FHURS Online

User Guide

Version 2019-1

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1. Introduction to FHURS Online

The FHURS (Florida Hospital Uniform Reporting System) Online was developed to replace the excel based COMPASS reporting system as a means of filing required hospital financial data to the Agency for Health Care Administration's (AHCA or Agency) Financial Analysis Unit. FHURS Online is a web-based platform that will allow for the submission of the financial data and all required attachments and certifications. It is a one stop shop for submission and communication to the Agency for filing FHURS data.

This Guide is intended for instructions on how to use the FHURS Online application. For details on what data is required and the definition of fields in the FHURS Online application, please see the State of Florida Hospital Uniform Reporting System Manual which is located at:
http://ahca.myflorida.com/MCHQ/Central_Services/Financial_Ana_Unit/index.shtml

2. Getting Started

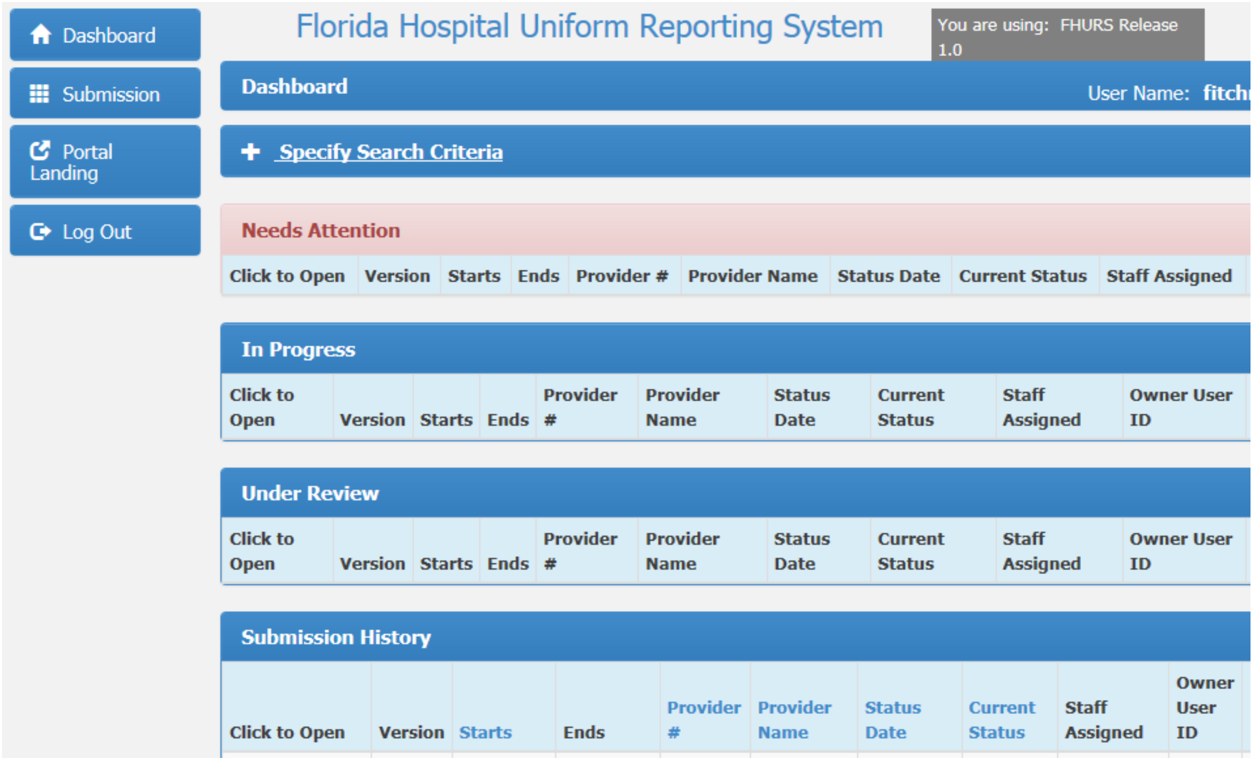
2.1 Single Sign On Account (SSO)

In order to access the FHURS Online application you will need to acquire a Single Sign On (SSO) account and request permission to file on behalf of a hospital. Instructions on how to register for a SSO account can be found at:
http://ahca.myflorida.com/MCHQ/Central_Services/Financial_Ana_Unit/index.shtml

If you already have a SSO account with the Agency for another purpose that account can be used to access the FHURS Online. The purpose of the SSO account is to have one user name and password to access the Agencies applications; however, you still must request access to each hospital individually and submit the approved user agreement signed by the Administrator of that facility to AHCARegistration@AHCA.myflorida.com in order to complete and submit the FHURS filing. There is no limit to the number of hospitals that can be managed by one SSO account. **Note: Any report you create can only be seen by you and the Agency until the report is accepted.**

2.2 Dashboard

Once you acquire an SSO account and access to a Hospital you will be able to enter the FHURS Online application. When you enter the application from the link on SSO portal you will land on the Dashboard page. The Dashboard has four sections (See Image Below).



