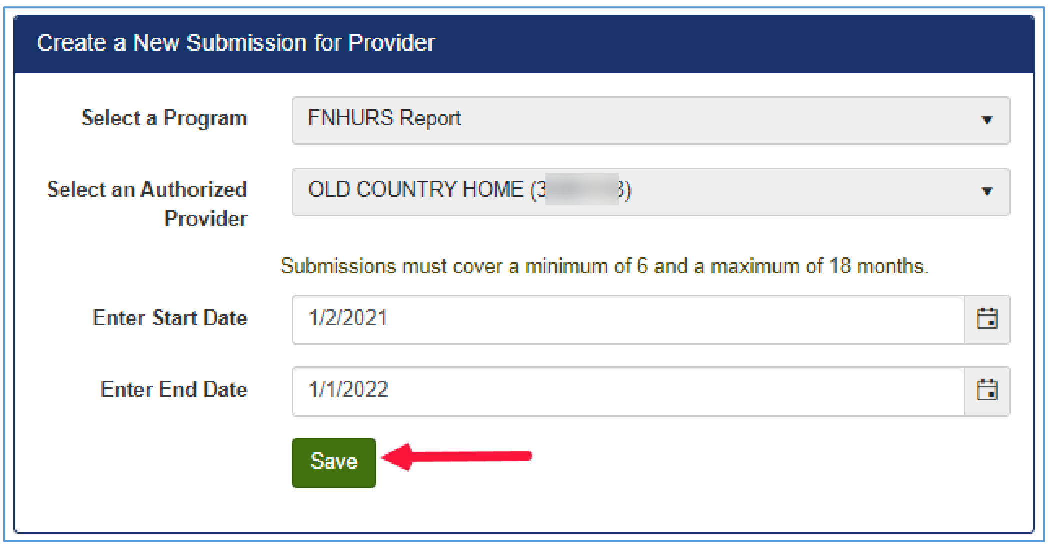
The **FNHURS Report** should be selected for starting a Submission for a licensed Nursing Home for the Florida Nursing Home Uniform Reporting (FNHUR) of financial information and audited financial statements.

The **FNHURS Home Office Report** should be selected for starting a Submission for a Home Office for the Florida Nursing Home Uniform Reporting (FNHUR) of financial information and audited financial statements.

Once a **Program** is selected, only **Providers** or **Home Offices** for which the user has **Admin Access Granted** or **Access Granted** will be available for selection. Click the little arrow to the right of **Select an Authorized Provider** field to display the list of available Providers.



Once a provider is selected, enter the Submission **Start Date** and **End Date**, and click the **Save** button.



When the **Save** button is clicked, and if the creation was successful, the Submission Tracking Dashboard for the Provider Submission will open.

Note: There can only be one "active" (either In Progress or Under Agency Review) Submission for Providers for a given Start and End Date period at a time.

Submissions In Progress

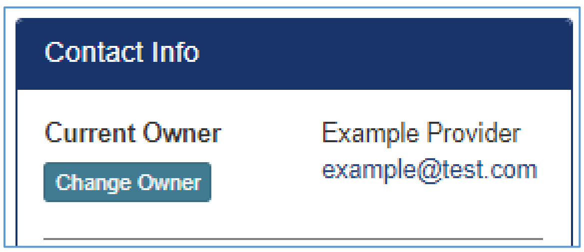
Once a Submission has been created, it will be listed in the **In Progress** section at the top of the Submission Dashboard.

In Progress

		N...	I...	P...	Start Date	End Date	Due Date	Revision	Date Cr...	Recent ...	
▸	Open	Sample Home Office	TST	FNHURS Home Office Report	01/01/20...	12/31/20...	04/30/20...	0	03/06/20... 08:30 AM	0	
▸	Open	HOWDY NEIGHB...	35961116	FNHURS Report	01/01/20...	12/31/20...	04/30/20...	0	03/06/20... 08:08 AM	0	

While all the users who have access to a Provider can **Open** and view any Submission for that Provider, only the user who "Owns" a Submission (along with the Admin(s) for the Provider) can make modifications to the Worksheets and submit to the Agency for that Submission.

The user who creates a Submission is considered the **Owner** of that Submission. If the user's Provider Admin reassigns the Submission to another user, that new user becomes the **Owner**. One way to see the Owner and their email address is on the Tracking Dashboard for the Submission itself.

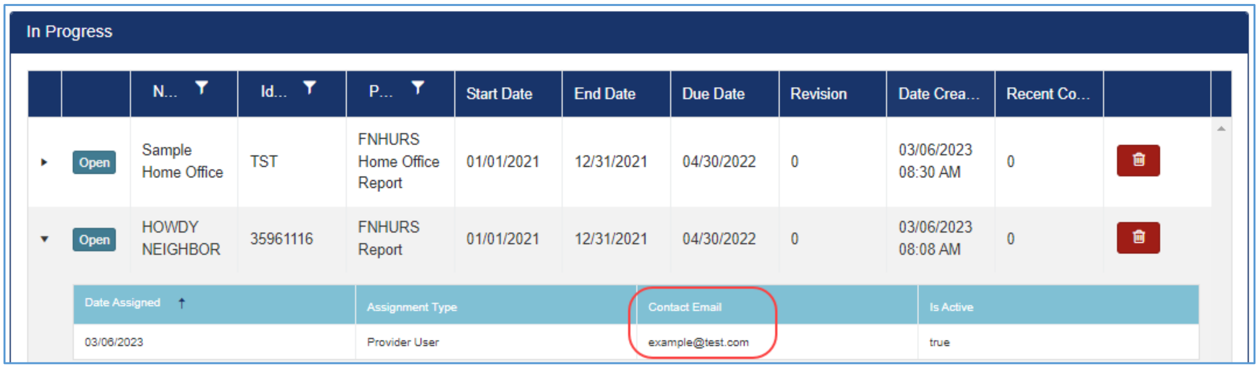


The **Contact Email** for the Provider User who owns a Submission can be seen on the Submission Dashboard.

Click the little arrow to the left of the Provider Name to see the email address for the Provider User assigned to it.

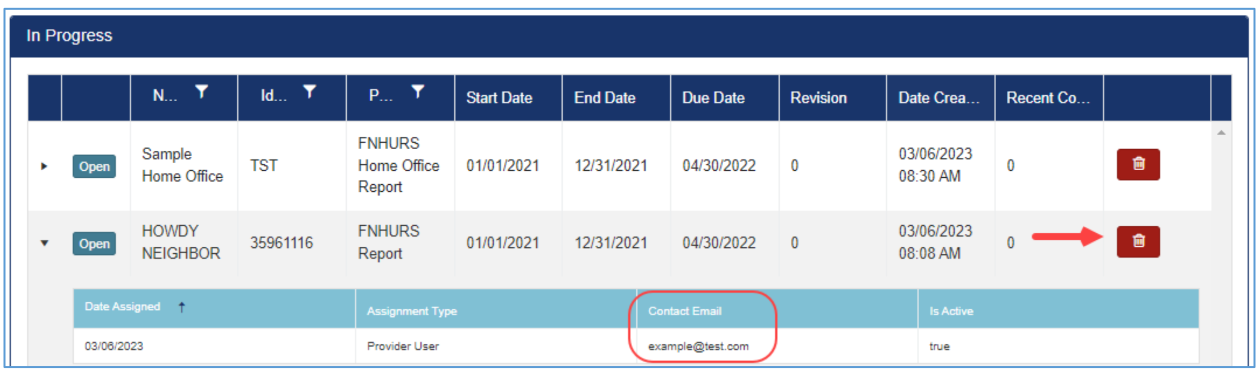
In Progress

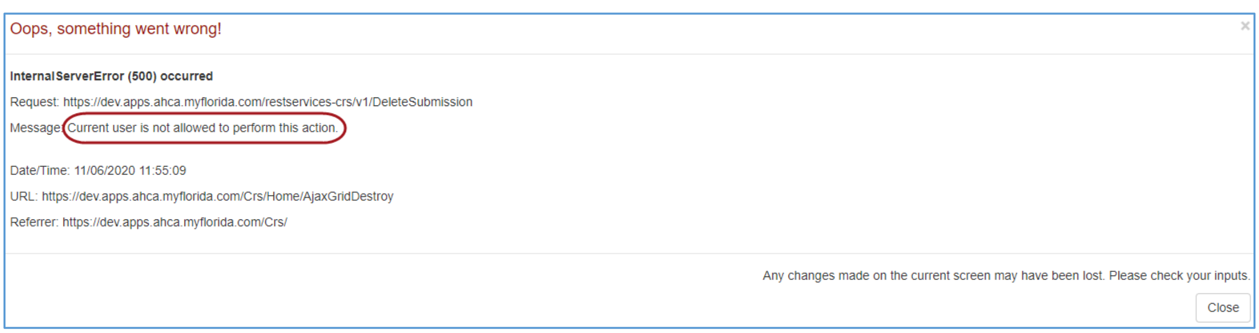
		N...	I...	P...	Start Date	End Date	Due Date	Revision	Date Cr...	Recent ...	
▸	Open	Sample Home Office	TST	FNHURS Home Office Report	01/01/20...	12/31/20...	04/30/20...	0	03/06/20... 08:30 AM	0	
▸	Open	HOWDY NEIGHB...	35961116	FNHURS Report	01/01/20...	12/31/20...	04/30/20...	0	03/06/20... 08:08 AM	0	



There is also the ability to delete Submissions that are In Progress. Click the **red trash can icon** to the far right of a Submission to remove it.

Only the user who owns a Submission or the Admin(s) for the Provider can delete a submission that is In Progress.





If a user that does not own a Submission attempts to delete it, the message above will be received.

Click the **Open** button to the left of the Provider Name to open the Submission Tracking Dashboard for the Submission.

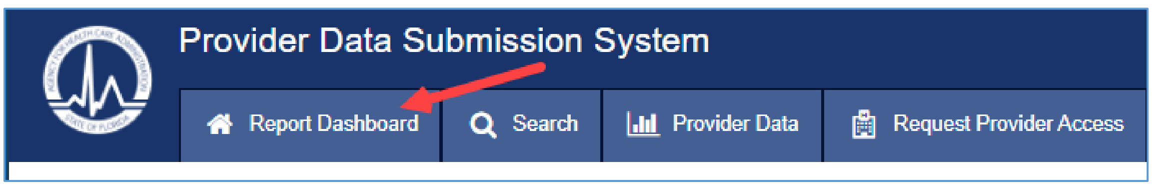
In Progress

		N...	I...	P...	Start Date	End Date	Due Date	Revision	Date Cr...	Recent ...	
▸	Open	Sample Home Office	TST	FNHURS Home Office Report	01/01/20...	12/31/20...	04/30/20...	0	03/06/20... 08:30 AM	0	
▸	Open	HOWDY NEIGHB...	35961116	FNHURS Report	01/01/20...	12/31/20...	04/30/20...	0	03/06/20... 08:08 AM	0	

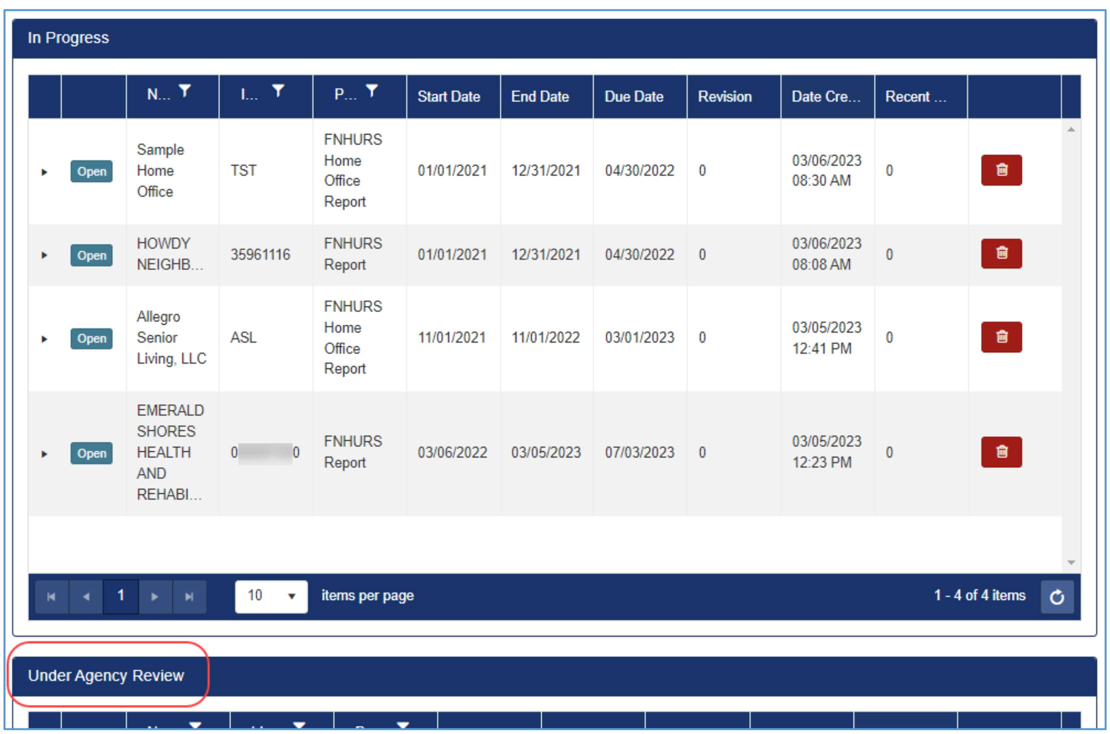
Submissions Under Agency Review

Once a Submission has been submitted to the Agency, it will be listed in the **Under Agency Review** section at the bottom of the **Submission Dashboard** page.

If not already on the Submission Dashboard, click the **Report Dashboard** tab at the top of the page.



When the page displays, the **In Progress** section will be at the top, and the **Under Agency Review** section will be toward the bottom of the page.



In Progress

		N...	I...	P...	Start Date	End Date	Due Date	Revision	Date Cre...	Recent ...	
▸	Open	Sample Home Office	TST	FNHURS Home Office Report	01/01/2021	12/31/2021	04/30/2022	0	03/06/2023 08:30 AM	0	
▸	Open	HOWDY NEIGHB...	35961116	FNHURS Report	01/01/2021	12/31/2021	04/30/2022	0	03/06/2023 08:08 AM	0	
▸	Open	Allegro Senior Living, LLC	ASL	FNHURS Home Office Report	11/01/2021	11/01/2022	03/01/2023	0	03/05/2023 12:41 PM	0	
▸	Open	EMERALD SHORES HEALTH AND REHABI...	0[redacted]0	FNHURS Report	03/06/2022	03/05/2023	07/03/2023	0	03/05/2023 12:23 PM	0	

1 10 items per page 1 - 4 of 4 items

Under Agency Review

Once a Submission has been sent to the Agency for review, no updates or modifications can be made to any of the information.

If an AHCA Analyst has a question or finds an issue with a Submission, they can return it to the Provider user to follow-up. When a Submission is returned, it reverts to **In Progress** and displays in that section of the page.

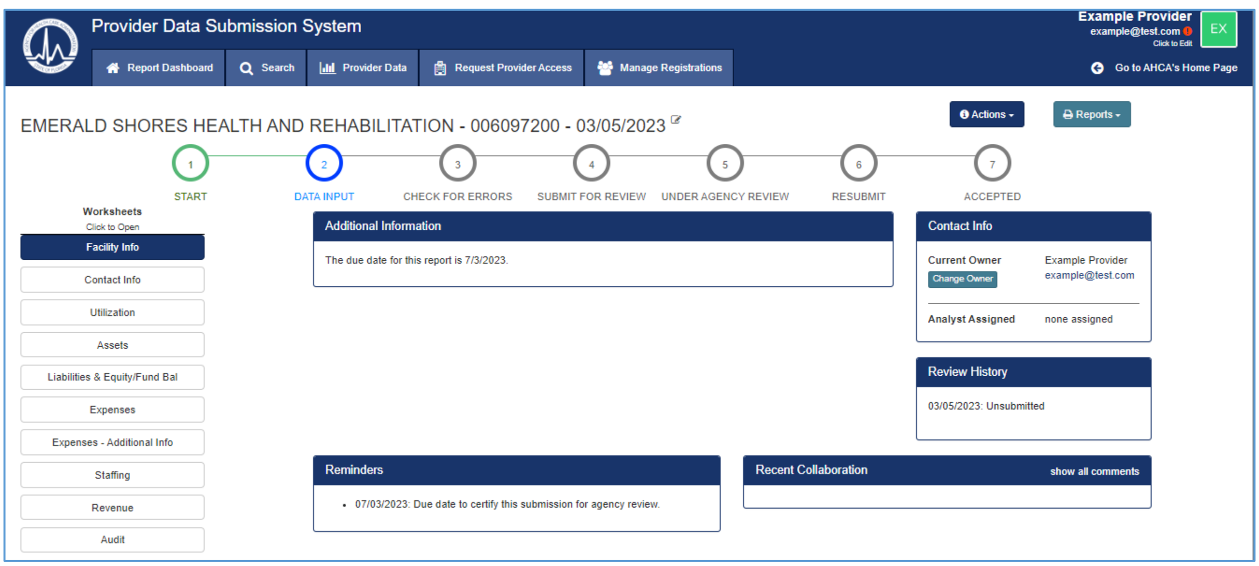
Submission Tracking Dashboard

After the **Save** button on the Create New Submission page is clicked, the **Submission Tracking Dashboard** page for the individual Submission will open. The page also displays when the **Open** button is clicked for a Submission on the Submission Dashboard.

The Submission Tracking Dashboard is specific to the selected Provider or Home Office and the dates of the Submission.

FNHURS Nursing Home Provider Dashboard

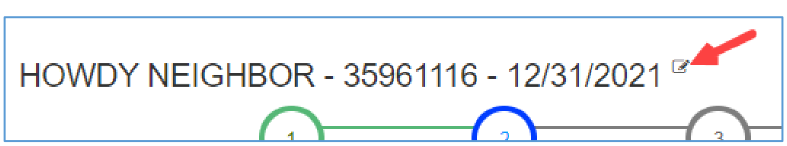
The Nursing Home Provider Tracking Dashboard displays the information specific to an individual Provider/Facility Submission.



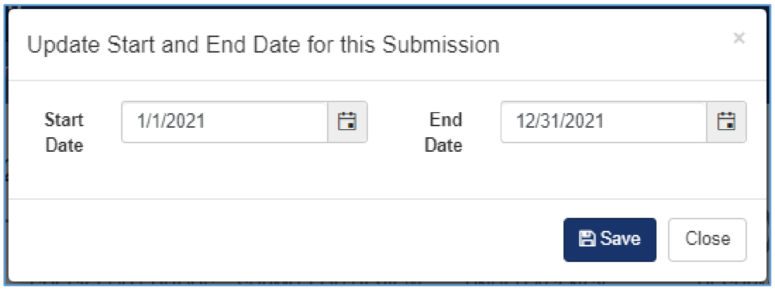
The **Provider Name** and **Medicaid Number** or **licensure file number**, along with the **Submission End Date**, will display across the top of the page.

<u>Submission Start and End Dates</u>

If the Submission Start Date and/or End Date were entered incorrectly when the Submission was created, they can be modified by clicking the little **pencil icon** after the Submission End Date at the top of the page.



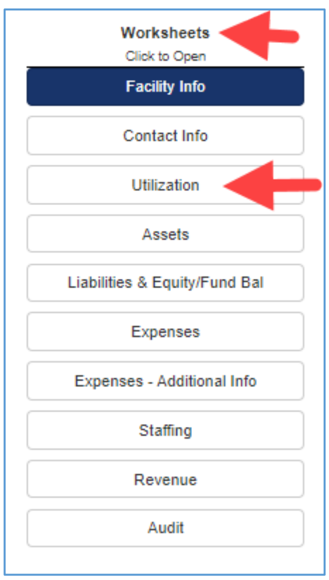
Enter the correct date(s) and click the **Save** button.



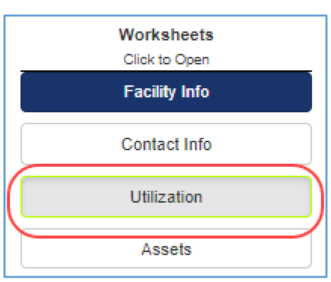
Provider Submission Worksheets

The **Worksheets** listed down the left side of the page allow for the financial information to be entered, modified, and/or reviewed. In addition, each Account Number on the Worksheet allows for **Comments** in reference to information entered in that row for that Account Number.