- **Needs Attention** – this is the area where the submitter of the FHURS data will be notified of changes needed or additional actions required by the submitter such as a correction to an error in the filing, additional explanation required or additional documents required. When a request is made, the submitter will receive an e-mail alerting them to log-in and check the Needs Attention box for more information.
- **In Progress –** This section is where any FHURS filings that have been started but not submitted can be found. It is also where an item previously in the Needs Attention box will move to once the submitter begins making the changes. To summarize this is where the FHURS filling can be found when it is in the hands of the submitter.
- **Under Review** – As opposed to the In Progress section, this section shows when the FHURS filling is in the hands of the Agency for review. While the filing is in this section of the dashboard, the submitter cannot make any changes to it. The submitter can open it; however, the file will be read only.
- **Submission History** – Once a filing is complete and accepted by the Agency it will be stored in this section of the dashboard. It can be opened as a read only file.

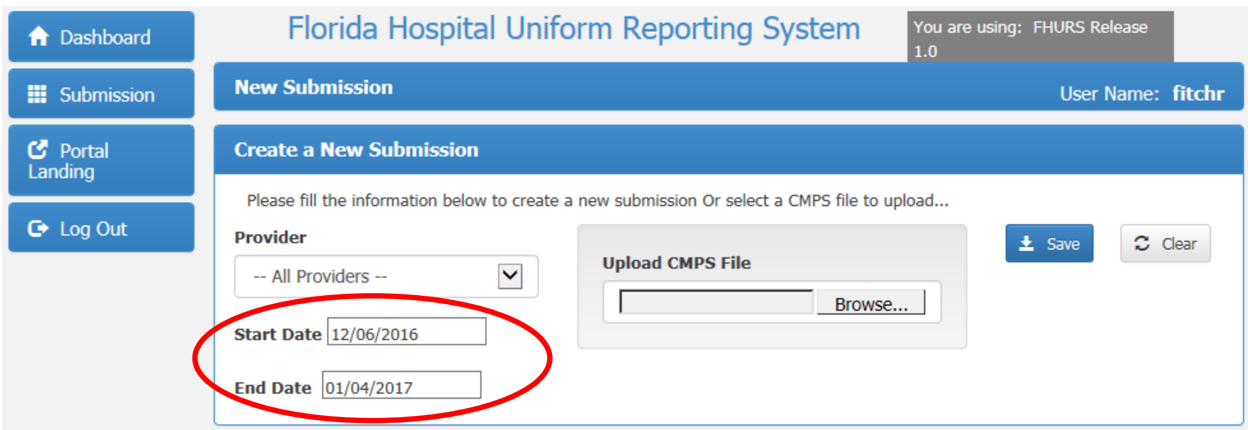
2.3 Create a New Filing

To create a new file click on the Submission button in the top left of the page. It will expand and give you an option to create a new submission (New) or search for a previous submission (Search).

After you click new you will see the below screen. You will need to choose your hospital from the list (the only options available will be hospitals that you were granted access to by the Agency through the SSO process). You will need to select the start and end date of the reporting fiscal year for your hospital and hit save. This will create a new submission open to the first page of the FHURS filing. It will automatically place this submission in the In Progress section of the Dashboard as well. The submission number will be created at the time the submission is started. Unlike COMPASS, the submission number will remain the same throughout the process; however, the version number of the submission will change with each submission to the Agency. **The submission created is unique to the user and can only be seeing by that user and the Agency. Once the report is accepted, any user with access to the hospital can see the report and request a revision.**

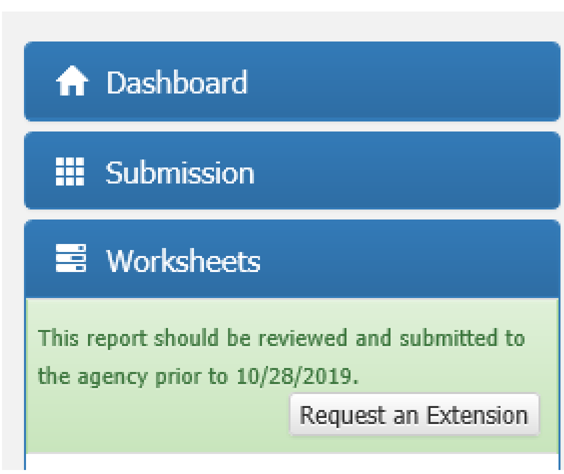
There is also an option to upload a .cmps file. This may be useful for those who still want to use COMPASS or have an old COMPASS file they wish to revise. This option is available as a convenience to the submitter. Once fully adopted, the Agency will no longer support COMPASS; however, this option will remain available. Uploading the .cmps file will populate FHURS Online with all of the data that was in the .cmps file.

Note: It is very important to select the correct begin and end date of the report. If it is not correct you will not be able to change it later and will have to start a new filing from scratch.



2.4 Requesting an Extension

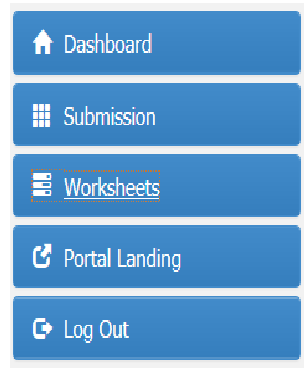
To request an extension, a new filing must be created according to the above instructions. As long as the new filing is within 90 – 30 days prior to the report due date, the following will appear:



Click on “Request an Extension” and follow the instructions.

3. Menus and Navigation within FHURS Online

3.1 Menu Bars



There are four Menu Bars to the left of the page with a fifth added when working or viewing a submission. We have already touched on two of them the Dashboard and the Submission.

- **Dash Board** – Clicking this will take you to the Dashboard (See 2.2 Above)
- **Submission** – Clicking will expand with an option to create a new submission or search for an existing one (See 2.3 Above)
- **Worksheets** – Clicking this will expand a list to show all of the worksheets within a FHURS filing as well as other sections needed to complete filing of the FHURS. The Worksheets button is only available when working within a filing.
- **Portal Landing** – Clicking this will take you back to the SSO Portal Landing Page
- **Log Out** – Clicking this will log you out of the FHURS Online application

3.2 Navigation within a Submission

Navigation within the FHURS Online Submission is primarily based on the worksheets themselves. In order to navigate to a specific worksheet you just click on the worksheet name. **It is very important to save any work before your navigate away from a page. Any changes not saved will be lost when leaving the page.** The system will prompt you with a reminder to save. The worksheets are not in form number order but rather in an order from detail to summary so that the detail will feed summary sheets later in the filing.

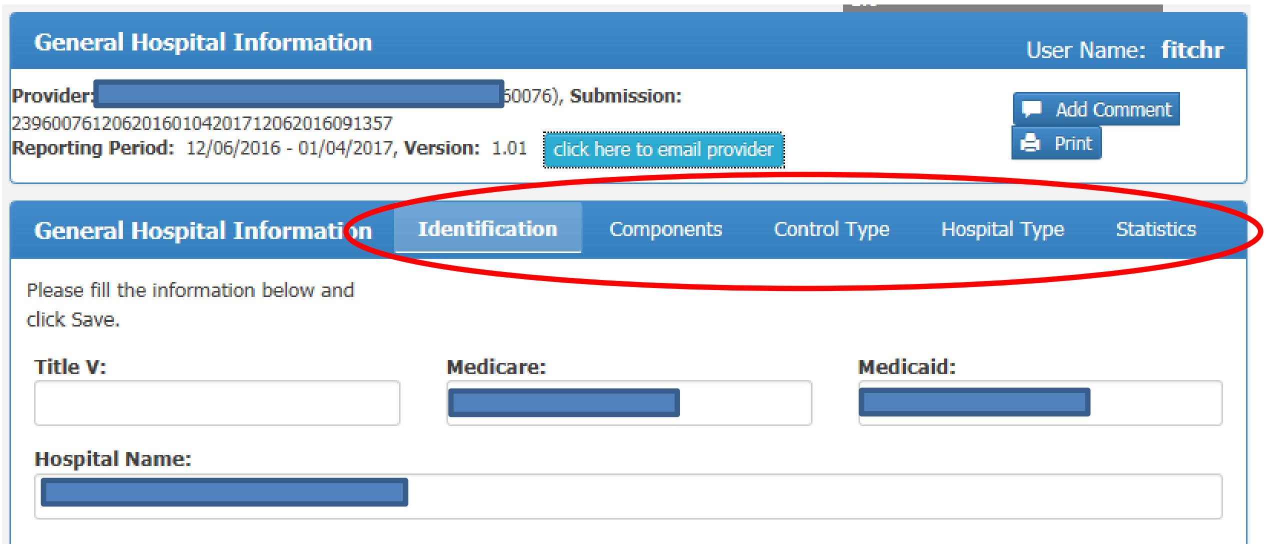
3.2.1 Worksheets Menu

As discussed above, the Worksheets Menu primarily list each required sheet and allows the user to click on the sheet to move to a different page of the filing. In addition to navigation to worksheets, the menu includes the following:

- **Edit Submission** – this allows the user to go back to the submission creation page to make changes
- **Audit** – this takes the user to a worksheet that will help automate reconciliation of the FHURS to the audited financial statements
- **Attachments** – this takes the user to a section where the audited financial statements can be uploaded and submitted
- **Review and Submit** – this takes the user to a section where the user can review errors required to be cleared for submission and submit the filing to the Agency
- **Certification -** this takes the user to a page where they can generate the certification page and attach a signed copy for submission to the Agency

3.2.2 Additional Worksheet Navigation

In addition to the Worksheet Menu Bar there are certain sheets that have tabs (A-1, B-1, PSY-1) which are located at the top of the page. Below is an example of the tabs in A-1. Within the worksheet A-1 you can navigate back and forth between tabs without saving; however, when you leave worksheet A-1 for another worksheet you will need to save to keep any changes.

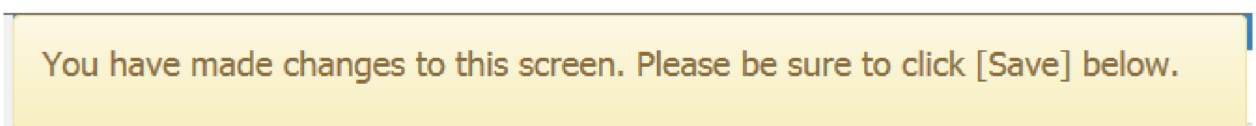


3.2.3 General Hospital Information and Icons.

In the image above you will see “General Hospital Information”. This section will appear at the top of the page whenever you are working on or viewing a submission. It will list the Hospital Name and Number as well as Submission Number and Version. It also includes a print button and a button to add a comment. The print button will print the current worksheet page and the add comment button will allow the user to add a general comment on the worksheet.

4. Data Entry

Data entry is designed to behave similar to other website forms and excel spreadsheets. The most important thing to remember for data entry is to save before your leave the page. **If you navigate away from a page before you hit save your entries will be lost.** As soon as you enter a value you will get the below message at the top of the screen as a reminder. The save button is at the bottom of every page.