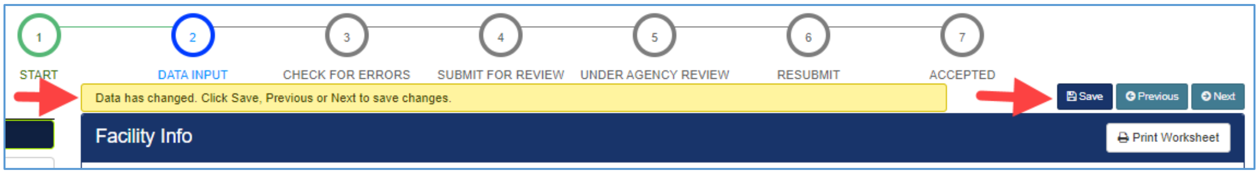
When information has not been entered on a Worksheet, the button to open it will remain white. Click the button with the Worksheet name on it to open it.



When a Worksheet has been selected and is open, the button on the left has a highlight around it.



Information can be entered directly into the fields, and once there have been changes to the page, a message will display letting the user know there have been changes and reminding them to save those changes.



The **Save**, **Previous**, and **Next** buttons, which are at the top and bottom right of each page, will save the current Worksheet.

<u>Save</u>

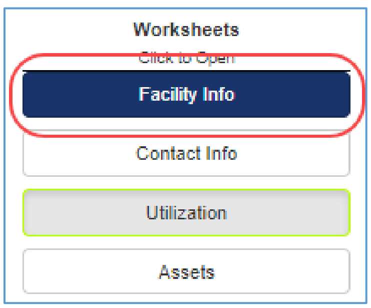
Clicking the **Save** button will save the changes made and remain on the current Worksheet.

<u>Previous</u>

Clicking the **Previous** button will save any changes made and open the Worksheet listed before the current one. If a user is on the first Worksheet and the Previous button is clicked, the last Worksheet will open.

<u>Next</u>

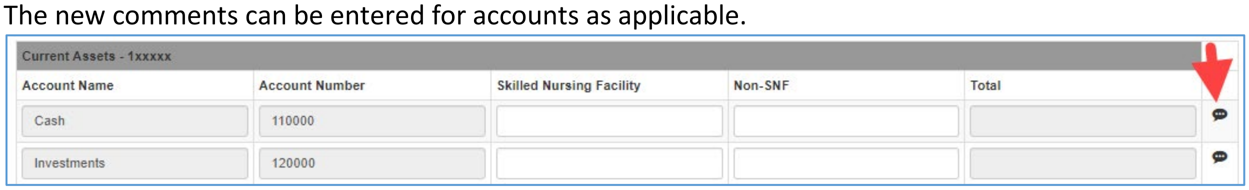
Clicking the **Next** button will save any changes made and open the Worksheet listed after the current one. If a user is on the last Worksheet and the Next button is clicked, the first Worksheet will open. Once at least one piece of information has been entered and the **Save** or **Previous** or **Next** button has been clicked, the Worksheet button will turn blue.



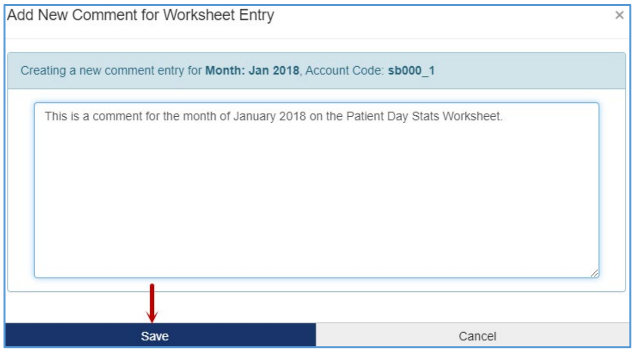
<u>Comments</u>

All the Worksheets (pages) allow for **Comments** to be entered. The comments are for explaining an entry, or for providing additional information about an Account Number (row), to the Agency Analyst(s) who will be reviewing the Submission. Note: some Accounts require comments.

The new comments can be entered for accounts as applicable.



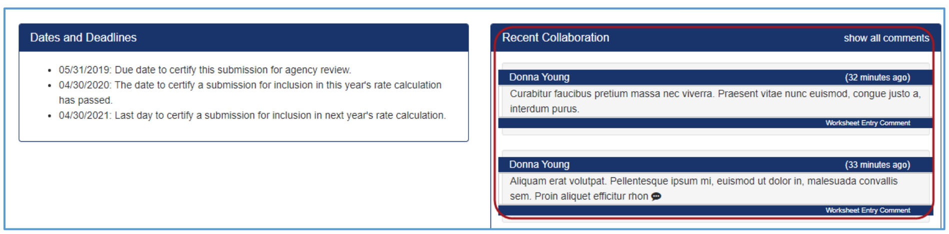
The text boxes allow for a fairly large amount of text to be entered into the field.



Click the **Save** button to keep the Comment that was entered.

*Note: clicking the bubbles open the boxes to create a new comment each time. To see the comments already entered, select **Comments** from the **Actions** drop-down button at the top right of the page to view the Comments page.*

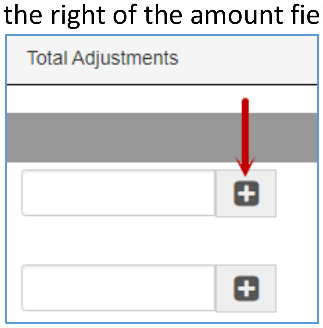
Recent comments (and communications) will display on the Submission Tracking Dashboard in the **Recent Collaboration** box.



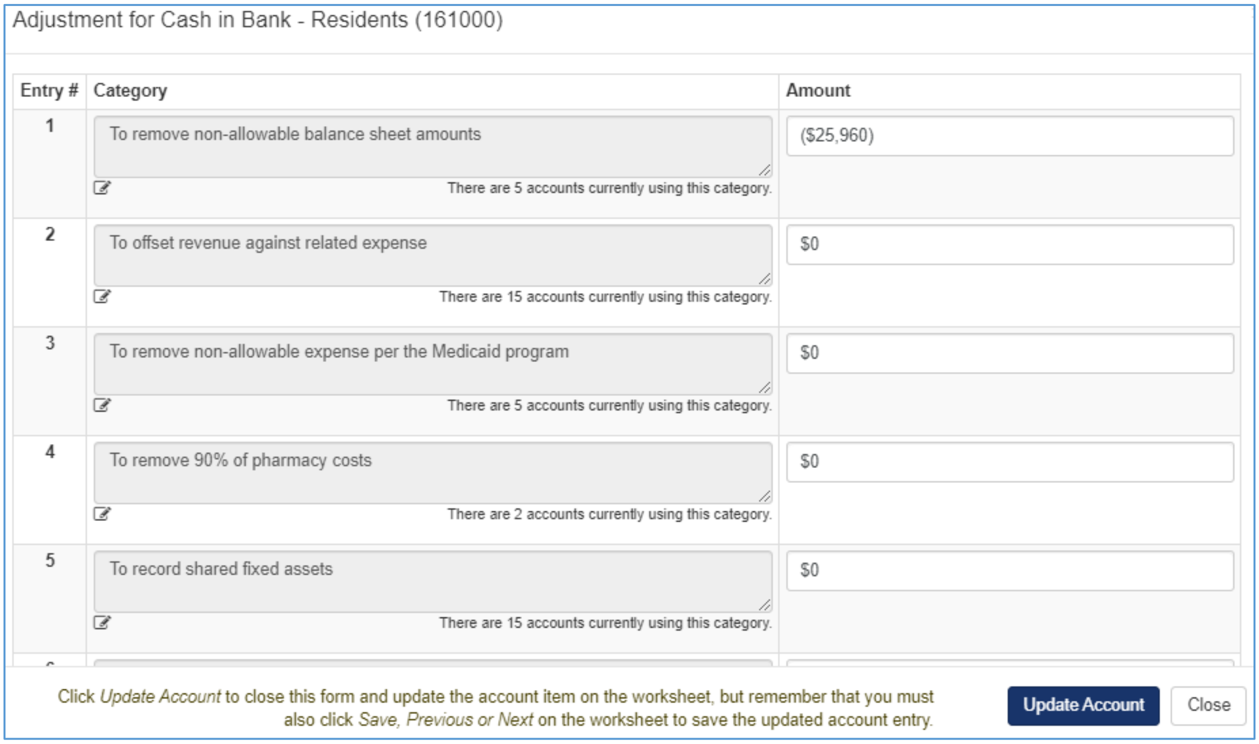
Comments will only display on the page for a limited time, but they will not be removed from the Submission. For lengthly comments, only the first 120 characters will be displayed in the **Recent Collaboration** box. The comments can be viewed at anytime, and in full length, via the Comments selection in the **Actions** drop down.

ADJUSTMENTS

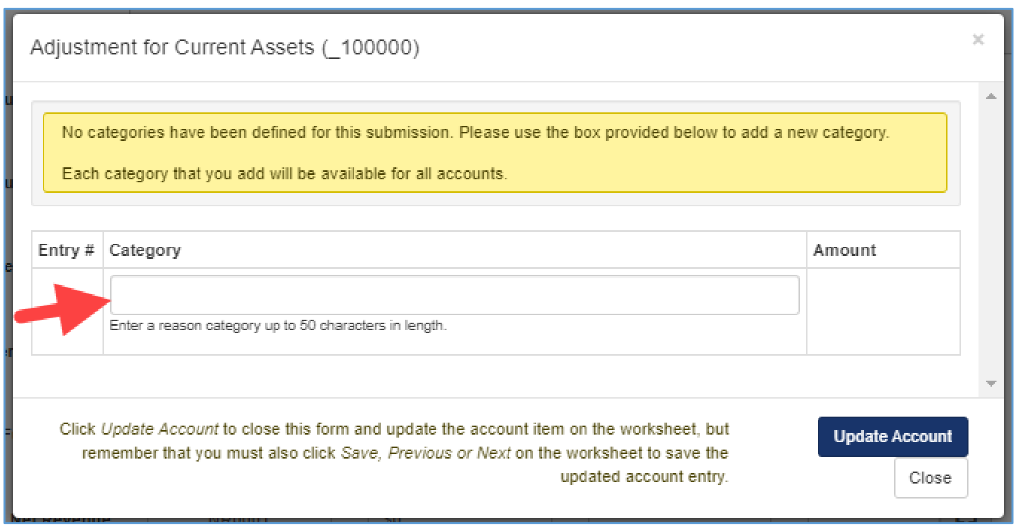
The Audit Worksheet allows for **Adjustments** to be entered. The Adjustments are entered for each Account Number as needed. The FNHURS reporting is designed to reconcile directly to audited financial statements. The need to make adjustments to the data entry from the audit should be minimal if any. However, in the event that an adjustment is necessary, the FNHURS allows for adjustments to be made to the entry. To make an Adjustment for any of the applicable Account Numbers, click the plus sign to the right of the amount field in the applicable column on the Worksheet.



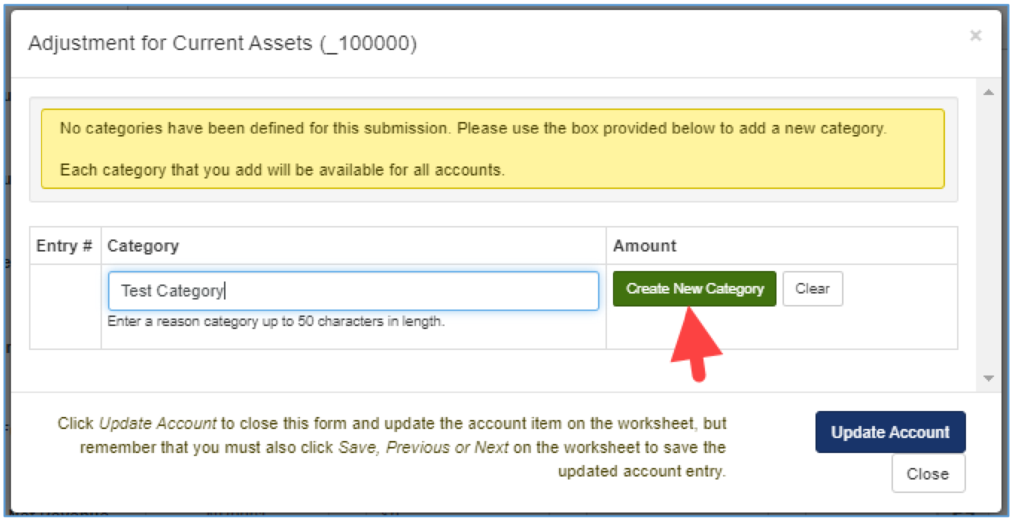
Another screen will open for the Categories and Amounts.



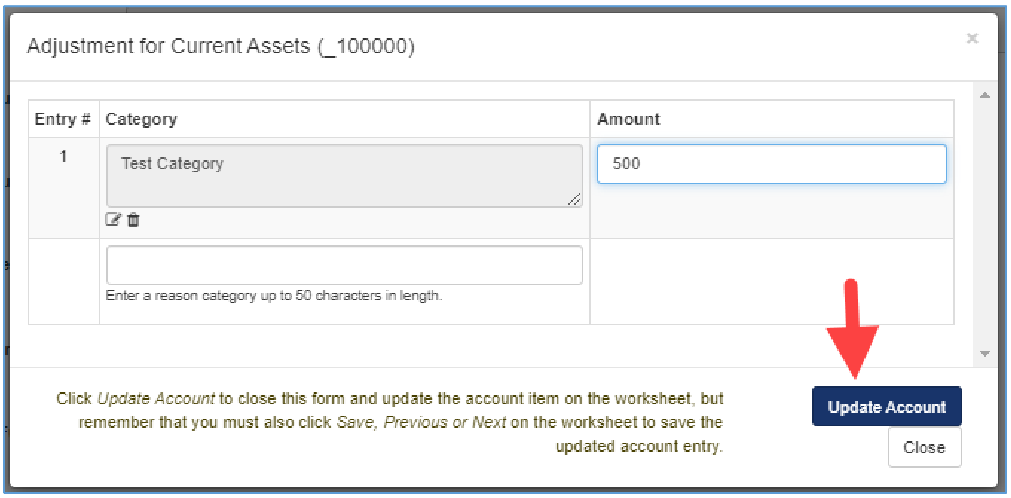
Additional Categories can be entered by scrolling down, if applicable, and entering the information into the empty field.



After a Category has been entered into the field, click the **Create New Category** button.



The cursor will then be in the Amount field, ready for an amount to be entered.

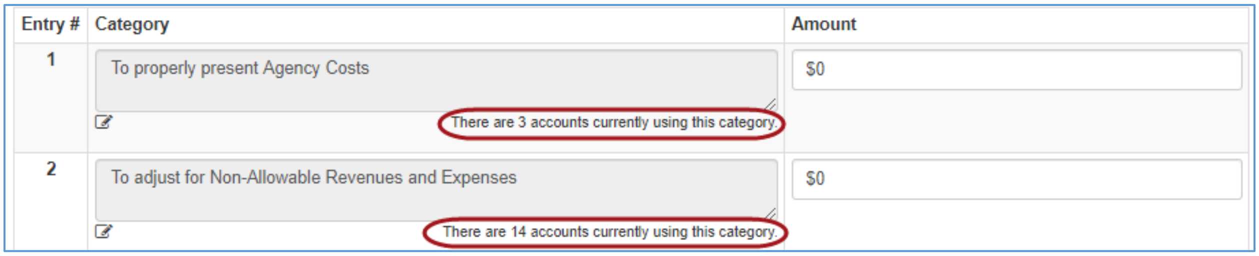


Once an amount has been entered, click the **Update Account** button. When clicked, the information will be saved and the window will close.

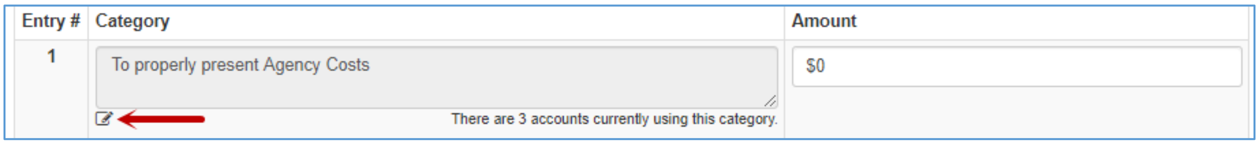
There will be a notification at the top of the Worksheet page letting the user know that a change has been made and the **Save** (**Previous** or **Next**) button must be clicked to keep those changes.

Once a Category has been entered for Adjustments on any of the Account Numbers, that Category will be available in the Adjustment window for any of the subsequent Account Numbers selected.

Once a Category is being used, there will be a message under it in the Adjustment window letting the user know how many Account Numbers are using it.

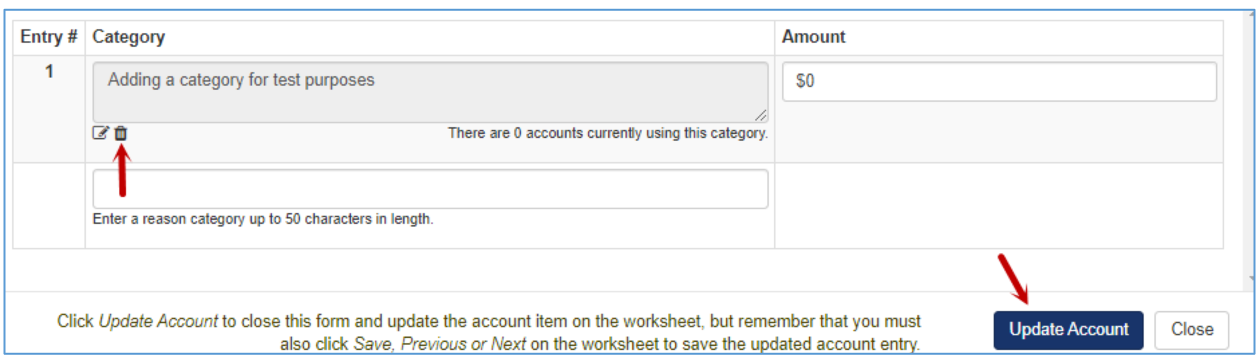


A Category name can be modified or changed by clicking the little pencil icon under it.



Note: If a Category name is changed, it will be changed for all the Account Numbers in the applicable Adjustment windows that are using it, not just the Account Number being changed.

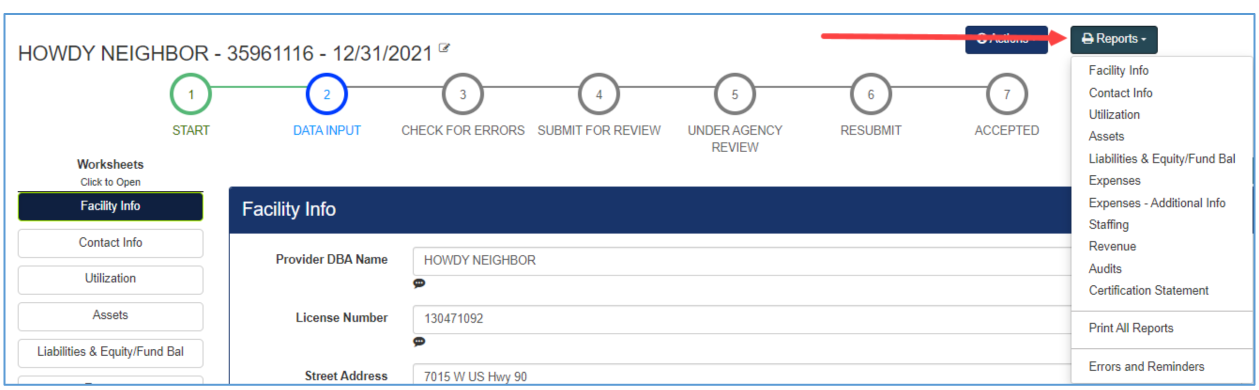
Categories can be deleted as long as they are not being used on any of the Account Numbers. Click the little **trash can icon** under the applicable Category to remove it. The **Update Account** button in the window, and the **Save**, **Previous**, or **Next** button on the Worksheet must be clicked to keep the changes made.



Provider Submission Reports

The System allows for the information from the Worksheets to be viewed and printed and/or saved in report form to PDF.

Click the **Reports** button in the top right corner of the page to show the list of reports.