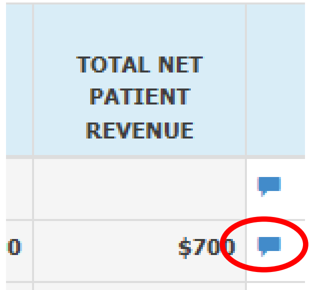


4.1 Numeric Data Entry

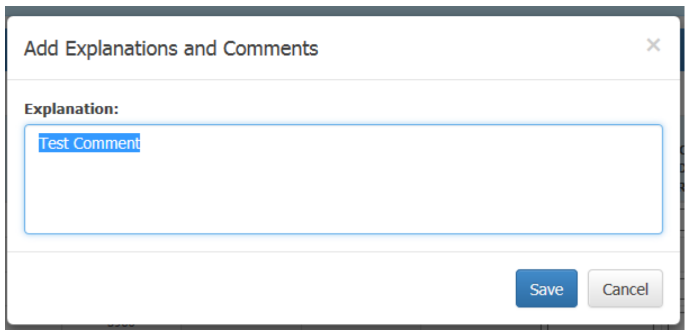
The vast majority of the data entry is numeric and you can navigate between cells by using the mouse, hitting “tab” or “return”. The system will only allow you to enter numerals that are appropriate. The vast majority of the numbers to be entered are whole numbers. If you try and enter a decimal it will ignore the decimal place. Subtotals and totals are calculated automatically; however, you will need to hit save in order for the totals to populate or recalculate.

4.2 Entering Comments

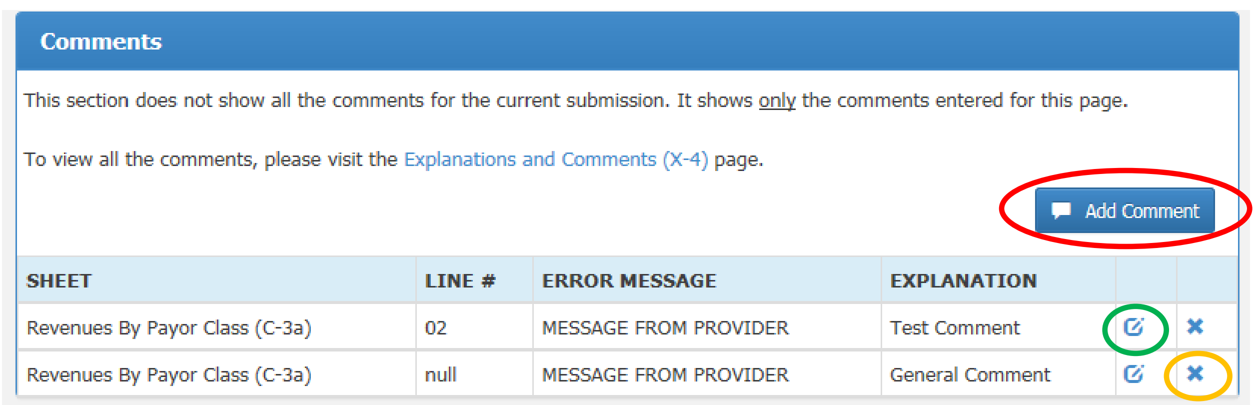
Comment entry can be done in two ways. To enter a comment associated with a particular field or row select the comment box icon to the far right of the row.



When you do you will get the below screen where you can type your comment.



Selecting comments in this way will associate your comment with a particular row of data. To make a general comment on the sheet, select the "add comment button" at the top or bottom of the page and make your comment. In both instances when you hit save, the comments will be recorded at the bottom of the page. Comments can be edited by clicking the pen pad (circled below in green) or deleted by selecting the "X" (circled below in orange).



In this example we made a comment associated with a specific line which notes the worksheet and the line and we entered a general comment that is associated with the worksheet in general. The major distinction between a row specific comment and general comment is that a general comment will not clear a validation on the page (See Section 5 Below).

4.3 Audit Reconciliation

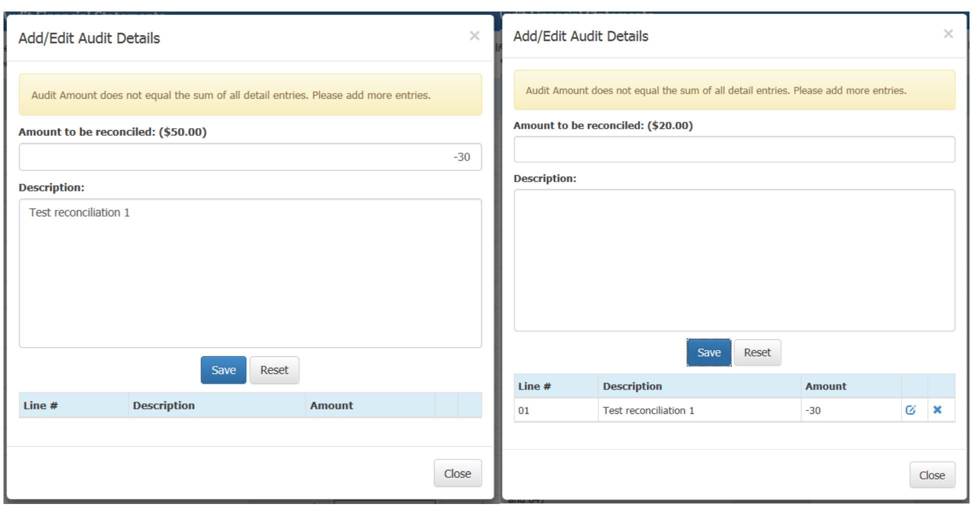
We have added a new feature to the FHURS Online that did not exist in the previous COMPASS application – the Audit Reconciliation tab. The submitter is required to reconcile the FHURS filing to audited financial statements. In the past this was done manually and explained in paragraph form on schedule X-4. FHURS Online has added an audit page. The submitter would enter the values from the audit into Column B. Any differences between audit and FHURS would show up in red as an item to reconcile.

Audit Financial Statements

Please complete the information below and click Save to update the record. You can add comments to each line by clicking on the icon.

	DESCRIPTION	CALCULATED AMOUNT (A)	AUDITED AMOUNT (B)	AMOUNT (A - B)	RECONCILED ?		
01	Current Assets (Worksheet C-1, Col(4), Line 06)	$250	300	($50)	No ($50)		
02	Net PP&E (Worksheet C-1, Col(4), Line 13)	$0	200	($200)	No ($200)		
03	Total Assets (Worksheet C-1, Col(4), Line 20)	$250	500	($250)	No ($250)		
04	Current Maturities on Long-Term Debt Reported (Worksheet C-1, Col(1), Line 44)	$0	100	($100)	No ($100)		

Similar to comments section, the submitter would click on the icon next to the comment icon (looks like 4 horizontal lines circled in red above) and a screen will pop up where the amount can be entered to reconcile and a comment can be added to explain the amount that is reconciled. This can be done as many times as necessary for each row. Below left shows the data entry. After you hit "save", the amount to be reconciled adjusts showing the remainder to be reconciled and list the specific reconciliation item at the bottom of the page. The goal is to reconcile to zero.



You will be unable to save an individual dollar amount reconciliation without a comment to explain the reconciliation. Like other data entry you may need to hit save when you return to the audit tab for the totals to recalculate. When you have reconciled the amount it will show the amount that was reconciled with "Yes" being listed in the "Reconciled?" Column next to the amount. Unlike other worksheets, entering a comment alone will not clear the audit page validations, you must reconcile using the Add/Edit Audit Details function described above.

Audit Financial Statements

Please complete the information below and click Save to update the record.

You can add comments to each line by clicking on the icon.

	DESCRIPTION	CALCULATED AMOUNT (A)	AUDITED AMOUNT (B)	AMOUNT (A - B)	RECONCILED ?		
01	Current Assets (Worksheet C-1, Col(4), Line 06)	$250	300	($50)	Yes		
02	Net PP&E (Worksheet C-1, Col(4), Line 13)	$0	200	($200)	No ($200)		
03	Total Assets (Worksheet C-1, Col(4), Line 20)	$250	500	($250)	No ($250)		

5. Submit the FHURS Report

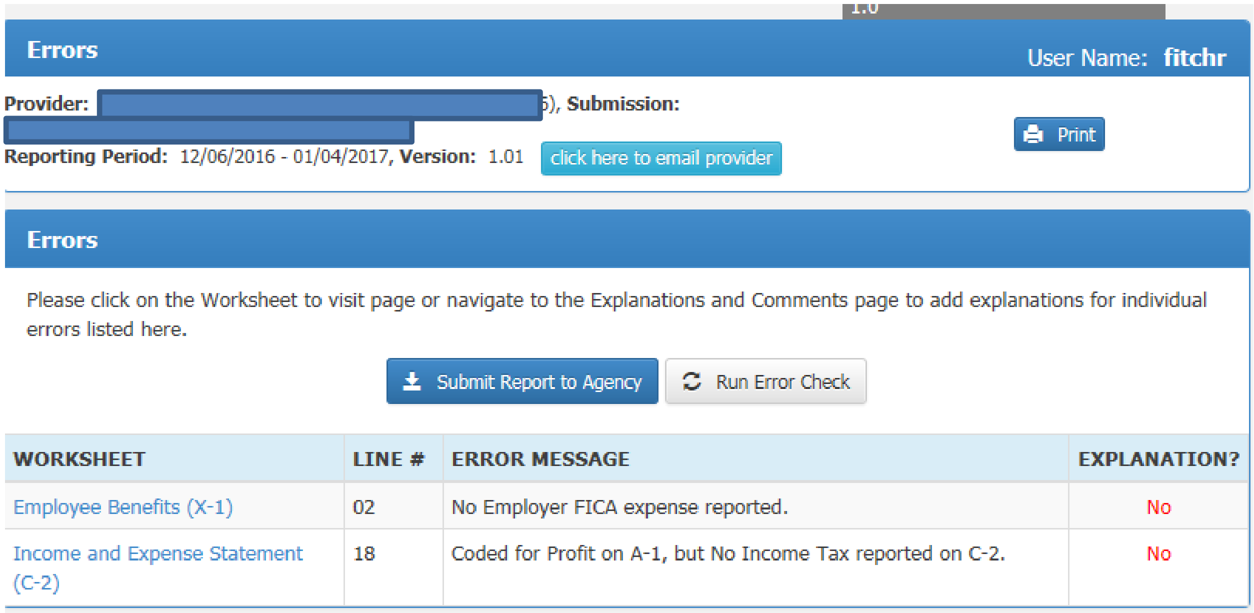
Submitting a report is easy, simply go to the Review and Submit tab under worksheets and you will see a "Submit Report to Agency" button in the middle of the page. **<u>However, there are 3 things required to submit to the Agency for the FHURS report to be considered complete and accepted</u>** –