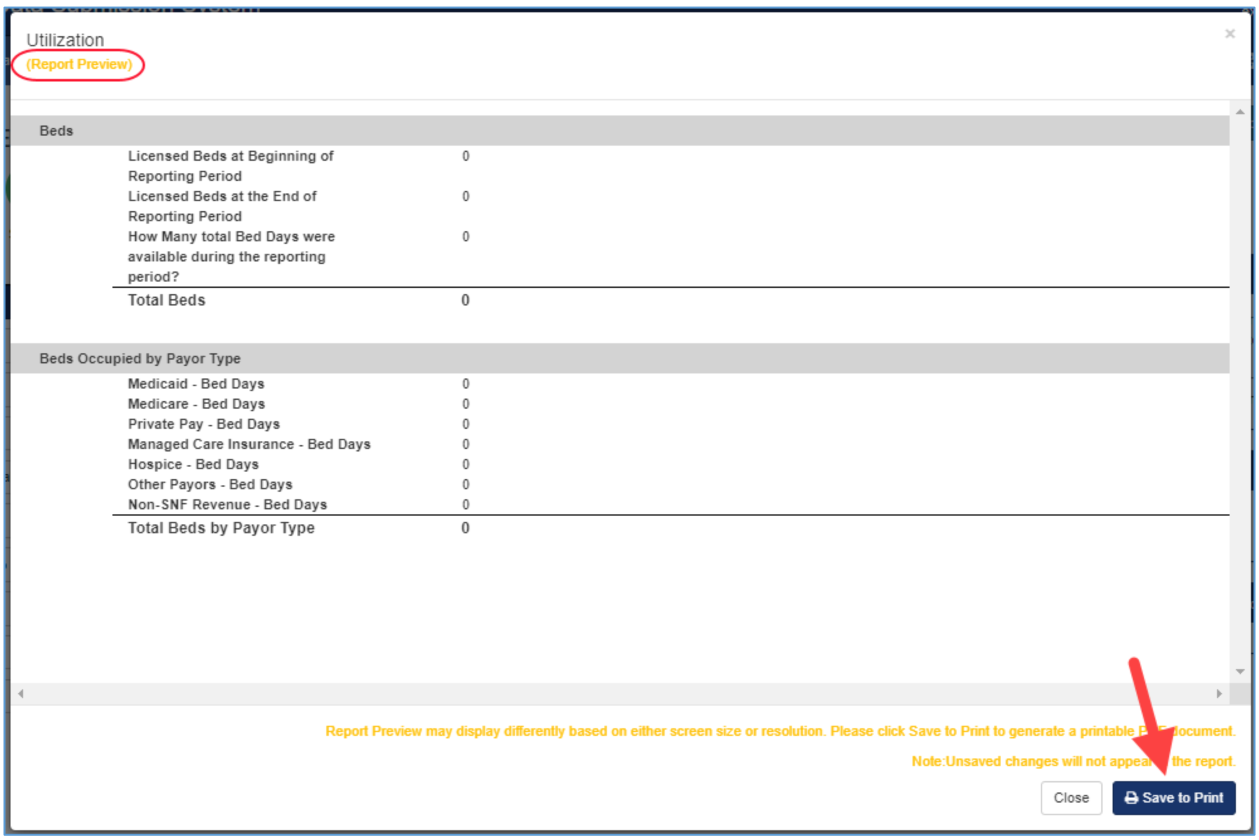


The names of the reports match the names for Nursing Home Provider FNHURS Worksheets.

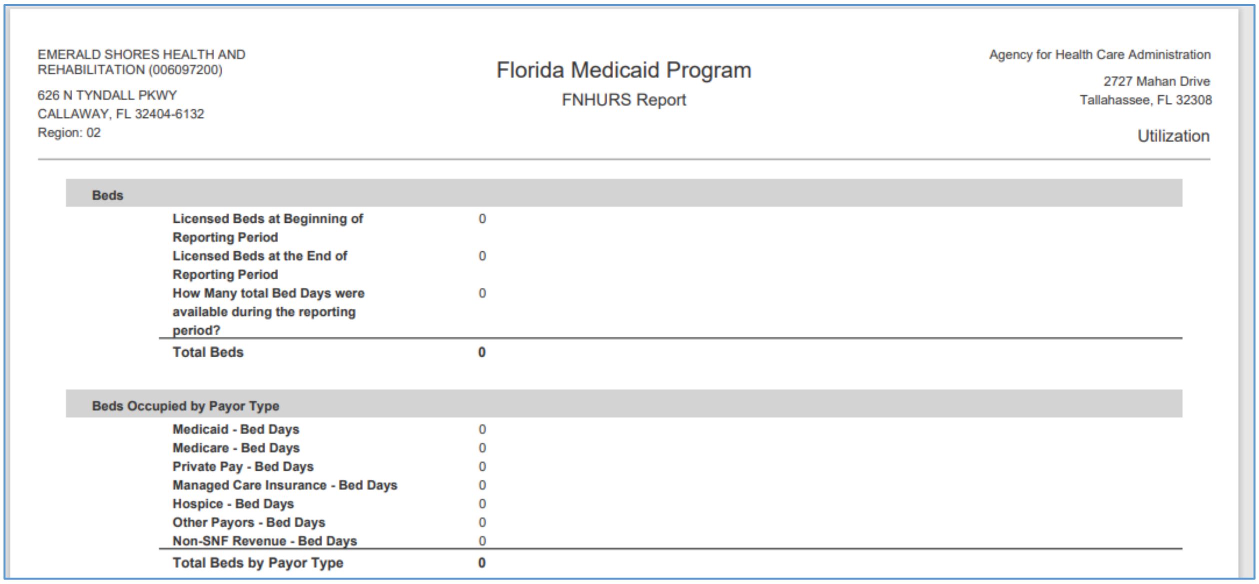
Note: All reports are displayed in landscape orientation.

- The **Certification Statement** selection is the Certification Page that must be printed, signed, scanned, and attached via the Attachments selection in the Action drop-down list.
- The **Print All Reports** selection will include the Cover Page and all the reports for the Submission in one document.
- The **Errors and Reminders** selection will generate a report of the error and reminder items for the Submission. Along with the errors and reminders, these items include informational messages, comments, error messages, and communication between Provider users and Agency staff.

Click the desired report to open a **Report Preview**. All the reports have a preview.



Click the **Save to Print** button at the bottom right of the **Report Preview** to generate a **PDF** document to be saved or printed as needed.



EMERALD SHORES HEALTH AND REHABILITATION (006097200)
626 N TYNDALL PKWY
CALLAWAY, FL 32404-6132
Region: 02

Florida Medicaid Program
FNHURS Report

Agency for Health Care Administration
2727 Mahan Drive
Tallahassee, FL 32308

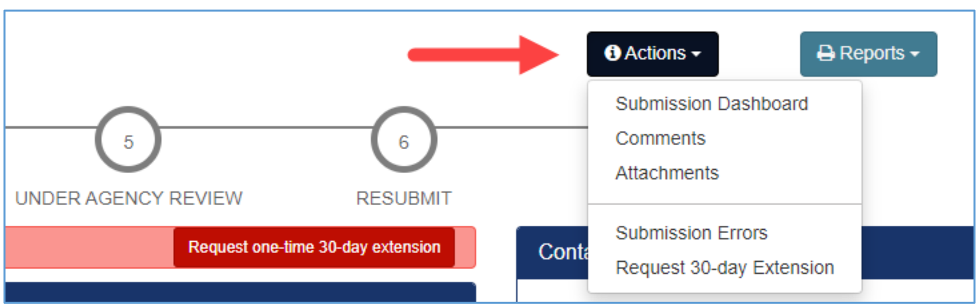
Utilization

Beds		
	Licensed Beds at Beginning of Reporting Period	0
	Licensed Beds at the End of Reporting Period	0
	How Many total Bed Days were available during the reporting period?	0
	Total Beds	**0**
Beds Occupied by Payor Type		
	Medicaid - Bed Days	0
	Medicare - Bed Days	0
	Private Pay - Bed Days	0
	Managed Care Insurance - Bed Days	0
	Hospice - Bed Days	0
	Other Payors - Bed Days	0
	Non-SNF Revenue - Bed Days	0
	Total Beds by Payor Type	**0**

Provider Submission Actions

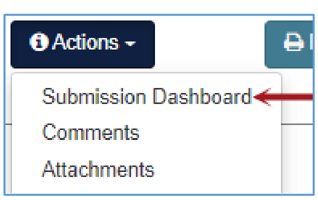
The **Actions** button in the top right of the Submission Tracking page allows for the selection of additional functions and the steps to move the Submission through the entire process. Certain steps will not become available until a preceeding step has been completed.

While information is being entered and reviewed, and Comments are being entered, the **Actions** selections are limited to the Submission Dashboard, Comments, Attachments, Submission Errors, and Request 30-day Extension.



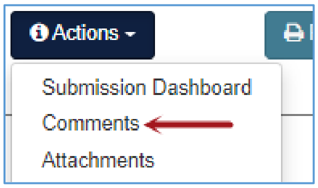
PROVIDER SUBMISSION DASHBOARD

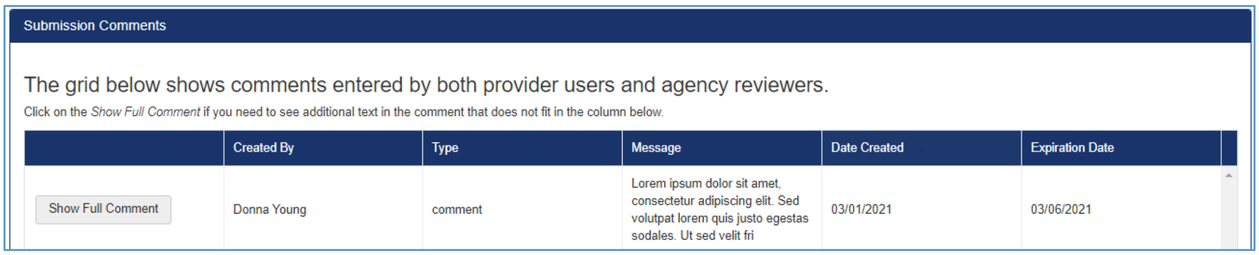
When information is being entered on the Worksheets, or when other pages like the **Comments** or **Submission Errors** are being viewed, selecting **Submission Dashboard** from the **Actions** list will return the System to the Submission Tracking Dashboard for the current Submission.



PROVIDER COMMENTS

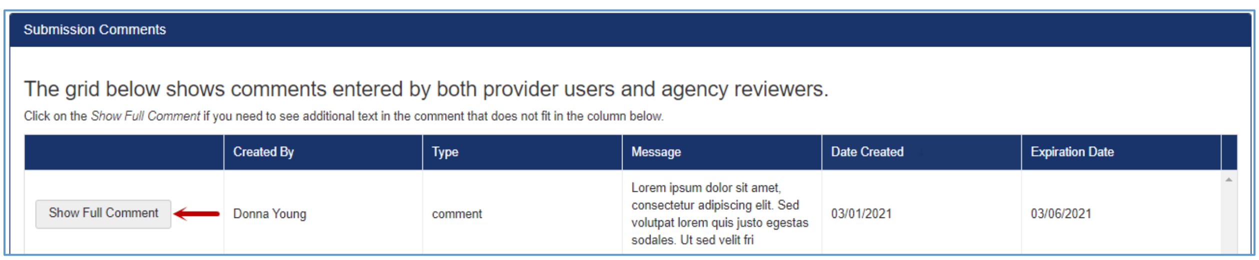
Selecting **Comments** from the **Actions** list will open the page showing all the comments for the Submission. These include comments entered for Accounts and any communication between the Provider users and the Agency staff.

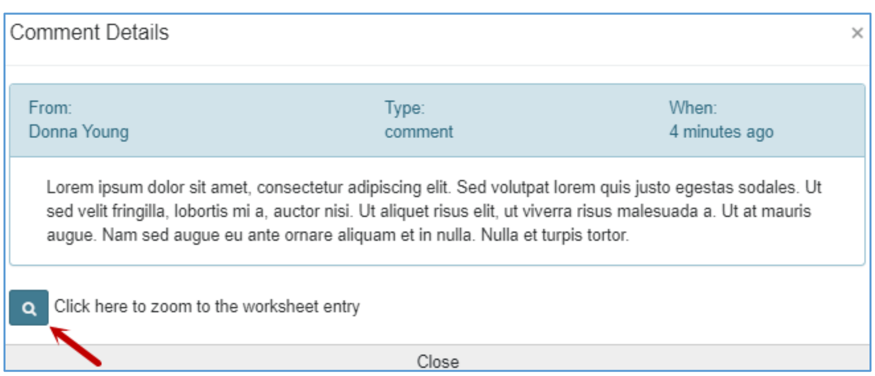




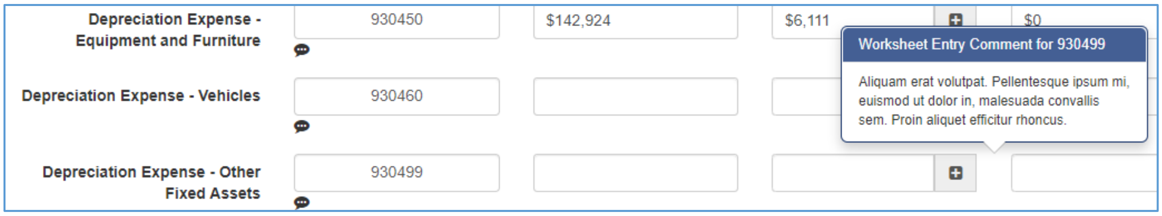
*Note: Comments are displayed on the Submission Tracking Dashboard for a limited amount of time, but they will remain on the Submission. The **Expiration Date** is the date they will no longer display on the Submission Tracking Dashboard page. They will continue to appear in the Submission Comments.*

If a comment is not fully displayed in the list on the page, clicking the **Show Full Comment** button next to it to open a box showing the complete comment.

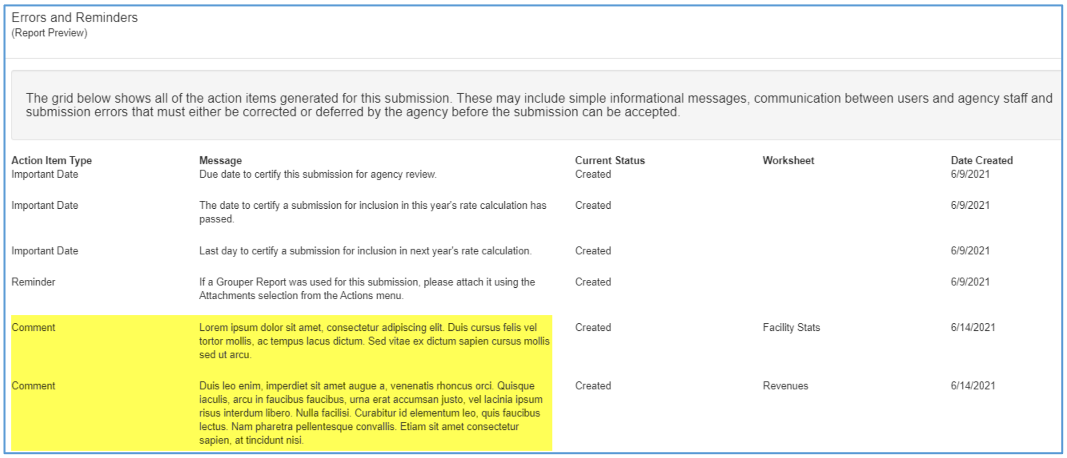




When the **magnifying glass icon** is clicked, the System will go to the Worksheet and Account where the comment was entered.



Comments can also be seen in full, and download or printed, from the **Errors and Reminders** selection in the **Reports** drop-down list.



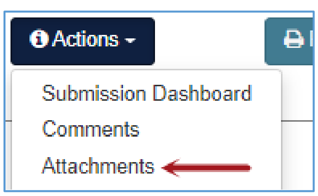
Errors and Reminders
(Report Preview)

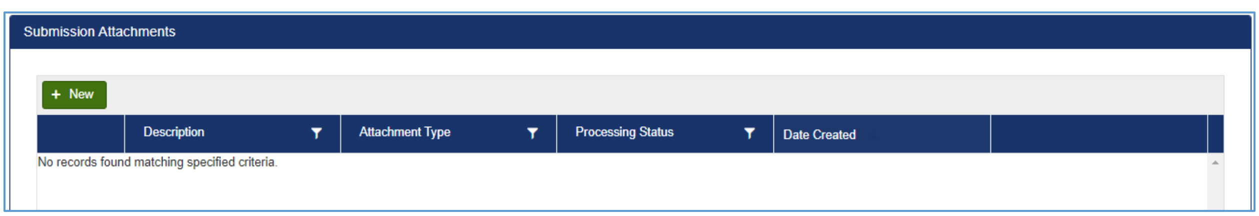
The grid below shows all of the action items generated for this submission. These may include simple informational messages, communication between users and agency staff and submission errors that must either be corrected or deferred by the agency before the submission can be accepted.

Action Item Type	Message	Current Status	Worksheet	Date Created
Important Date	Due date to certify this submission for agency review.	Created		6/9/2021
Important Date	The date to certify a submission for inclusion in this year's rate calculation has passed.	Created		6/9/2021
Important Date	Last day to certify a submission for inclusion in next year's rate calculation.	Created		6/9/2021
Reminder	If a Grouper Report was used for this submission, please attach it using the Attachments selection from the Actions menu.	Created		6/9/2021
Comment	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis cursus felis vel tortor mollis, ac tempus lacus dictum. Sed vitae ex dictum sapien cursus mollis sed ut arcu.	Created	Facility Stats	6/14/2021
Comment	Duis leo enim, imperdiet sit amet augue a, venenatis rhoncus orci. Quisque iaculis, arcu in faucibus faucibus, urna erat accumsan justo, vel lacinia ipsum risus interdum libero. Nulla facilisi. Curabitur id elementum leo, quis faucibus lectus. Nam pharetra pellentesque convallis. Etiam sit amet consectetur sapien, at tincidunt nisi.	Created	Revenues	6/14/2021

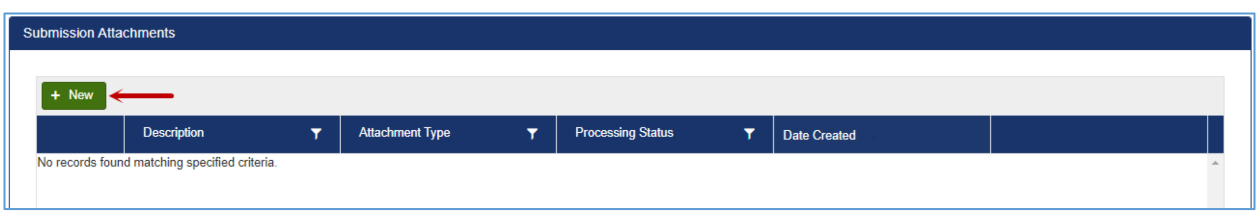
PROVIDER ATTACHMENTS

The System provides for Attachments to be added to a Submission.