- The FHURS data with all validations cleared
- A copy of the Audited Financial Statements
- The Certification Page

Staff may have additional questions about the data that must be answered before the file can be accepted but without these 3 elements the FHURS reporting **<u>cannot</u>** be considered complete. **<u>Once you hit the "Submit Report to Agency" button you will not be able to change the data or attach documents unless the Agency releases the file back to you for updates and corrections (this includes not being able to submit attachments).</u>**

5.1 Validation and Error Check

Before submitting your filing, you will need to check for errors. The Online FHURS has over 700 items it checks in the filing. These are referred to as validations. Before the FHURS filing can be accepted by the Agency, it needs to be clear of all validations. Clearing a validation may be as simple as correcting a number typed incorrectly in a field or the data could be correct but requires some explanation. There are many instances where valid data can generate a validation issue. In those cases the submitter will need to give an explanation. There are several places to view errors and validation issues in the FHURS Online, the first is by clicking on the Review and Submit tab under worksheets (near the bottom of the list).



Errors User Name: **fitchr**

Provider: [redacted]), **Submission:** [redacted]

Reporting Period: 12/06/2016 - 01/04/2017, **Version:** 1.01 click here to email provider

Print

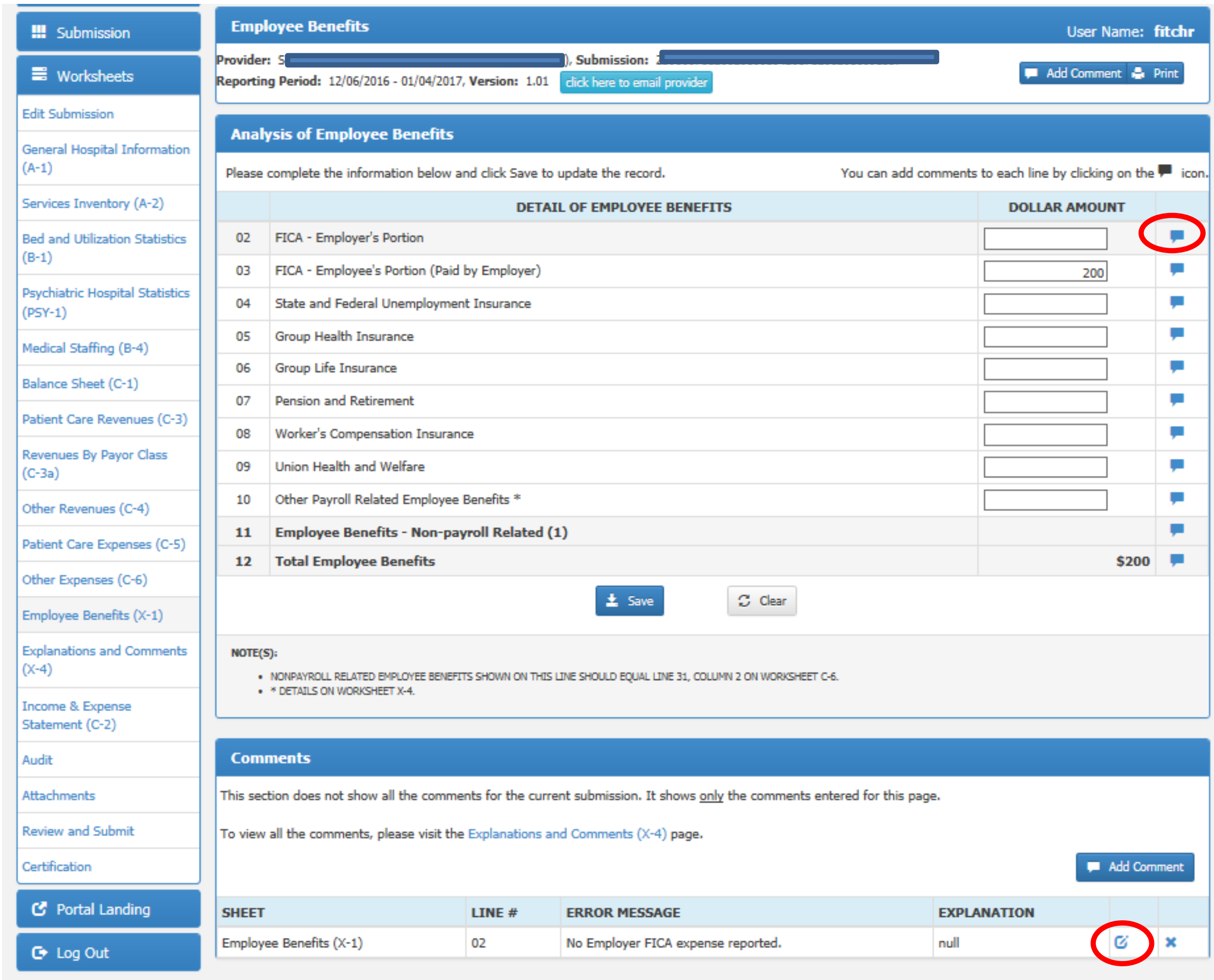
Errors

Please click on the Worksheet to visit page or navigate to the Explanations and Comments page to add explanations for individual errors listed here.