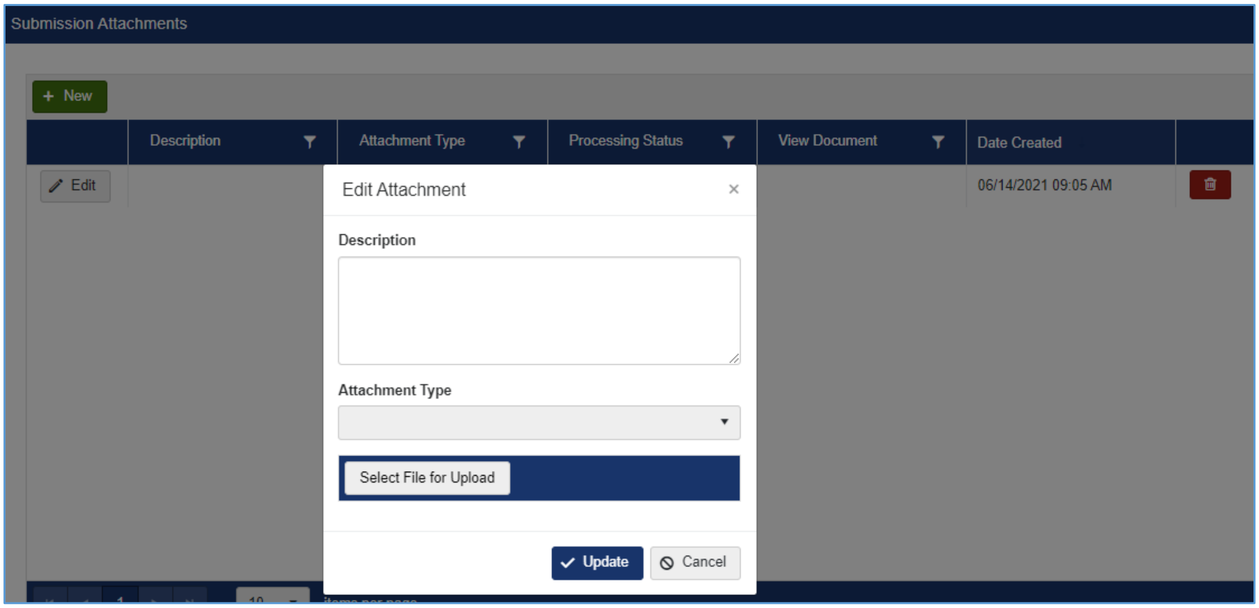




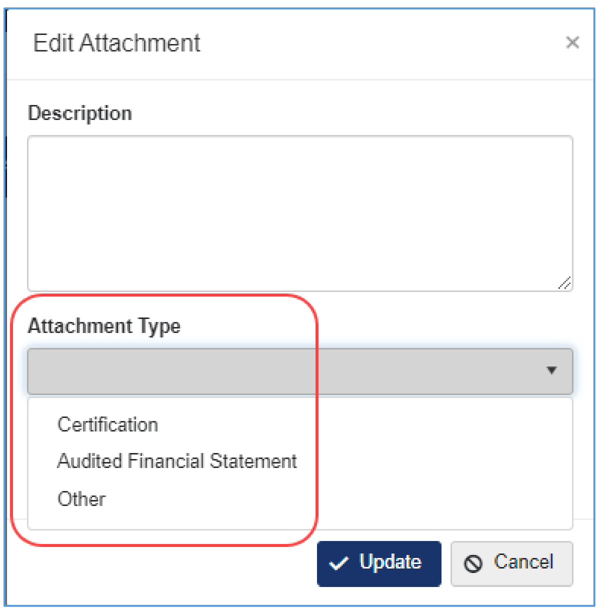
Click the **+ New** button at the top left of the screen to add documents to a Submission.

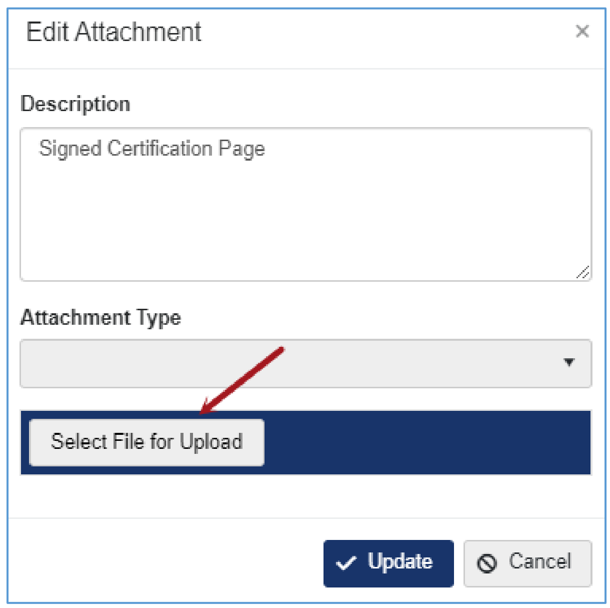


Another smaller window will open with fields to enter the details for the attachment.

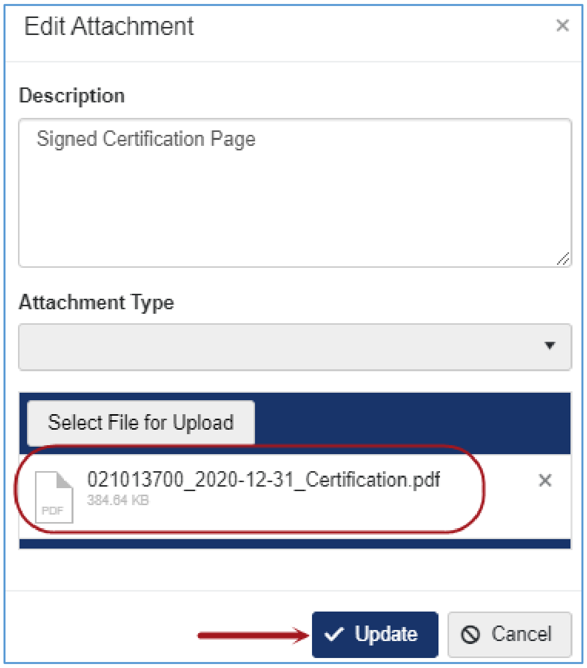


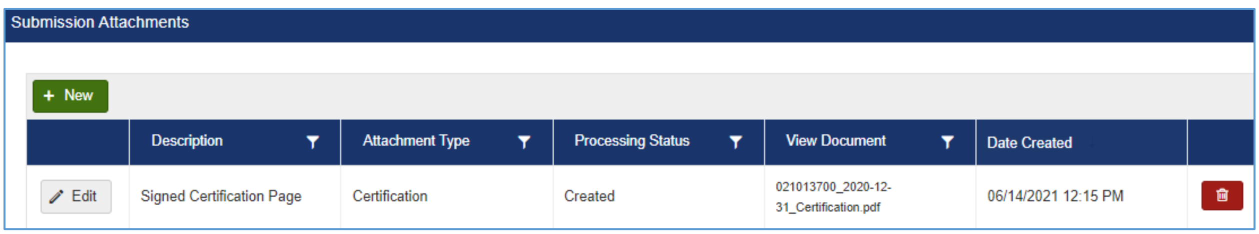
Enter a **Description**, select an **Attachment Type** from the drop-down list, and click the button to **Select File for Upload**.



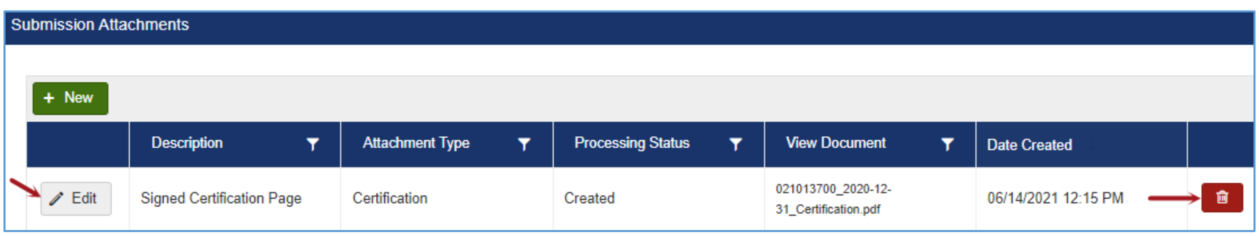


Once a file has been selected from the local computer, click the Update button, and the document will be added to the Submission.

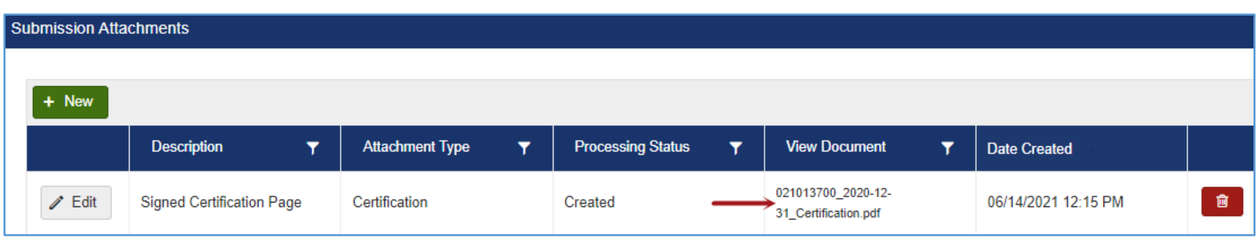




The **Description** and **Document Type** can be modified by clicking the **Edit** button next to the applicable document, and documents can be deleted by clicking the **red trash can icon** to the far right of the line.

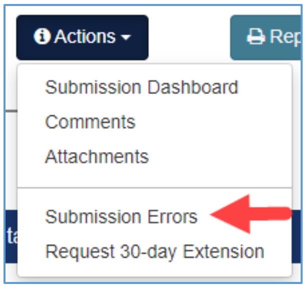


To view the documents themselves, click the document name in the **View Document** column.

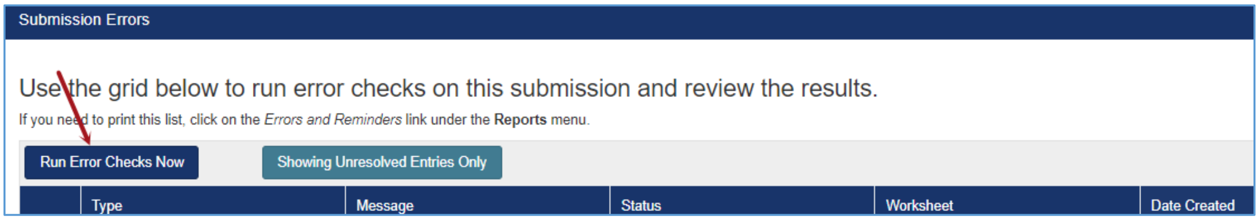


PROVIDER SUBMISSION ERRORS

Selecting **Submission Errors** from the **Actions** list will open the Submission Errors page.



Click the **Run Error Checks Now** button to perform edits and validations that have been programmed into the System.

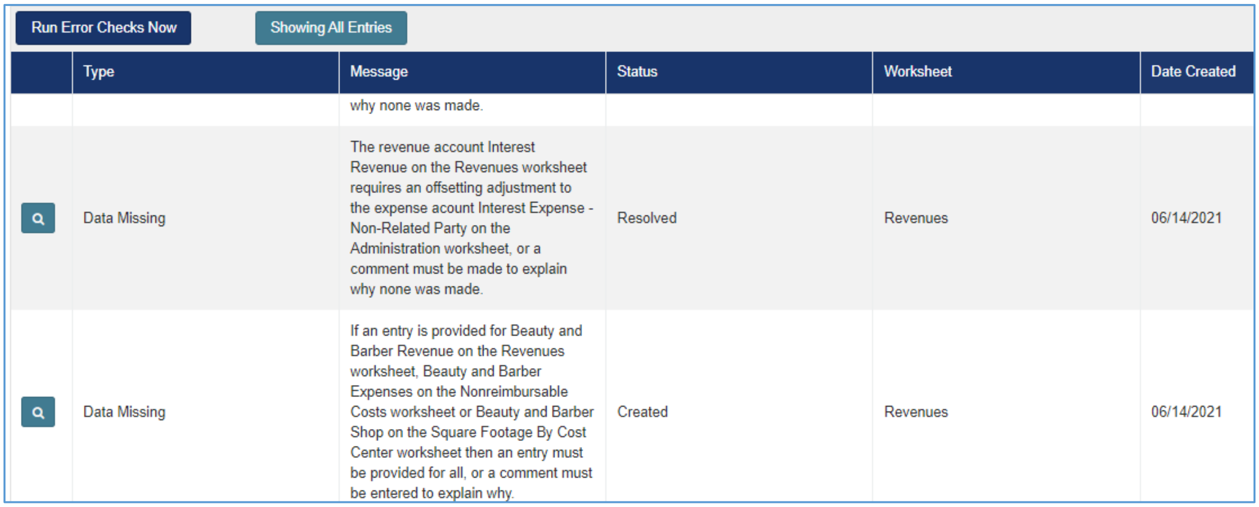


A list of messages will display as applicable. If a message pertains to a specific Account, it can be accessed directly from the page. Click the **magnifying glass icon** next to the desired message and the System will go directly to the Account. Updates can be made on the Worksheets to resolve the issues.

Note: Each of the display panels only show a certain number of rows at a time. While there is a scroll function for some of them, there is also a paging bar at the bottom of the screen showing the number of items per page (which can be adjusted) and the total number of items in the list.

To return to the Submission Errors page, select **Submission Errors** from the **Actions** list drop down. The **Run Error Checks Now** button must be clicked again to re-run the edits and validations in order to determine any outstanding issues. Messages for items that have been fixed will have **Resolved** in the Status column.

The **Showing Unresolved Entries Only** at the top is a toggle button. When it is clicked, the page will re-display **Showing All Entries**.



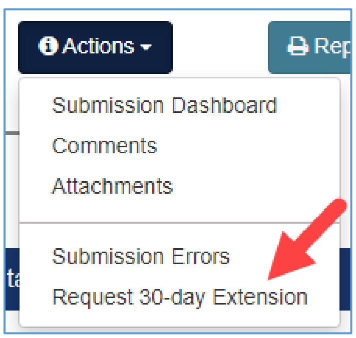
Run Error Checks Now | Showing All Entries

	Type	Message	Status	Worksheet	Date Created
		why none was made.			
	Data Missing	The revenue account Interest Revenue on the Revenues worksheet requires an offsetting adjustment to the expense acount Interest Expense - Non-Related Party on the Administration worksheet, or a comment must be made to explain why none was made.	Resolved	Revenues	06/14/2021
	Data Missing	If an entry is provided for Beauty and Barber Revenue on the Revenues worksheet, Beauty and Barber Expenses on the Nonreimbursable Costs worksheet or Beauty and Barber Shop on the Square Footage By Cost Center worksheet then an entry must be provided for all, or a comment must be entered to explain why.	Created	Revenues	06/14/2021

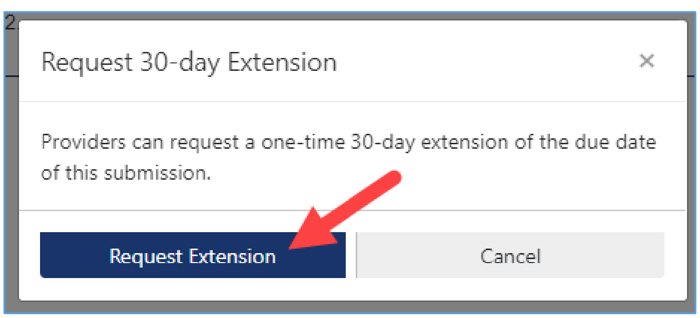
The Error Check can be run as many times as needed while working on the Submission.

PROVIDER SUBMISSION EXTENSION

For each FNHURS Report or FNHURS Home Office Report, a one-time 30-day extension may be requested. To submit the extension request to the Agency, select **Request 30-day** Extension from the menu.



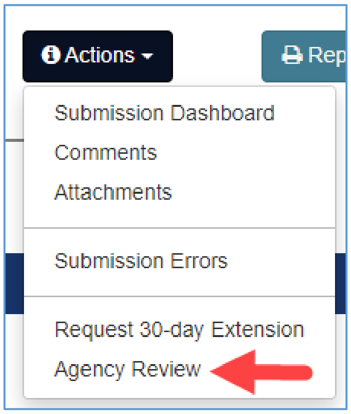
A pop-up will appear where you may select **Request Extension** or **Cancel** if an extension is not needed.



PROVIDER SUBMIT FOR REVIEW

The Submit for Agency Review sends the Submission to AHCA staff so they can begin their initial review of the information.

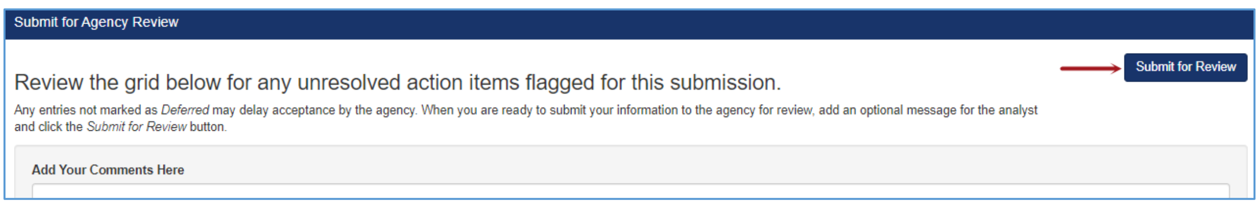
Click the **Actions** list drop down and select **Agency Review**.

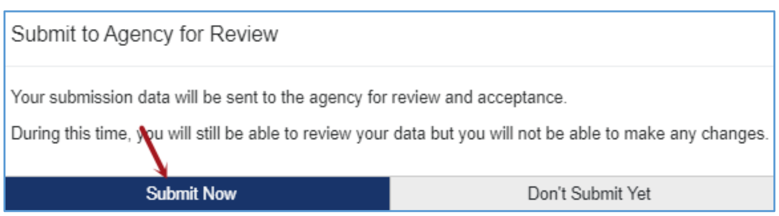


If there are unresolved issues, they will display on the page, but will not stop Providers from being able to submit to the Agency.

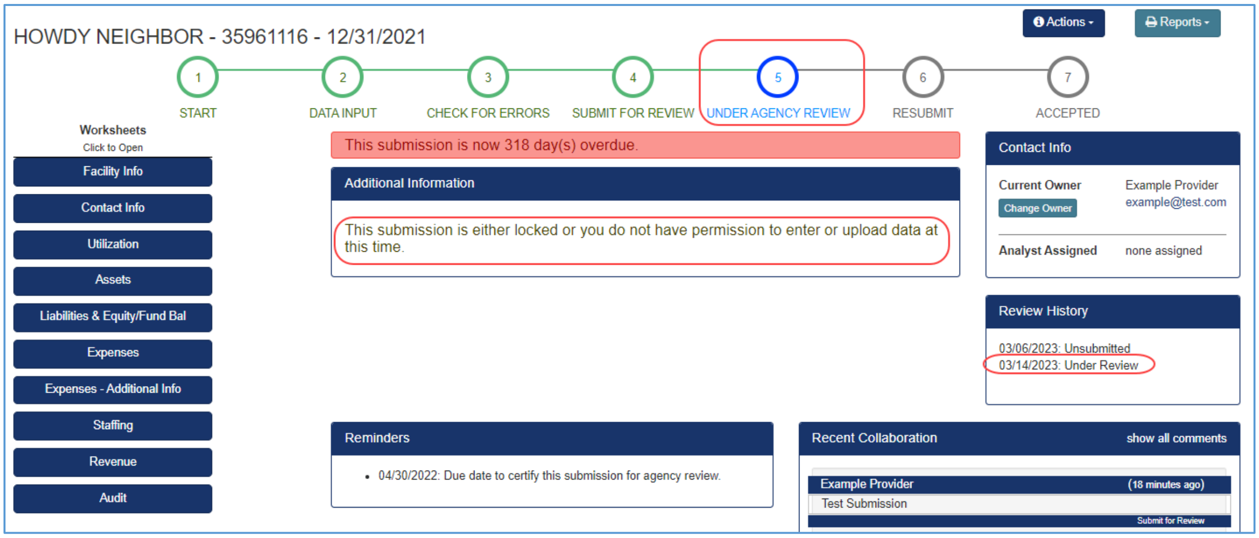
AHCA staff have the same view of a Submission as the Providers. They will see the same list of errors and issues, including outstanding items.

When ready to send a Submission to the Agency, enter any additional comments needed, click the **Submit for Review** button at the top right, and then click **Submit Now**.





Once a Submission has been sent to the Agency, the System will return to the Submission Tracking Dashboard for that Submission. The Submission will be locked, meaning no further changes can be made while the Submission is under review by AHCA Staff.

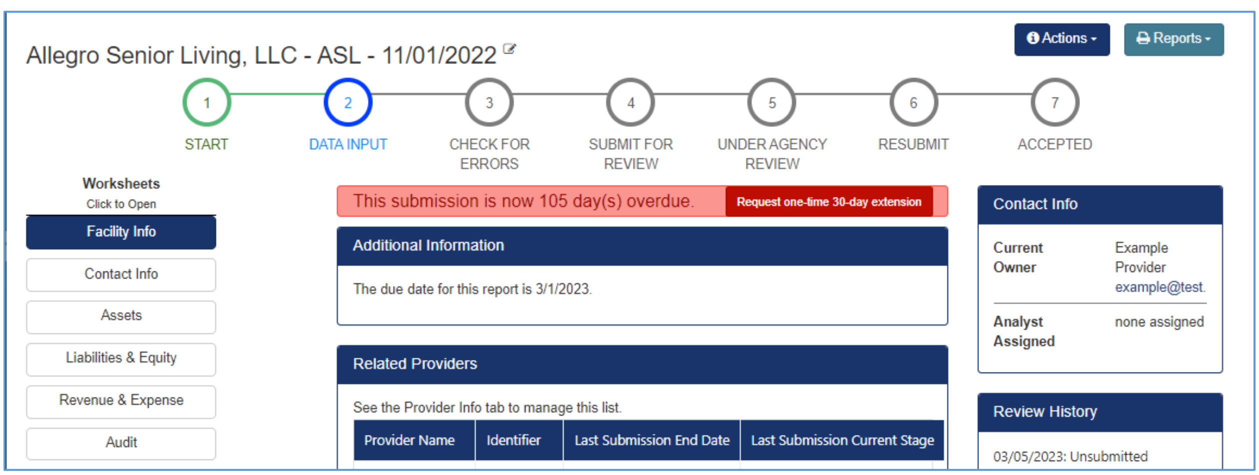


When a Submission has been sent to the Agency for review, it will be listed in the Under Agency Review section of the Submission Dashboard accessed via the **Report Dashboard** tab at the top of the page.

FNHURS Home Office Dashboard

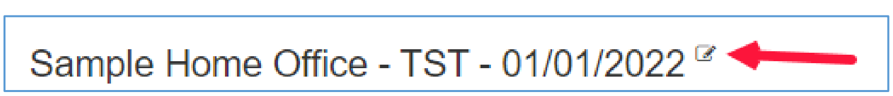
Create a Home Office Submission with the same Create New Submission button on the Submission Dashboard (from the Report Dashboard tab), but select **FNHURS Home Office Report** from the **Select a Program** drop-down list.

The **Home Office Name** and Agency **Home Office Code**, along with the **Submission End Date**, will display across the top of the page.

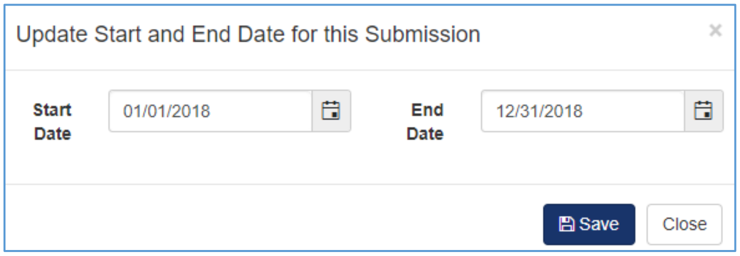


Submission Start and End Dates

If the Submission Start Date and/or End Date were entered incorrectly when the Submission was created, they can be modified by clicking the little **pencil icon** after the Submission End Date at the top of the page.



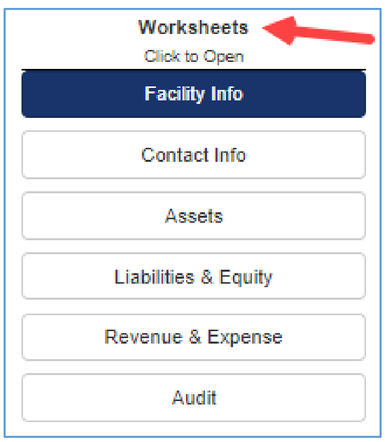
Enter the correct date(s) and click the **Save** button.



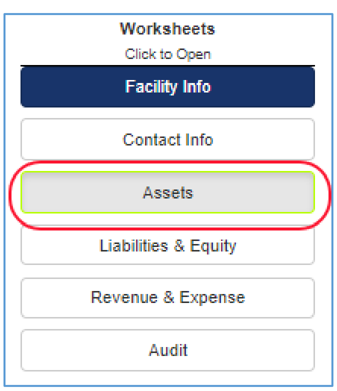
Home Office Submission Worksheets

The Home Office Submission has fewer Worksheets than the Provider Submission. The **Worksheets** listed down the left side of the page allow for the cost reporting information to be entered, modified, and/or reviewed. In addition, each field or group of fields on the Worksheets allows for comments in reference to those fields to be entered.

When information has not been entered on a Worksheet, the button to open it will remain white. Click the button with the Worksheet name on it to open it.



When a Worksheet has been selected and is open, the button on the left has a highlight around it.



Information can be entered directly into the fields, and once there have been changes to the page, a message will display letting the user know there have been changes and reminding them to save those changes.

The **Save**, **Previous**, or **Next** buttons, which are at the top and bottom right of each page, will save the current Worksheet.

<u>Save</u>

Clicking the **Save** button will save the changes made and remain on the current Worksheet.

<u>Previous</u>

Clicking the **Previous** button will save any changes made and open the Worksheet listed before the current one. If a user is on the first Worksheet and the Previous button is clicked, the last Worksheet will open.

<u>Next</u>

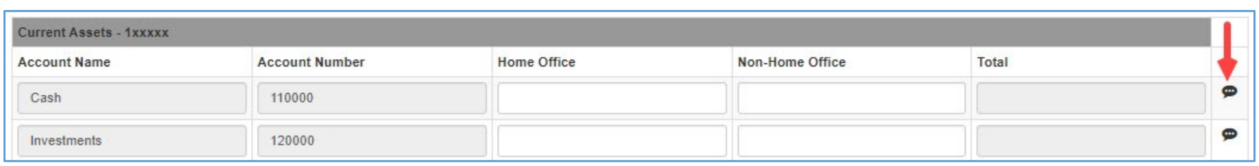
Clicking the **Next** button will save any changes made and open the Worksheet listed after the current one. If a user is on the last Worksheet and the Next button is clicked, the first Worksheet will open.

Once at least one piece of information has been entered and the **Save** or **Previous** or **Next** button has been clicked, the Worksheet button will turn blue.

<u>Comments</u>

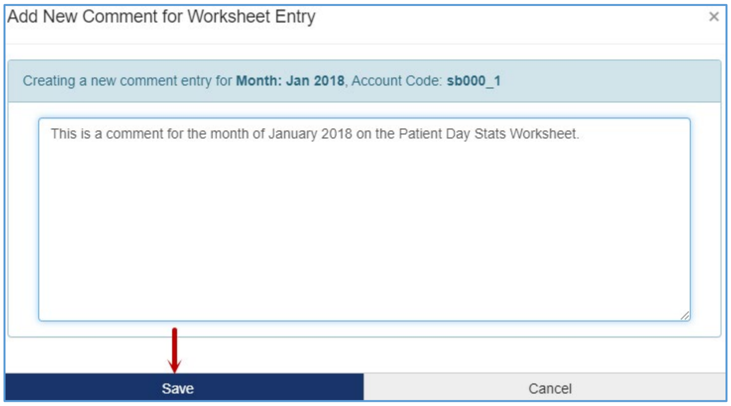
All the Worksheets allow for **Comments** to be entered. The comments are for explaining an entry, or for providing additional information about an Account Number to the Agency Analyst(s) who will be reviewing the Submission. Note: some Accounts require comments.

The new comments can be entered for each Account Number/row.



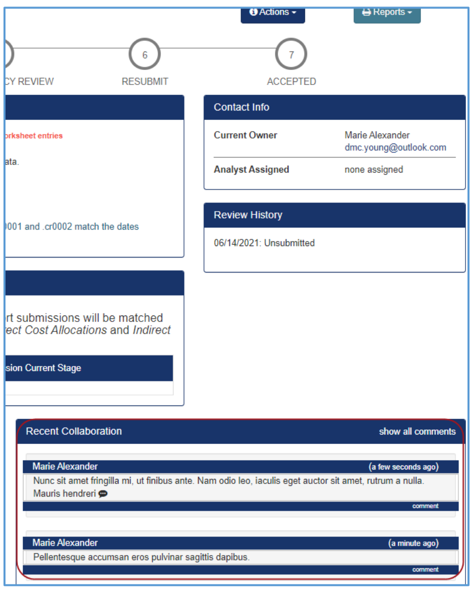
Note: clicking the bubbles open the boxes to create a new comment each time. To see the comments already entered, select ***Comments*** *from the* ***Actions*** *drop-down button at the top right of the page to view the* *Comments* *page.*

Click the Comment Bubble for any of the fields to enter a comment. The text box allows for a fairly large amount of text to be entered into the field.



Click the **Save** button to keep the comment that was entered.

Recent comments (and communications) will display on the Submission Tracking Dashboard in the **Recent Collaboration** box.

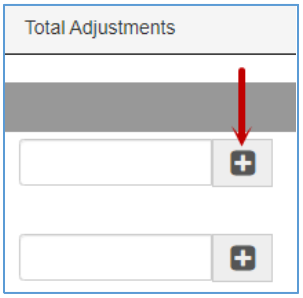


Comments will only display on the page for a limited time, but they will not be removed from the Submission. For lengthly comments, only the first 120 characters will be displayed. The comments can be viewed at anytime, and in full length, via the Comments selection in the **Actions** drop down.

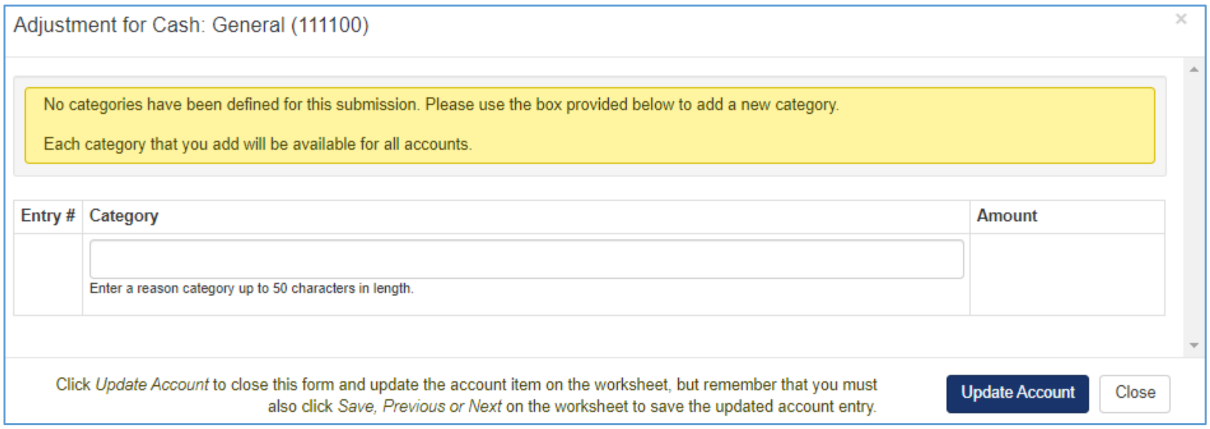
ADJUSTMENTS

The Audit Worksheet allows for Adjustments to be entered. The Adjustments are entered for each Account Number as needed.

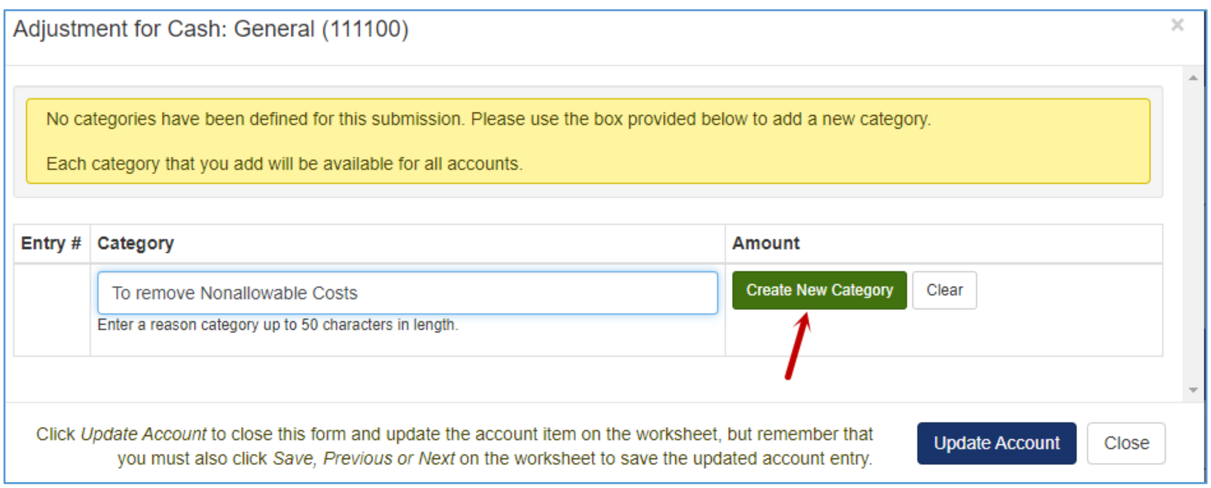
To make an Adjustment for any of the applicable Account Numbers, click the plus sign to the right of the amount field in the applicable column on the Worksheet.



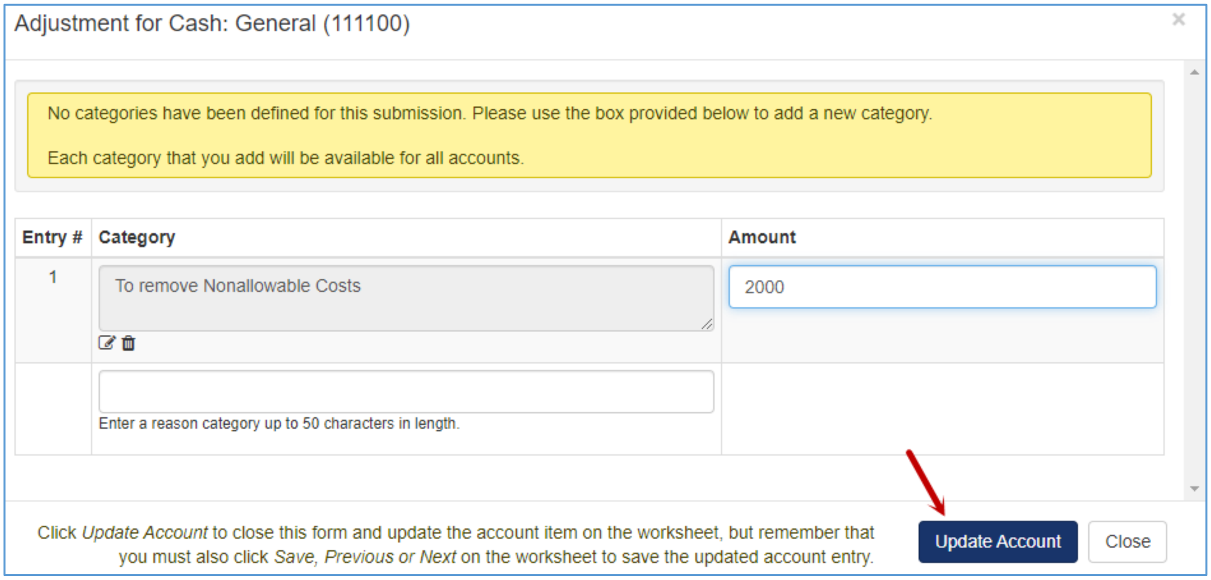
Another screen will open, allowing for Categories and Amounts to be entered.



After a Category has been entered into the field, click the **Create New Category** button.

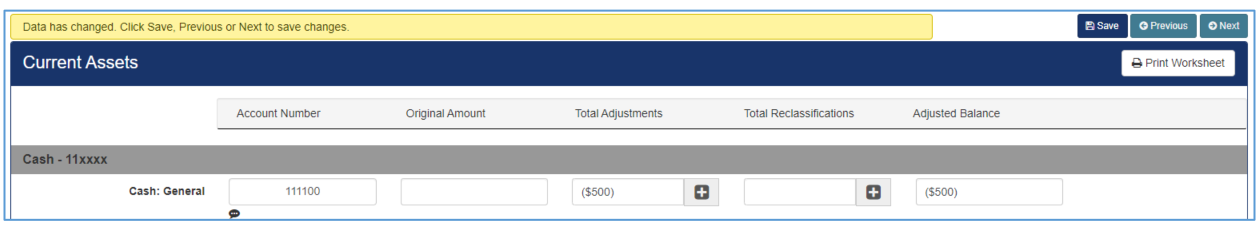


The cursor will then be in the Amount field, ready for an amount to be entered.



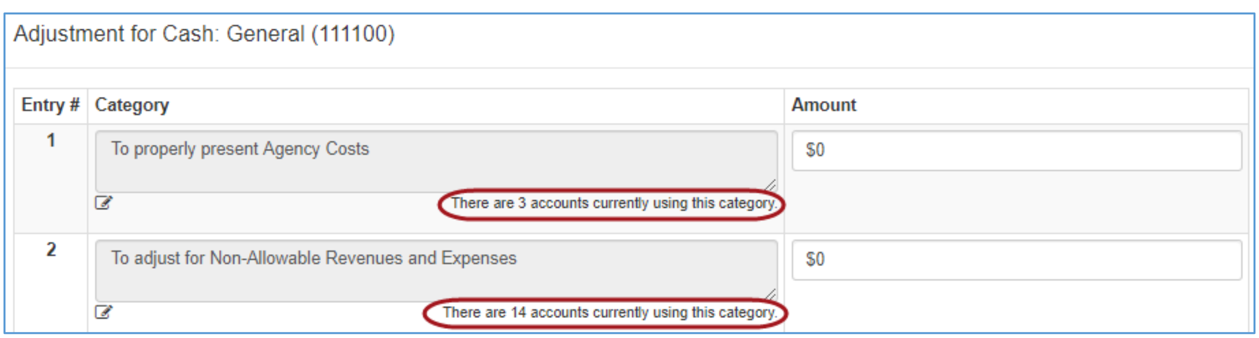
Once an amount has been entered, click the **Update Account** button. When clicked, the information will be saved and the window will close.

There will be a notification at the top of the Worksheet page letting the user know that a change has been made and the **Save** (**Previous** or **Next**) button must be clicked to keep those changes.

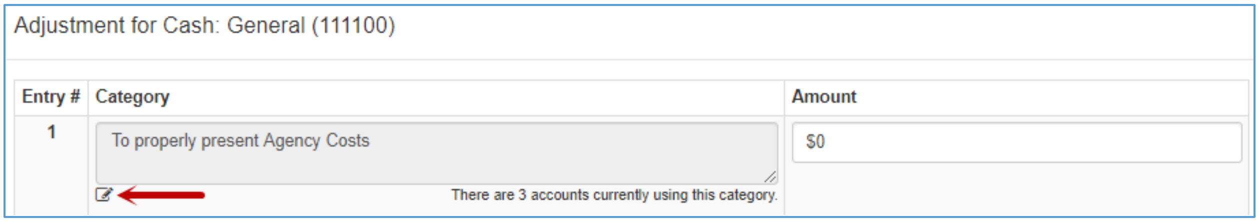


Once a Category has been entered for Adjustments on any of the Account Numbers, that Category will be available in the Adjustment window for any of the subsequent Account Numbers selected.

Once a Category is being used, there will be a message under that Category in the Adjustment window letting the user know how many Account Numbers are using it.

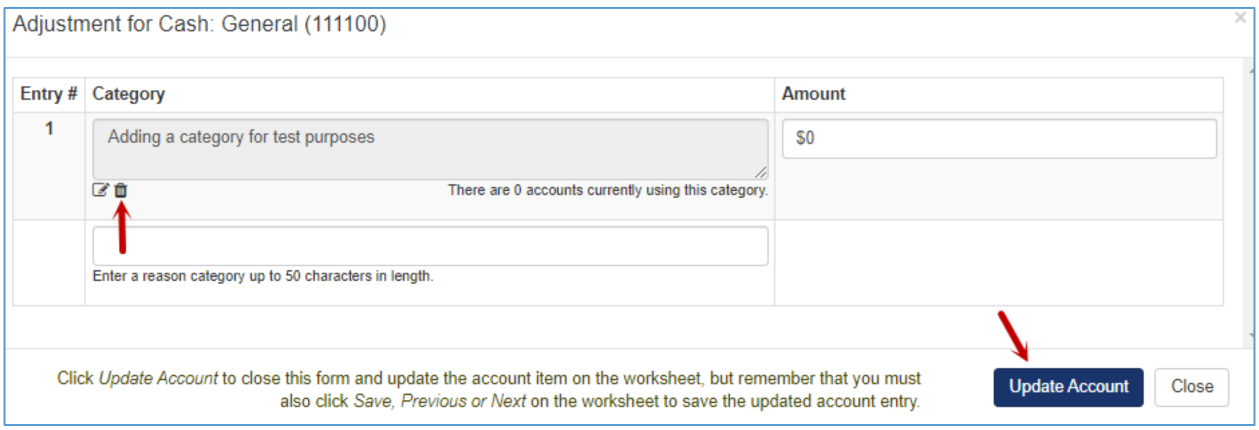


A Category name can be modified or changed by clicking the little **pencil icon** under it.