Submit Report to Agency Run Error Check

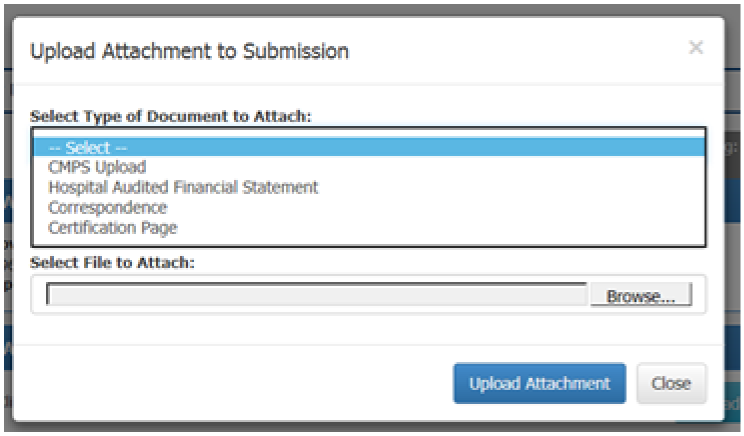
WORKSHEET	LINE #	ERROR MESSAGE	EXPLANATION?
Employee Benefits (X-1)	02	No Employer FICA expense reported.	No
Income and Expense Statement (C-2)	18	Coded for Profit on A-1, but No Income Tax reported on C-2.	No

In the example above there are two errors unaccounted for. These errors can be addressed in two ways: Correct the error or add a comment. To correct the error simply read the error message and note the line number, click on the worksheet name in blue and it will take you directly to the page. Find the line that has the error and enter the corrected amount. You can confirm the error has been corrected by returning to the Review and Submit tab to see if the error still is listed. Alternatively if after looking at the error you have determined that the data is correct, then you will need to provide an explanation. There are several ways to enter an explanation. You can go to the specific line that has the error and click on the blue box on the left to add a comment. You can scroll to the bottom of the page with the error and find the summary of validations for that page. Clicking on the edit button to the right of that error message will allow you to enter a comment. Or you can go to schedule X-4 (Explanations and Comments) and add your comment there. X-4 will look similar to the comment section below but will have comments for all sheets and will contain all validation errors sited (with and without notes). **<u>Note the "add comment" button is for a general comment about the worksheet and will not clear a data validation.</u>** The validation may not clear after hitting save. If you navigate back to the review and submit page the comment should register and clear the validation.

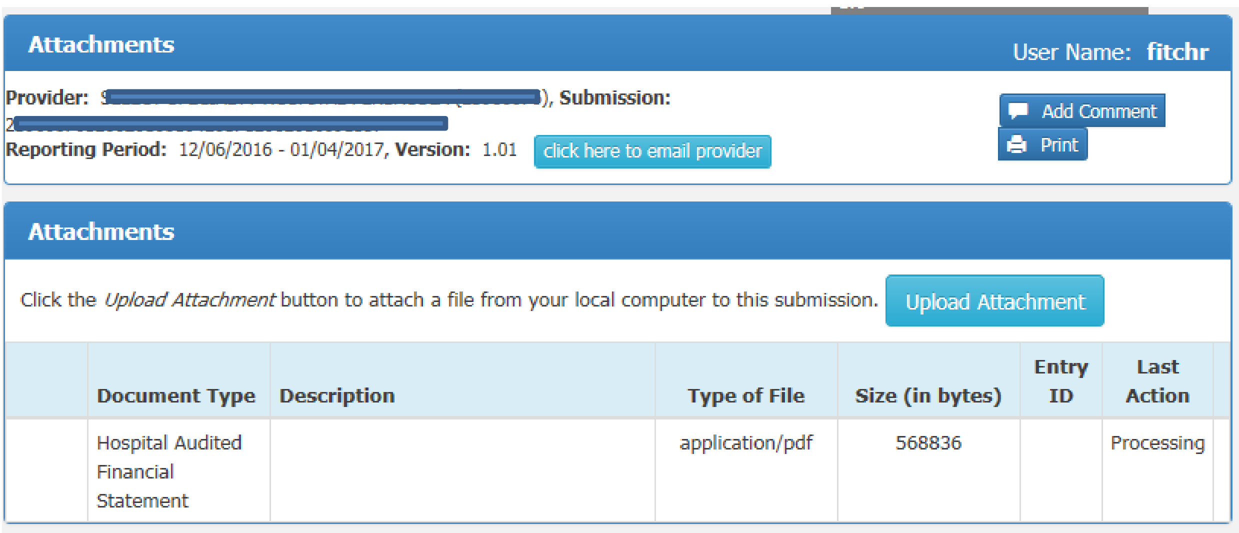


5.2 Attach the Audit (and Other Documents)

The audit attachment function is designed to mirror common file upload functions. To upload an audit go to the Attachments tab and click on “Upload Attachment”. When you do this you get an Upload Attachment to Submission screen. You must select the document type from the drop down box, you may add a description of the document, and then you can click browse to find the document on your computer and attach.