Note: If a Category name is changed, it will be changed for all the Adjustments that are using it, not just the Account Number being changed.

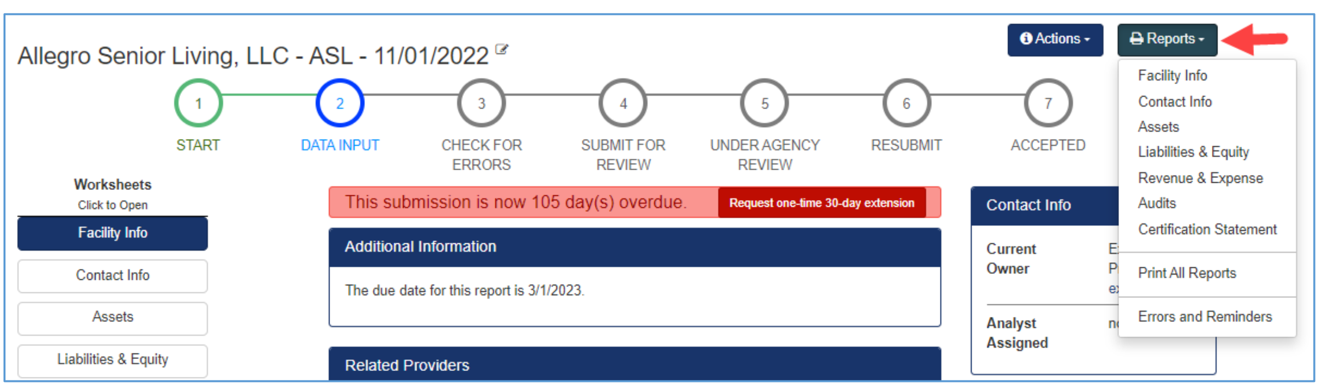
Categories can be deleted as long as they are not being used on any of the Account Numbers. Click the little **trash can icon** under the applicable Category to remove it. The **Update Account** button in the window, and the **Save**, **Previous**, or **Next** button on the Worksheet must be clicked to keep the changes made.



Home Office Submission Reports

The System allows for the information from the Worksheets to be viewed and printed and/or saved in report form to PDF.

Click the **Reports** button in the top right corner of the page to show the list of reports.



The names of the reports match the names for Nursing Home Provider FNHURS Worksheets.

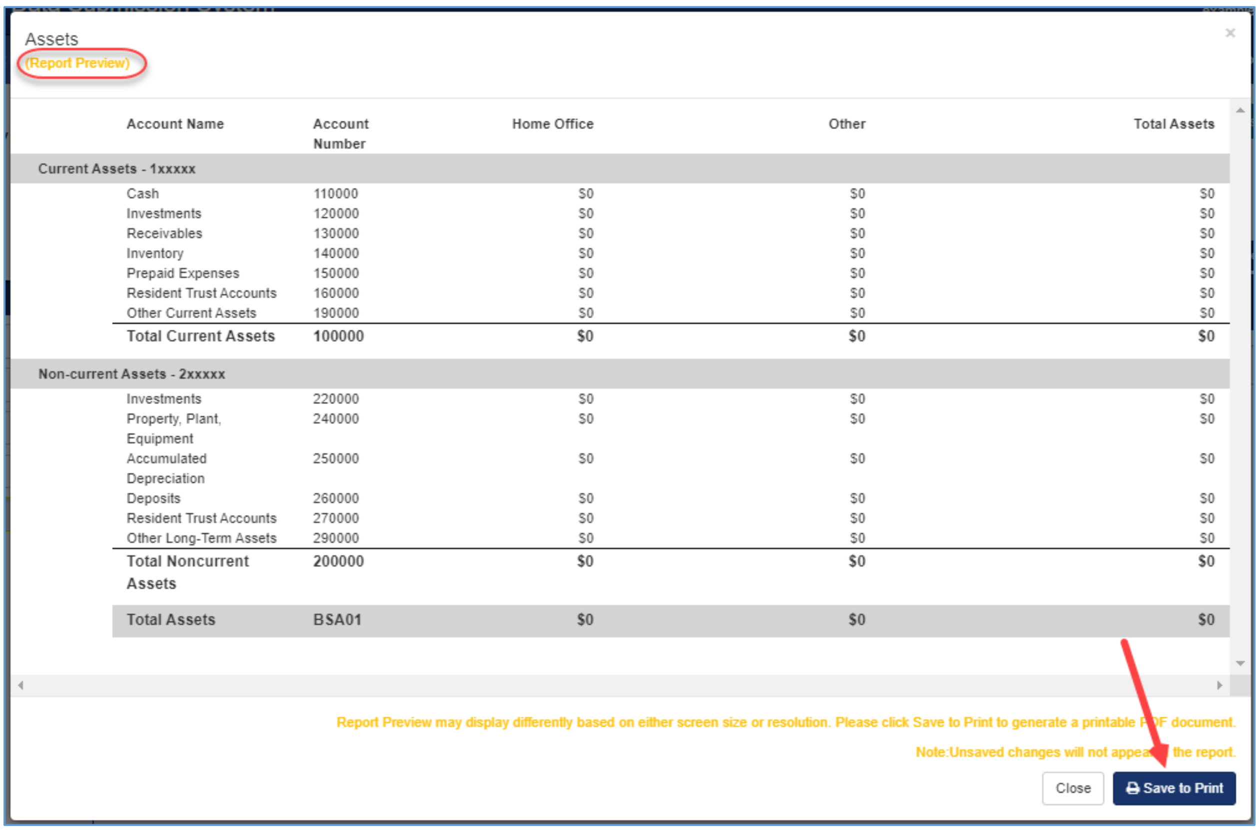
- The **Certification Statement** selection is the Certification Page that must be printed, signed, scanned, and attached via the Attachments selection in the Action drop-down list.

Note: All reports are displayed in landscape orientation.

- The **Print All Reports** selection will include the Cover Page and all the reports for the Submission in one document.

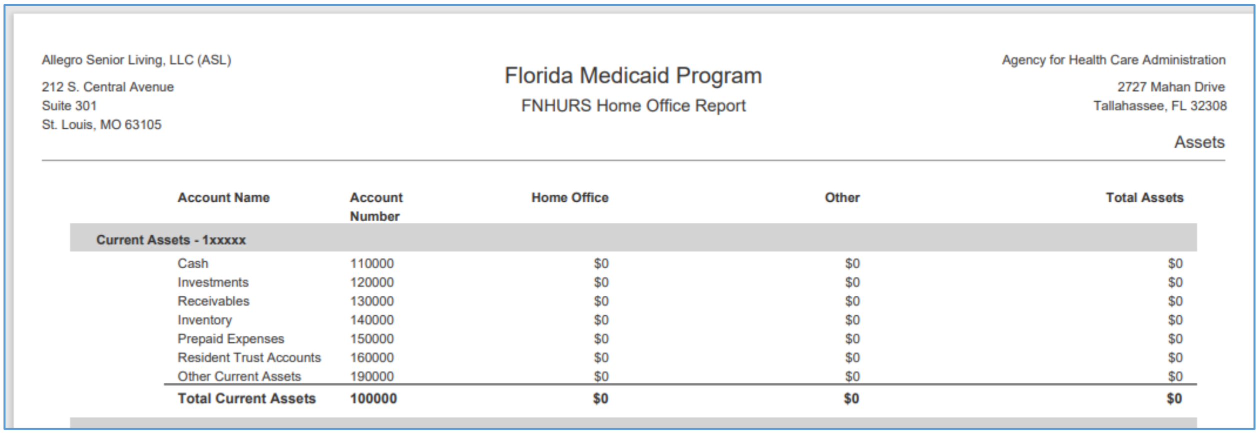
- The **Errors and Reminders** selection will generate a report of the error and reminder items for the Submission. Along with the errors and reminders, these items include informational messages, comments, error messages, and communication between Provider users and Agency staff.

Click the desired report to open a **Report Preview**. All the reports have a preview except the Export Accounts.



	Account Name	Account Number	Home Office	Other	Total Assets
Current Assets - 1xxxxx					
	Cash	110000	$0	$0	$0
	Investments	120000	$0	$0	$0
	Receivables	130000	$0	$0	$0
	Inventory	140000	$0	$0	$0
	Prepaid Expenses	150000	$0	$0	$0
	Resident Trust Accounts	160000	$0	$0	$0
	Other Current Assets	190000	$0	$0	$0
	Total Current Assets	**100000**	**$0**	**$0**	**$0**
Non-current Assets - 2xxxxx					
	Investments	220000	$0	$0	$0
	Property, Plant, Equipment	240000	$0	$0	$0
	Accumulated Depreciation	250000	$0	$0	$0
	Deposits	260000	$0	$0	$0
	Resident Trust Accounts	270000	$0	$0	$0
	Other Long-Term Assets	290000	$0	$0	$0
	Total Noncurrent Assets	**200000**	**$0**	**$0**	**$0**
	Total Assets	**BSA01**	**$0**	**$0**	**$0**

Click the **Save to Print** button at the bottom right of the **Report Preview** to generate a **PDF** document to be saved or printed as needed.



Allegro Senior Living, LLC (ASL)
212 S. Central Avenue
Suite 301
St. Louis, MO 63105

Florida Medicaid Program
FNHURS Home Office Report

Agency for Health Care Administration
2727 Mahan Drive
Tallahassee, FL 32308

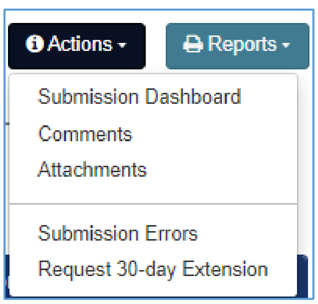
Assets

Account Name	Account Number	Home Office	Other	Total Assets
Current Assets - 1xxxxx				
Cash	110000	$0	$0	$0
Investments	120000	$0	$0	$0
Receivables	130000	$0	$0	$0
Inventory	140000	$0	$0	$0
Prepaid Expenses	150000	$0	$0	$0
Resident Trust Accounts	160000	$0	$0	$0
Other Current Assets	190000	$0	$0	$0
Total Current Assets	**100000**	**$0**	**$0**	**$0**

Home Office Submission Actions

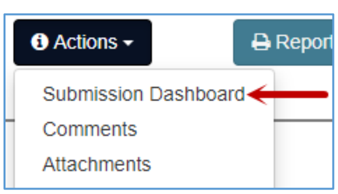
The **Actions** button in the top right corner allows for the selection of additional functions and the steps to move the Submission through the complete process. Certain steps will not become available until a preceeding step has been completed.

While information is being entered and reviewed, and Comments are being entered, the **Actions** selections are limited to the Submission Dashboard, Comments, Attachments, Error Check, and Request 30-day Extension.



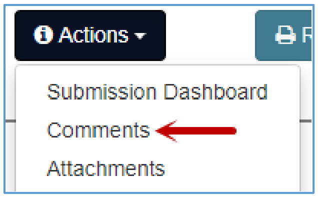
HOME OFFICE SUBMISSION DASHBOARD

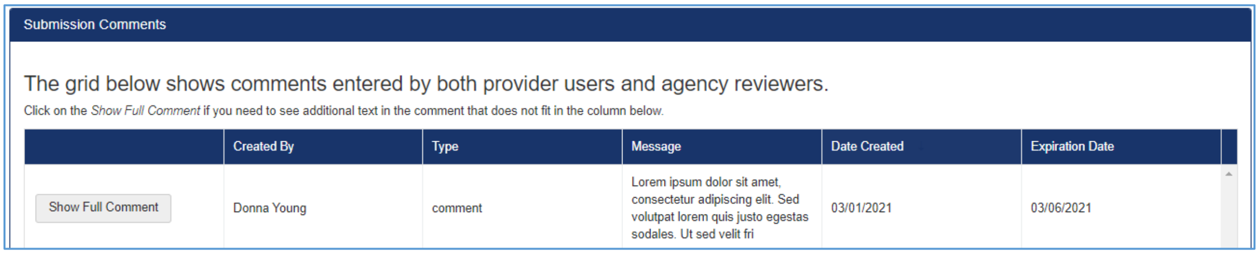
When information is being entered on the Worksheets, or when other pages like the **Comments** or **Error Check** are being viewed, selecting **Submission Dashboard** from the **Actions** list will return the System to the Submission Tracking Dashboard for the current Submission.



HOME OFFICE COMMENTS

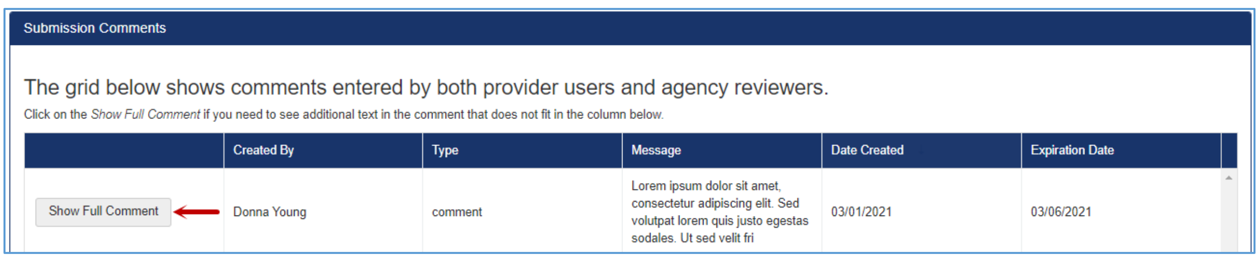
Selecting **Comments** from the **Actions** list will open the page showing all the comments for the Submission.

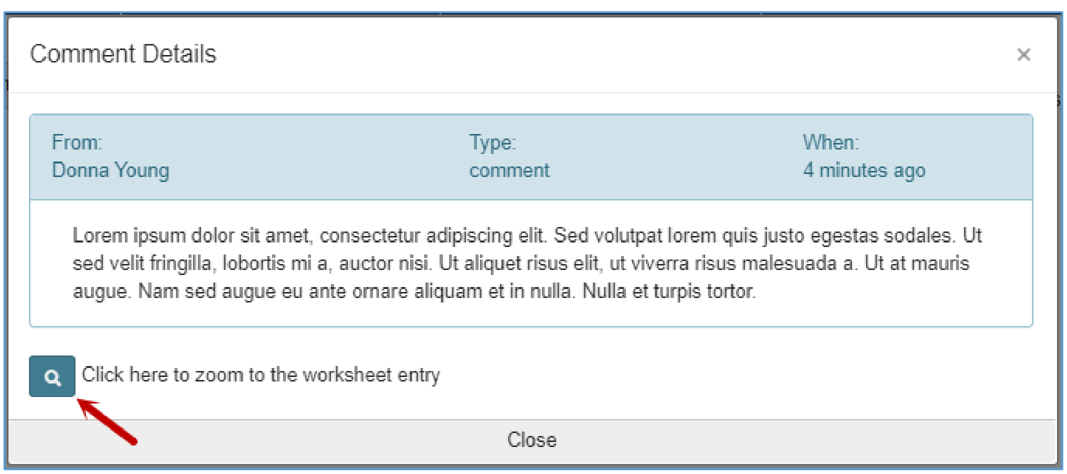




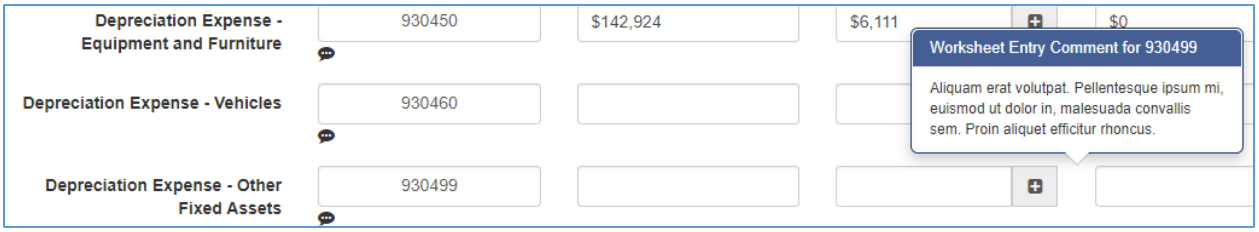
*Note: Comments are displayed on the Submission Tracking Dashboard for a limited amount of time, but they will remain on the Submission. The **Expiration Date** is the date they will be taken off the Submission Tracking Dashboard page.They will continue to appear on the Submission Comments.*

If a comment is not fully displayed in the list on the page, clicking the **Show Full Comment** button next to it will open a box showing the complete comment.



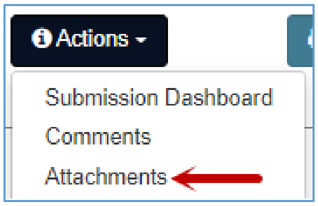


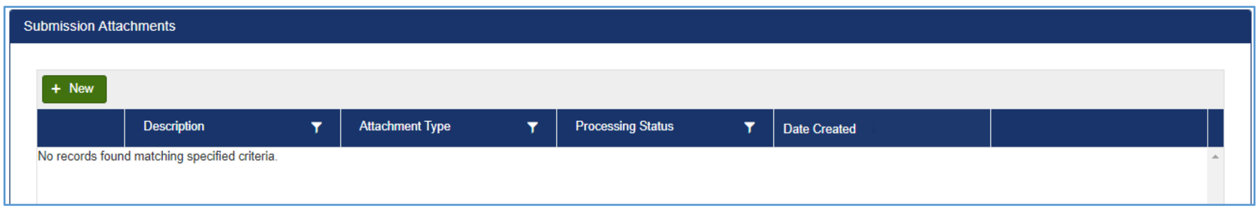
When the **magnifying glass icon** is clicked, the System will go to the Worksheet and Account where the comment was entered.



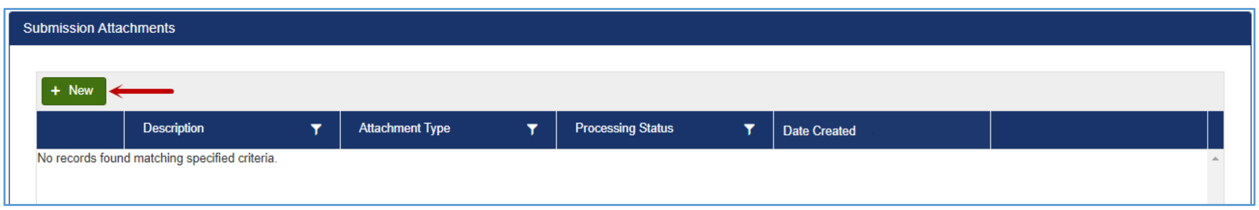
HOME OFFICE ATTACHMENTS

The System provides for Attachments to be added to a Submission.



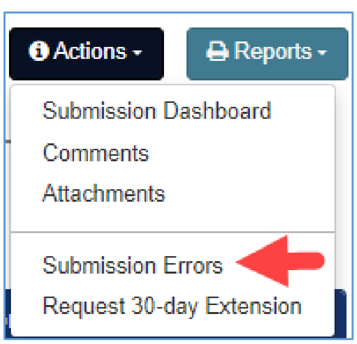


Click the **+ New** button at the top left of the screen to add documents to a Submission.

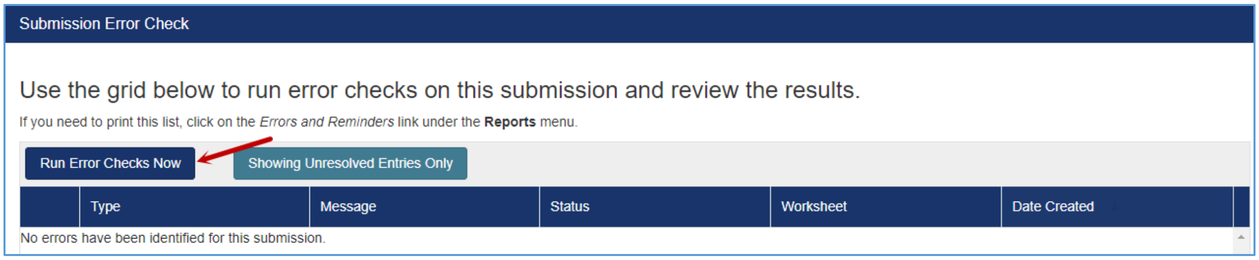


HOME OFFICE ERROR CHECK

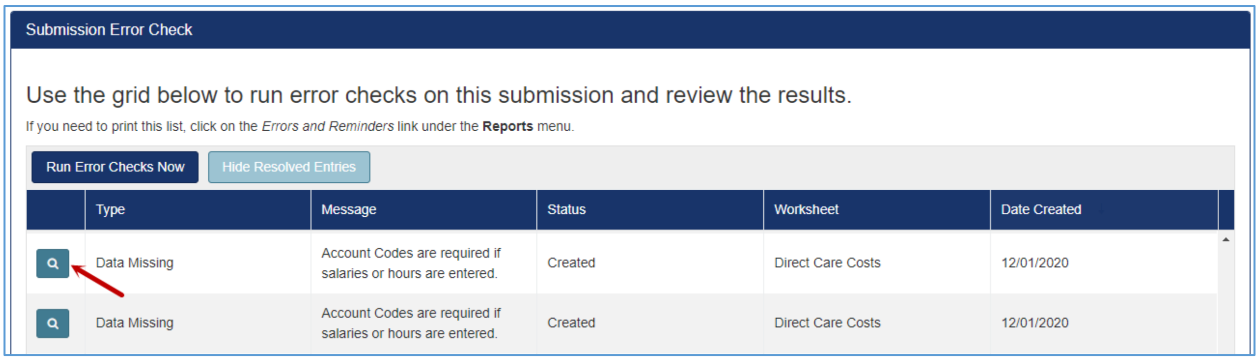
Selecting **Submission Errors** from the **Actions** list will open the Submission Errors page.



Click the **Run Error Checks Now** button to perform edits and validations that have been programmed into the System.

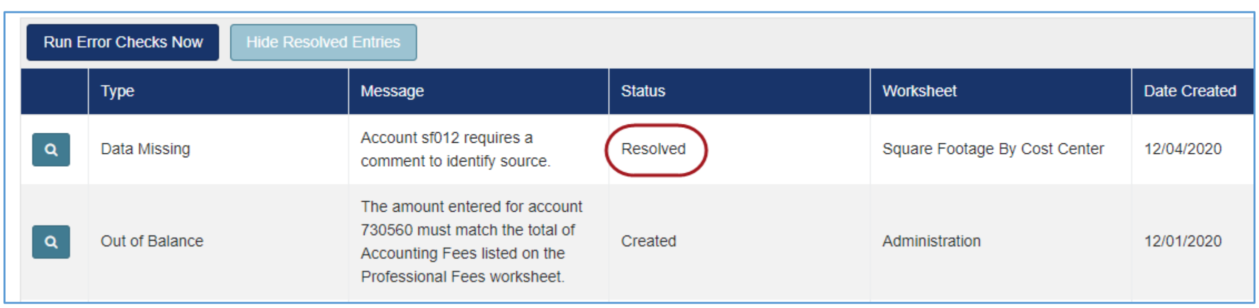


A list of messages will display as applicable. If available for a message, the Worksheet and field can be accessed directly from the page. Click the **magnifying glass icon** next to the desired message and the System will go directly to the field. Updates can be made on the Worksheets to resolve the issues found.



Note: Each of the display panels only show a certain number of rows at a time. While there is a scroll function for some of them, there is also a paging bar at the bottom of the screen showing the number of items per page (which can be adjusted) and the total number of items in the list.

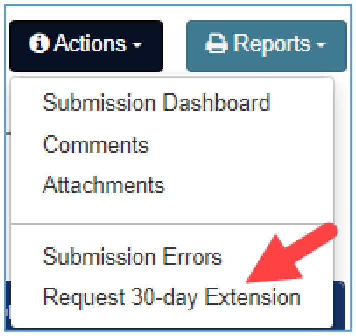
To return to the Submission Errors page, select **Error Check** from the **Actions** list drop down. Click the **Run Error Checks Now** button and the issues that have been resolved will show in the Status column.



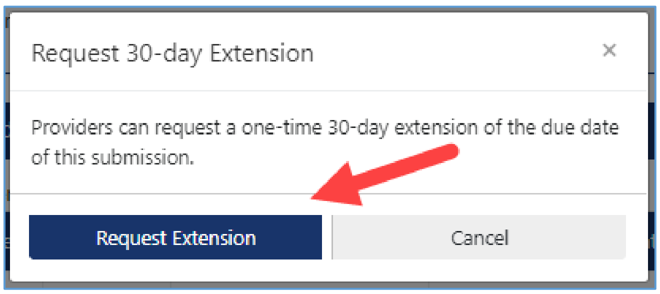
The **Error Check** can be run as many times as needed while working on the Submission.

HOME OFFICE SUBMISSION EXTENSION

For each FNHURS Report or FNHURS Home Office Report, a one-time 30-day extension may be requested. To submit the extension request to the Agency, select **Request 30-day** Extension from the menu.



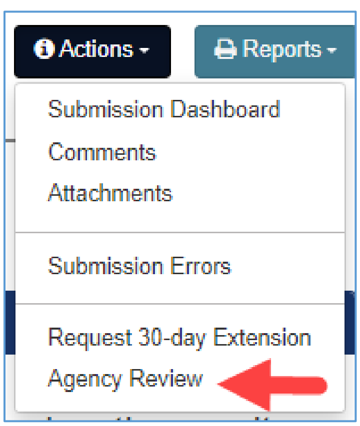
A pop-up will appear where you may select **Request Extension** or **Cancel** if an extension is not needed.



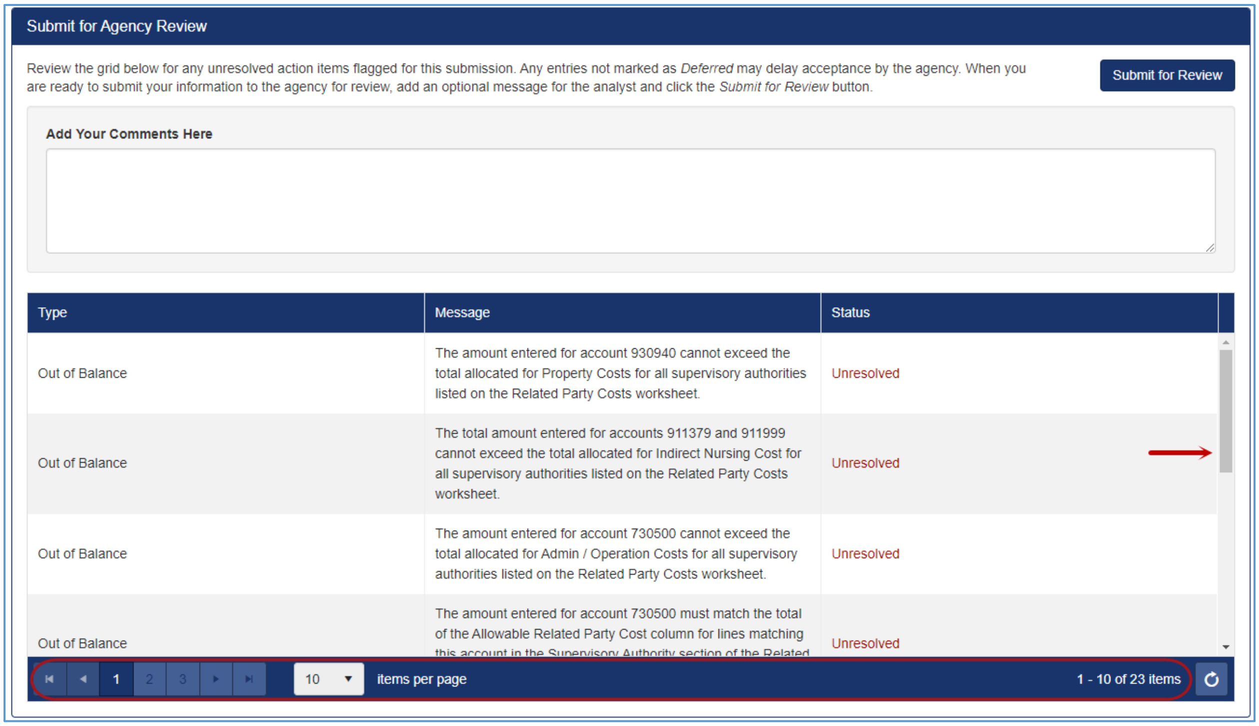
HOME OFFICE SUBMIT FOR REVIEW

The Submit for Agency Review sends the Submission to AHCA staff so they can begin their review of the information.

Click the **Actions** list drop down and select **Agency Review**.



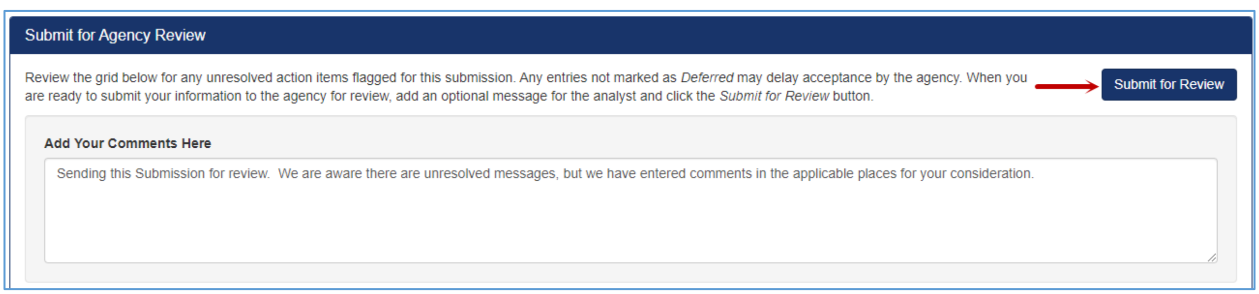
Unresolved issues will display on the page, but will not stop Providers from being able to send Submissions to the Agency.

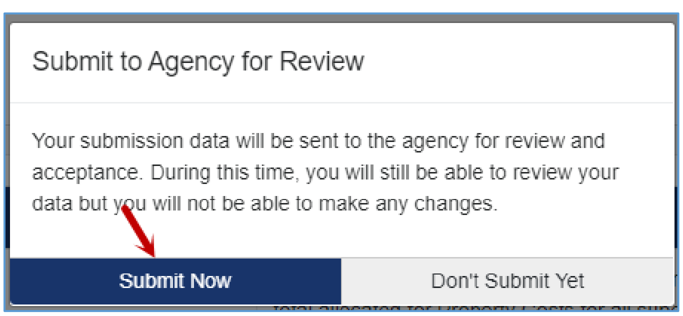


Note: There is a scroll bar to view the messages on the page. In addition, there could be multiple pages of messages, so be sure to look at the bottom of the list for that information so items do not get missed.

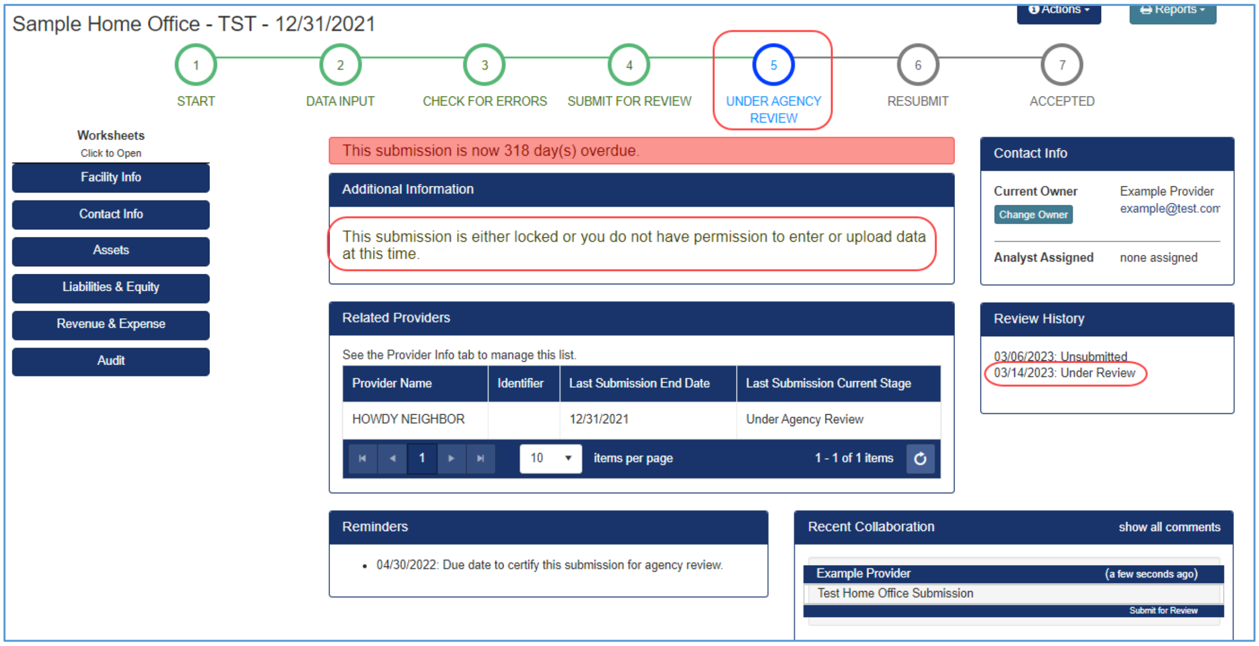
AHCA staff have the same view of a Submission as the Providers. They will see the same list of errors and issues, including outstanding items.

When ready to send a Submission to the Agency, enter any additional comments needed, click the **Submit for Review** button at the top right of the screen, and then click **Submit Now**.





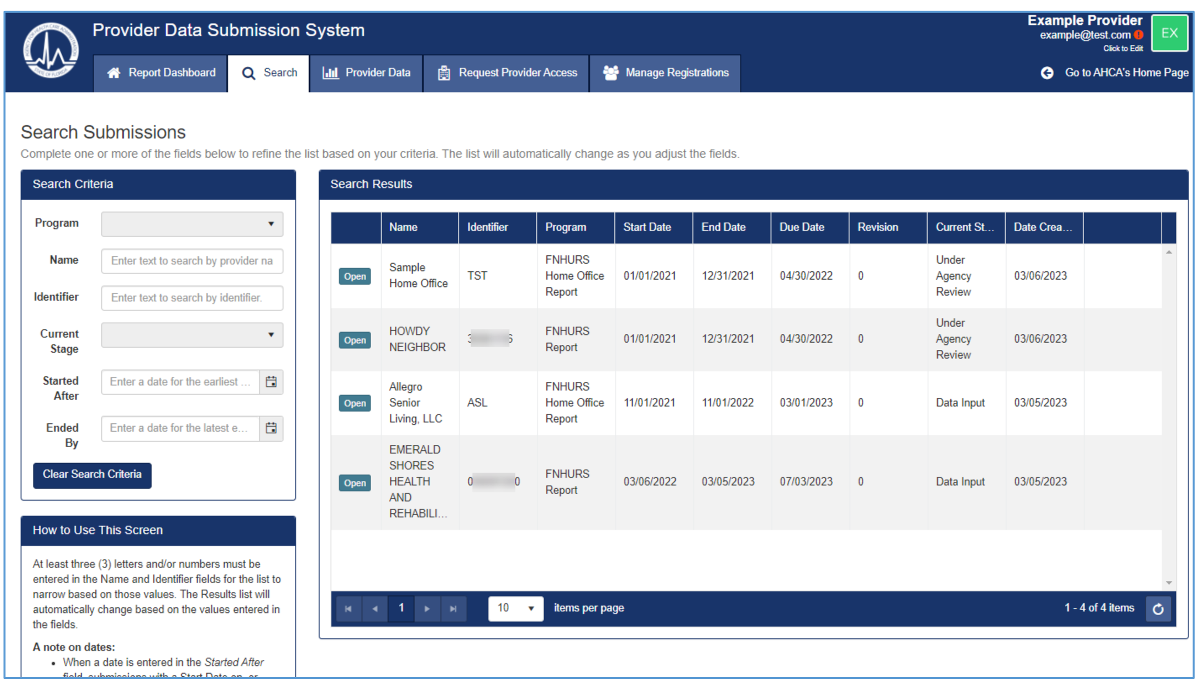
Once a Submission has been sent to the Agency, the System will return to the Submission Tracking Dashboard for that Submission. The Submission will be locked, meaning no further changes can be made while the Submission is under review by AHCA Staff.



When a Submission has been sent to the Agency for Review, it will be listed in the Under Agency Review section of the Submission Dashboard accessed via the **Report Dashboard** tab at the top of the page.

Search

The Search page allows for users to look for Submissions based on different criteria.



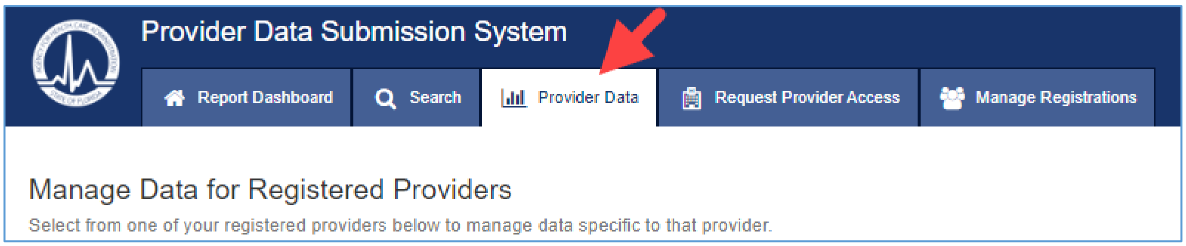
Provider Data

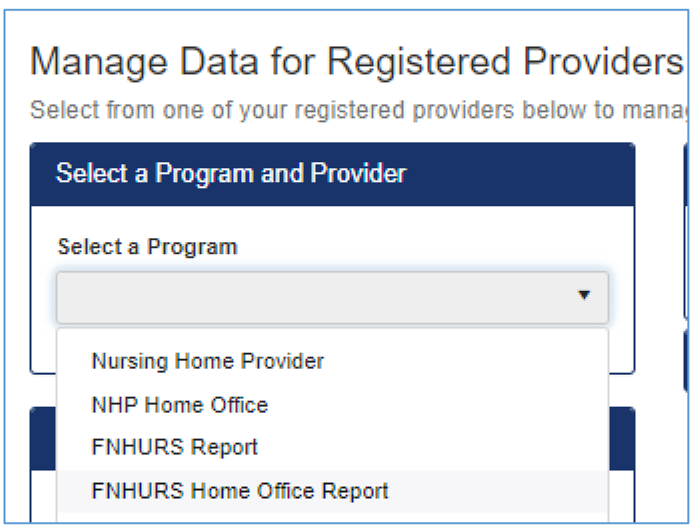
Provider Data is information pertaining to individual Providers, and not to the individual Submissions. The page currently provides the ability to enter, modify, and delete FVRS Project information; this section does not apply to FNHURS. It also displays the Related Parties, Related Providers, and Chain Component providers for Nursing Homes and NH Home Offices; this section applies to FNHURS submissions if applicable. NH Home Offices shall use this section to add all related Florida licensed Nursing Homes.

Related Parties

The **Provider Data** tab has a **Manage Related Parties** section to view the Supervisory Authorities, the Related Providers, and the Related Parties and Chain Components.

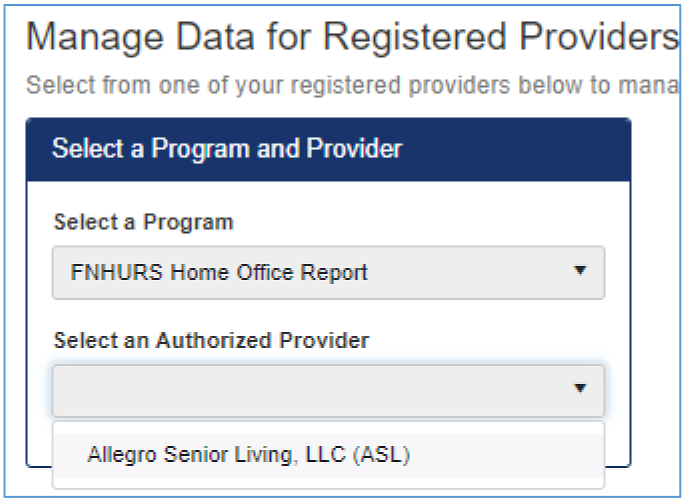
Select the **Provider Data** tab at the top of the page to view the Related Parties information.