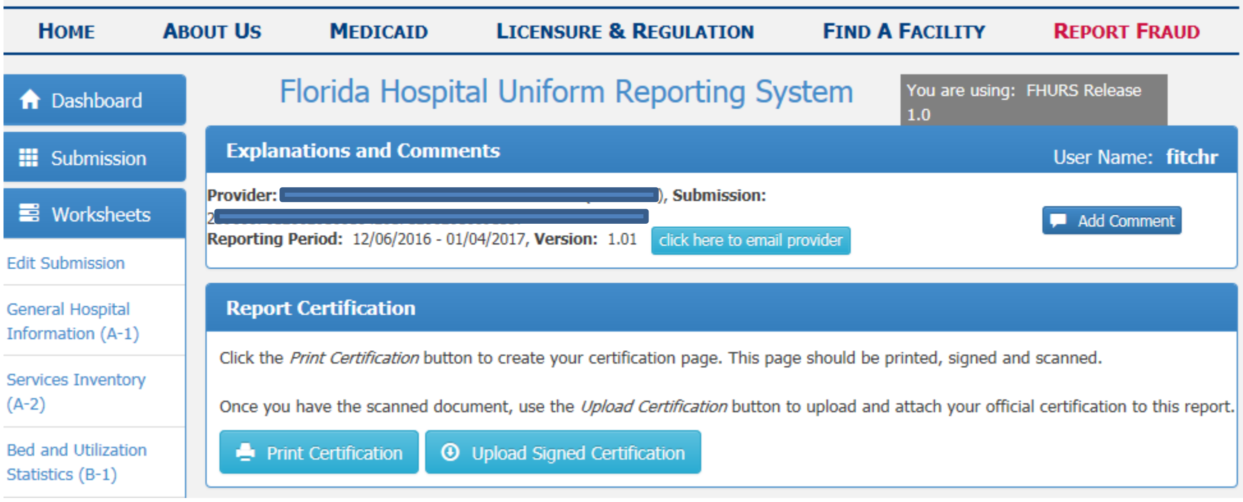
When you are finished, click Upload Attachment and it will add it to the filing. It will show the attachment and all attachments on the screen when you are finished.



While this section focused on the audit, this same function can be used to attach any required documentation including documents related to applying for HCRA certification. **Do not send documents that are password protected.** Documents that are password protected will be considered not received by the Agency.

5.3 Certification

The final thing needed to complete a submission is to generate and attach the certification page. The Agency <u>cannot</u> make a final acceptance of the FHURS report without a copy of the certification page singed by the CEO and CFO. This can be done by navigating to the Certification button located at the bottom of the work sheet options. Simply click the print button to print the certification page. Once it is signed, scan and upload the signed certification page by selecting the Upload Signed Certification button and attach your scanned copy of the page.



The Upload Signed Certification button and function works identical to the Attachment section discussed in 5.2 except when you use the button here it will automatically select Certification Page from the drop down and add a description.

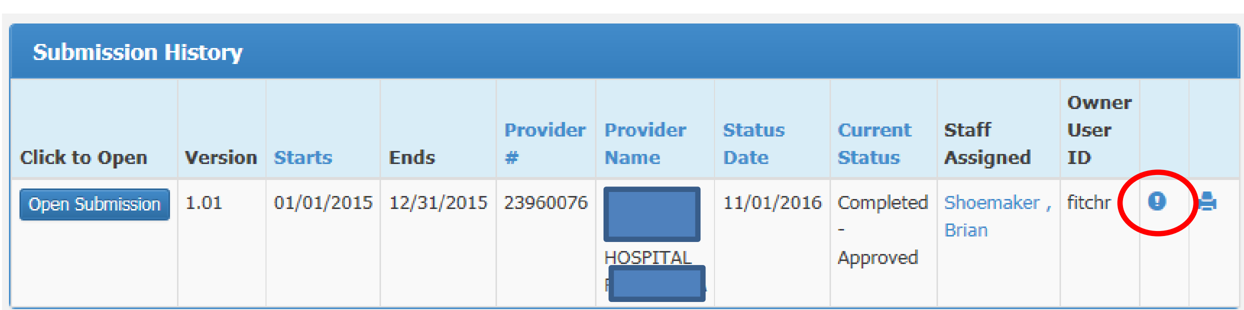
5.4 Print

You may have a need to print the FHURS report or pages of the FHURS report. To do so you can click on the print button on the individual page or if you want to print the entire submission you can go to the dashboard and click on the print button. Both methods will launch a window that shows you what you are about to print before your commit to printing.  or 

6. Prior Year Revisions

You may have a reason to change a prior year report after it has been accepted. You can do that through the FHURS Online system only if the original file was submitted via FHURS Online. Otherwise you will need to submit using the COMPASS excel spreadsheet.

To request a prior year revision, go to your dashboard. At the bottom of the page you will see a section titled submission history which will show all approved submission. Once you locate the submission you would like to request a revision on, click on the Blur exclamation point on the far right of the screen.



Submission History

Click to Open	Version	Starts	Ends	Provider #	Provider Name	Status Date	Current Status	Staff Assigned	Owner User ID		
Open Submission	1.01	01/01/2015	12/31/2015	23960076	[redacted] HOSPITAL [redacted]	11/01/2016	Completed - Approved	Shoemaker , Brian	fitchr		

You will be asked if you want to request a revision. If you do want to make a revision, click OK. You will be returned to the dashboard and see that the report has been moved from Submission History to Under Review. This is now awaiting the Agency to approve your request for revision. The Agency may contact you about the purpose of the revision and require additional documentation before granting your request. Once approved, you should receive an e-mail notification and the submission will now appear in your Needs Attention section of the dashboard. You would make the changes necessary and fall the submission instructions in this guide to complete the process.

Note: You can request a revision even if you were not the one that created the original file. However, once you begin the revision you and the Agency will be the only ones able to see the revision report until the Agency accepts it.