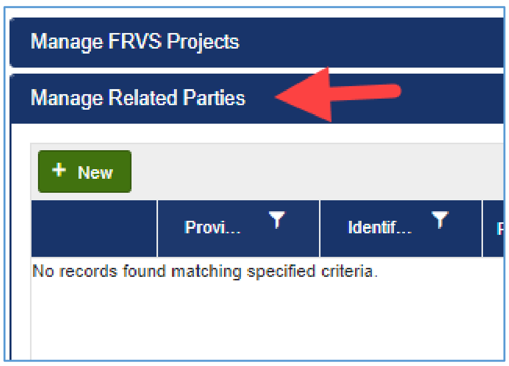


Click the little arrow to display the list for the **Select a Program** field under **Select a Program and Provider**. Select the desired program.

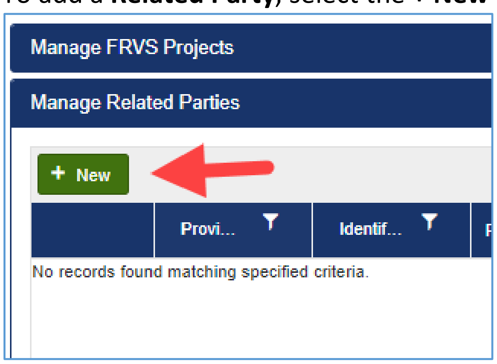
Only Providers for which the user has **Admin Access Granted** or **Access Granted** will be available for selection. Click the little arrow to the right of **Select an Authorized Provider** field to display the list of available Providers based on the Program selected.



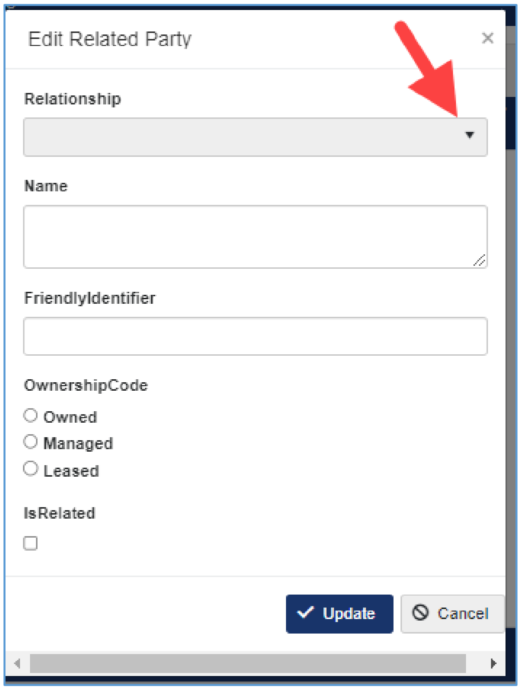
Click the **Manage Related Parties** heading to expand that section of the page.

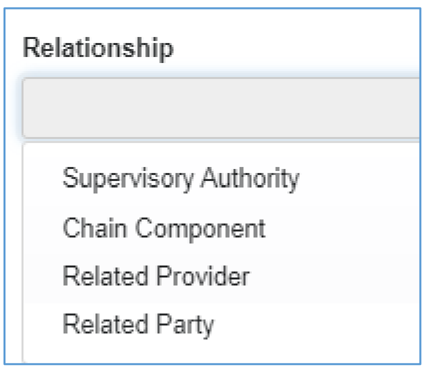


To add a **Related Party**, select the **+ New** button.



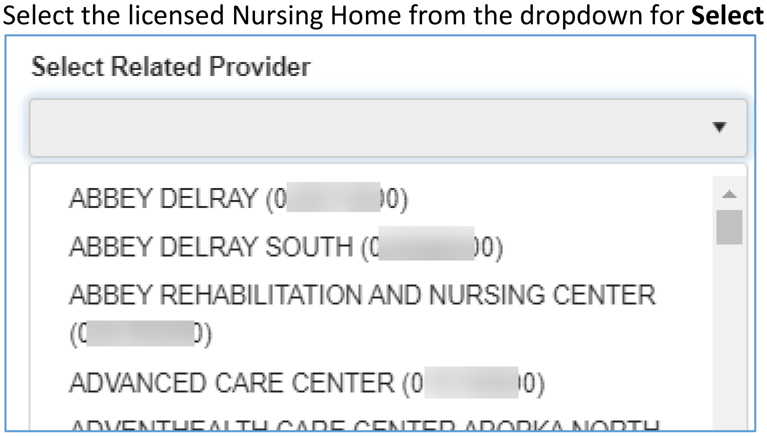
Select the **Relationship** from the dropdown.





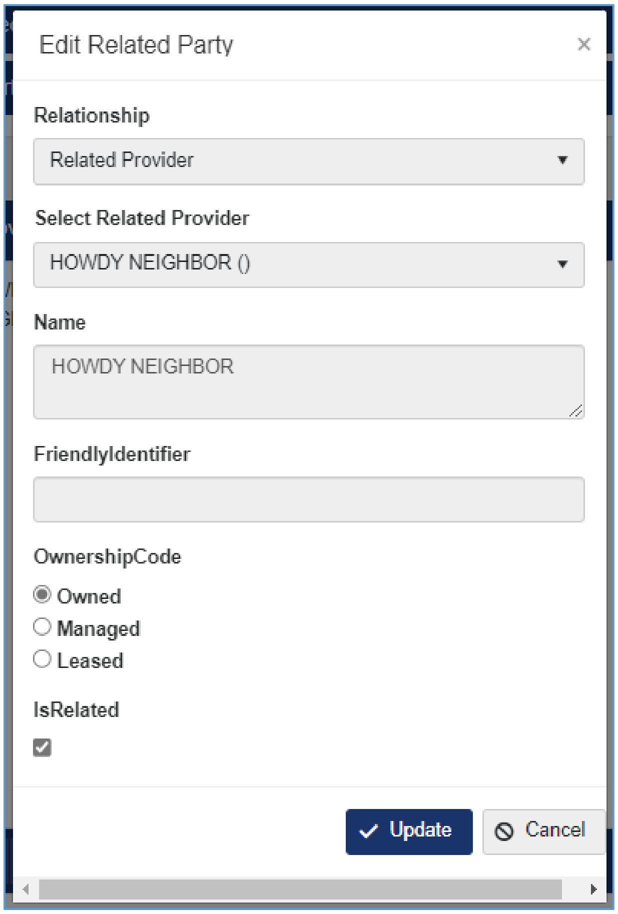
Select **Related Provider** to link a licensed Nursing Home to a NH Home Office or another licensed Nursing Home.
Select **Supervisory Authority** to link a NH Home Office to a licensed Nursing Home.

Select the licensed Nursing Home from the dropdown for **Select Related Provider**.

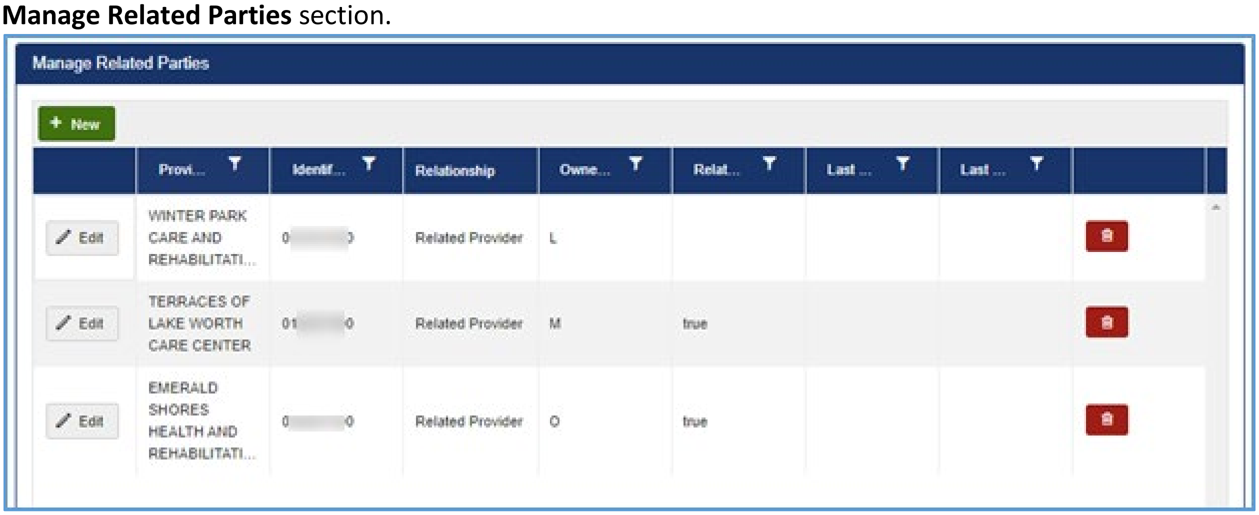


Information will populate once a licensed Nursing Home is selected.
Select the **Ownership Type** if applicable.

Make sure to check the box for **IsRelated** to create the relationship between the Nursing Home and the Home Office or Nursing Home.



Once complete, select **Save** or **Update** to save the changes. The relationship will now display in the **Manage Related Parties** section.



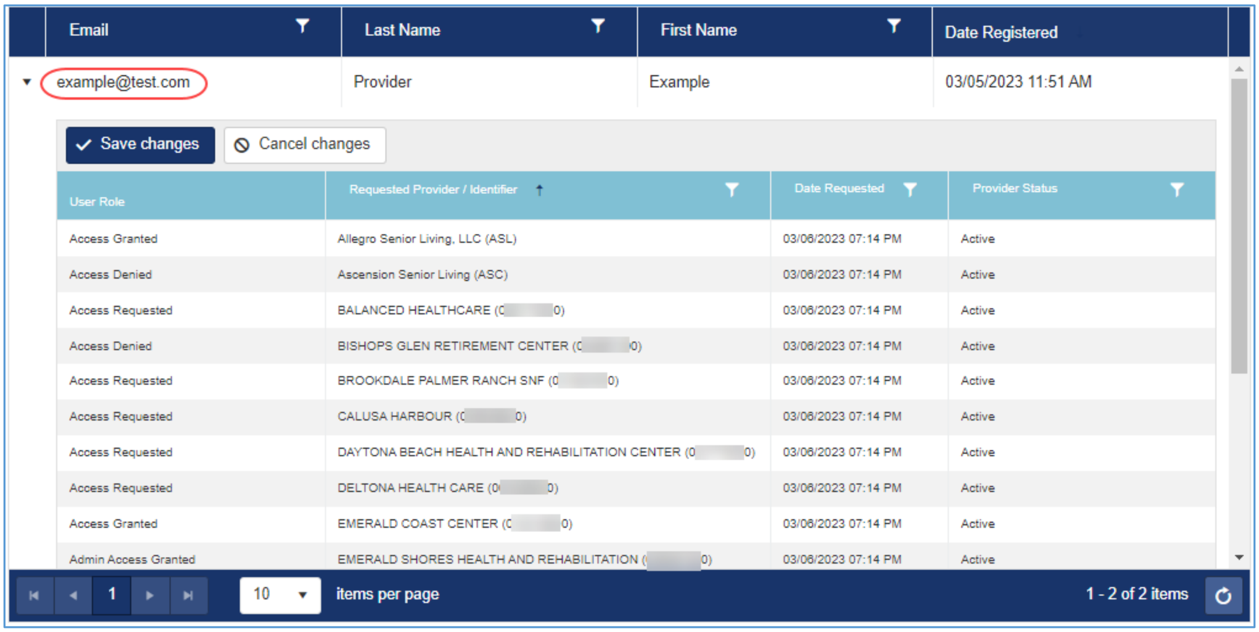
A relationship may be edited by clicking the **Edit** button.
A relationship may be removed by clicking the **red trashcan** button.

Appendix A: Manage Registrations

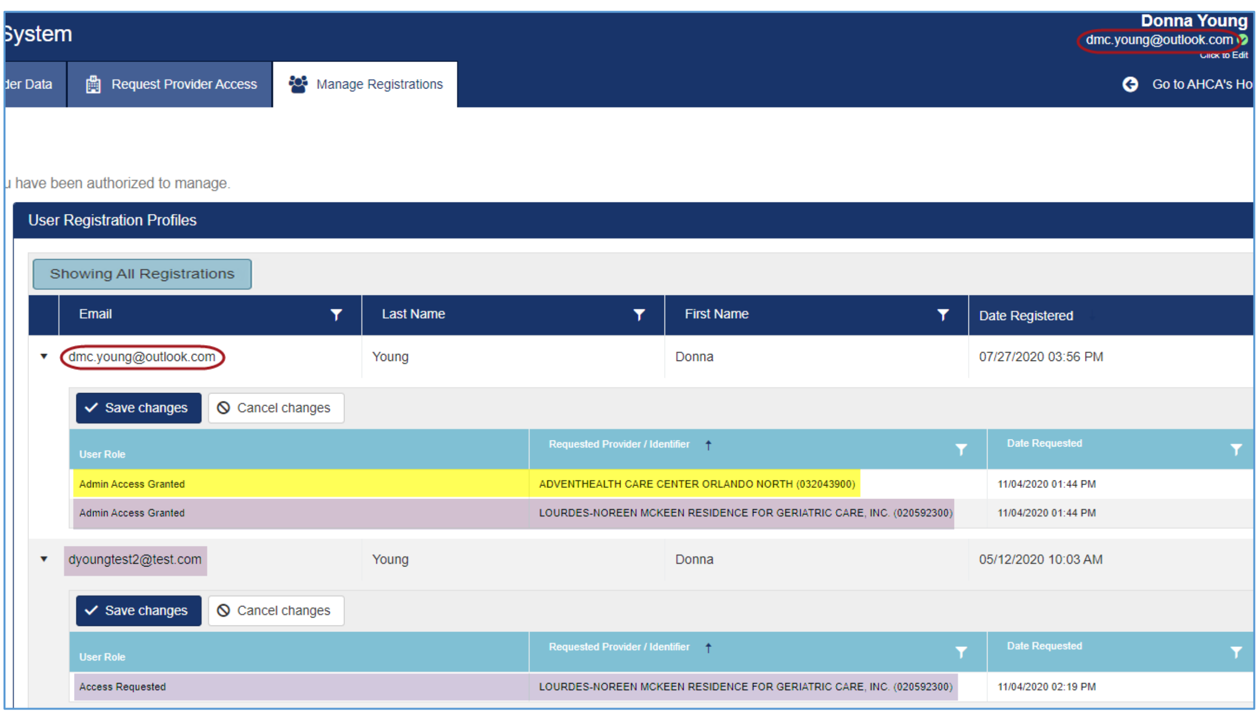
Provider Administrator users will only see the other users who have, or have requested, access for those Providers they are Admins for on the Manage Registrations page.

If an Admin for one Provider also has Access Granted to a different Provider, they will not be able to see the other users for the Access Granted Provider.

AHCA Administrators have a complete view of the users and their access. The user below has Admin Access Granted and Access Granted to several Providers.



The Manage Registrations page for the user above shows their Admin Access, along with another user that has Access Granted to one of the Providers.



The user below has access to Providers for which the above user only has Access Granted, but they cannot be seen by that user on their Manage Registrations page.

webbd@crstest.com	Webb	Daryl	07/23/2020 02:11 PM

Save changes Cancel changes

User Role	Requested Provider / Identifier	Date Requested
Read Only Access Granted	A.D.M.E. Investment Partners, Ltd. (ADM)	10/21/2020 07:34 PM
Access Granted	Advent Christian Village, Inc. (ACV)	10/21/2020 07:34 PM
Admin Access Granted	BON SECOURS MARIA MANOR NURSING CARE CENTER (020010700)	10/21/2020 07:34 PM
Access Granted	CARROLLWOOD CARE CENTER (026387700)	10/21/2020 07:34 PM
Access Granted	CLARIDGE HOUSE NURSING & REHABILITATION CENTER (020850700)	10/21/2020 07:34 PM

Appendix B: Notes on Specific Account Numbers

FNHURS schedules utilize the Medicaid Cost Report Chart of Accounts required in Title XIX Long-Term Care Reimbursement Plan authorized in section 409.908, FS. The plan is available at: https://ahca.myflorida.com/medicaid/cost-reimbursement/nursing-home-rates. The Medicaid Cost Report Chart of Accounts is used in lieu of creating a separate chart of accounts for the FNHURS report.

In order to collect all the data necessary and identify it with an account number, the Agency created additional account numbers/names. Account numbers on the Staffing Tab associated with licensed or certified staff positions are for reference purposes only and the meaning is defined by the position type and column header. The following accounts were created for the purposes of the FNHURS report and are in addition to the standard Medicaid Cost Report chart of accounts:

BSE001	Total Equity/Fund Balance	This is the sum of all 5xxxx Equity and Fund Balance Accounts
EXOP01	Total Operations	This account is sum of following expense accounts on the FNHURS report 710000, 720000, 730000, 916000, 918000
EXDC01	Total Direct Care	This account is sum of following expense accounts on the FNHURS report 810000, 912000, 921000, 922000, 923000, 924000, 927000, 928000
EXIC01	Total Indirect Care	This account is sum of following expense accounts on the FNHURS report 911000, 914000, 915000, 917000, 925000, 926000, 929000, 940000, 941000, 942000
EXPR01	Total Property	This account is sum of following expense accounts on the FNHURS report 930100, 930200, 930300, 930400, 930900
EXNA01	Total Other Expenses	This account is sum of following expense accounts on the FNHURS report 995000, 998000, 999000
EXI001	Extraordinary Items	Gains or losses from events that were unusual and infrequent in nature that were separately classified, presented and disclosed on companies' financial statements.
ITX001	Income Taxes	For tax paying entities, the Federal income tax expense reported on the income statement of the audited financial statements. For cost report purposes this amount would have been recorded in 999003; however, for FNHURS purposes it should be recorded here.
GR0001	Gross Revenue/Charges	This account represents the total of unadjusted charges for revenue categories 601000, 602000, 603000, 604000, 605000, 606000, 607000, 608000, 609000, 610000, 611000, 613000, 619000
AGR001	Adjustments to Gross Revenue	This account represents the total of adjustments to charges for revenue and includes categories 670000 and 680000
NR0001	Net Revenue	This account is the sum of Gross Revenue/Charges (GR0001) and Other Revenue (690000) less Adjustments to Gross Revenue (AGR001)
EX0001	Total Expense	This account is the sum of expenses: Operations (EXOP01), Direct Care (EXDC01), Indirect Care (EXIC01), Property (EXPR01) and Other Expenses (EXNA01)

NIC001	Net Income	This account represents total profitability and is the combination of Net Revenue (NR0001) less Total Expenses (EX0001) plus the impact of Extraordinary Items (EXI001) and Income Taxes (ITX001)
CF0001	Net Cash Provided by Operating Activities	Represents the net cash from Operating Activities Section of the standard Cash Flow Statement included in a set of audited financial statements.
CF0002	Net Cash Provided by Investing Activities	Represents the net cash from Investing Activities Section of the standard Cash Flow Statement included in a set of audited financial statements.
CF0003	Net Cash Provided by Financing Activities	Represents the net cash from Financing Activities Section of the standard Cash Flow Statement included in a set of audited financial statements.

In addition to the above explanation of new accounts, to eliminate confusion between the cost report and FNHURS, account names with the terms "Allowable", "Non-Allowable", or "Non-Reimbursable" are excluded from FNHURS. This terminology is specific to cost reimbursement and is not relevant to FNHURS data reporting. As the FNHURS report utilizes the Medicaid Cost Report Chart of Accounts, we have provided the crosswalk below of where the values of those accounts should be included in the FHURS report.

- 929000 – Other ~~Allowable~~ Ancillary Costs
  - The term "Allowable" removed from the title
  - Should include any costs associated with 943000 – Other Non-Allowable Ancillary Costs
- 999000 – Other ~~Non-Allowable~~ Costs
  - The term "Non-Allowable" removed from the title
  - Should include any costs associated with 990000 – Non-Reimbursable Costs
- 619000 – Other ~~Allowable~~ Ancillary Cost Centers
  - The term "Allowable" removed from the title

Home Office Revenue & Expense Worksheet and Nursing Home Expenses Worksheet

- Account 943000 should be included in Account 929000
- Account 990000 should be included in 999000

Nursing Home Worksheets

- Assets should equal Liabilities & Equity/Fund Balances