

**CENTER FOR HEALTH  
INFORMATION AND ANALYSIS**

**USER GUIDE:**

**HOSPITAL HEALTH SYSTEM FINANCIAL  
PERFORMANCE REPORT**

**ANNUAL AND QUARTERLY STANDARDIZED FINANCIAL STATEMENTS**

**Revised August 2018**



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## What's New for August 2018:

1. Hospital health system and physician organization as well as acute hospital data is now required on an annual and quarterly basis. Acute hospitals and hospital health systems must submit a Balance Sheet and a Statement of Operations and Physician Organizations must submit a Statement of Operations.
2. The hospital health system must be at the consolidated level and should include all entities including non-healthcare entities and eliminating entries. It should tie to the audited financial statements on an annual basis and be compiled consistent with this approach on a quarterly basis.
3. One template will be submitted for each system. Each template will have 3 tabs: one for the system, one for the acute hospitals, and one for the physician organization. All financial data will be submitted in one template. **Individual submissions in the previous templates will no longer be accepted.**
4. Systems with two or fewer hospitals will download the standard filing template from CHIA's website. Systems with more than two hospitals will receive a custom template from CHIA.
5. The standard template will have a drop down menu on the systems tab. Once the system is selected from the drop down menu, the hospital and physician organization names and org IDs will automatically populate. Make sure content is enabled.
6. If there are any changes to your system that prevent you from filing all your information on the current template, email CHIA as soon as possible at [CHIA.Data@MassMail.State.MA.US](mailto:CHIA.Data@MassMail.State.MA.US) and a revised template will be provided.
7. Values must be keyed in. Please do not copy and paste values, insert formulas, or insert references to other spreadsheets as this may prevent the data from calculating accurately.
8. All numbers must be whole numbers without decimals.
9. All submissions must be saved using the "Save and Name Submission" button on the HHS tab. Submissions that were not saved by using this button cannot be read by CHIA's system.
10. Submitters must include their email address on the Hospital Health System tab.

## PURPOSE

This information is required pursuant to Massachusetts General Law chapter 12C, section 8 and Chapter 224 of the Acts of 2012 in order for Center for Health Information and Analysis (CHIA) CHIA to monitor and report on the financial performance of acute hospital industry. Including financial data from HHS, acute hospitals and physicians help develop a more complete understanding of the financial performance of an acute hospital in the context of the larger health system within which it operates. .

The financial data will be reported at the health system level and will also include acute hospitals and physician organization data. **If a hospital health system has more than 2 hospitals, that parent system will receive a customized template from CHIA. Please contact [CHIA.Data@MassMail.State.MA.US](mailto:CHIA.Data@MassMail.State.MA.US) if you have not received a custom template or if there are any changes to your hospital health system.**

This document contains step-by-step instructions on how to retrieve and navigate the Excel spreadsheet, as well as required field populations. It also contains the steps to properly name and upload the file to CHIA Submissions. "Frequently Asked Questions" are included at the end of the document for additional information.

## RETRIEVING AND POPULATING THE TEMPLATE

### Download the Excel Template

For Hospital Health Systems with one or two acute hospitals, retrieve the Hospital Health System Financial Performance Report template by visiting the following URL: <http://www.chiamass.gov/information-for-data-submitters-hospital-financial-performance-data/>

***Hospital Health Systems with more than 2 acute hospitals will receive a custom template from CHIA. Please contact CHIA if you did not receive a custom template or if there are any changes to your hospital health system.***

### Open and View Tabs

The Excel template contains three worksheets or tabs:

1. Health System Financial Report
2. Acute Hospital Financial Report
3. Physician Org Financial Report

20	12.1	Other Current Assets	
21	16	Total Current Assets	\$
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>Health System Financial Report</span> <span>Acute Hospital Financial Report</span> <span>Physician Org Financial Report</span> </div>			
Ready			

## Required Field Population

The Financial Performance Report template contains some fields that must be populated, and are noted with a “Required” tag. Failure to populate these fields will impact calculations and file saving.

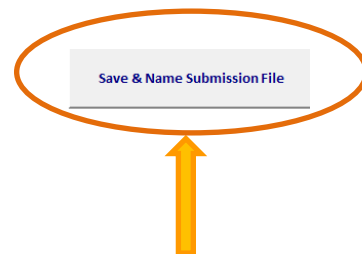
The **Required** fields include:

- **Health System, Hospital, and Physician Organization Name:** Use the dropdown box to choose your Health System name from the list. Selecting the hospital health system name will automatically populate the acute hospitals and physician organizations and their OrgIDs. If you are part of a system with more than 2 hospitals and you have a custom template, the health system, hospital, and physician organizations will be pre-populated.
  - **If there are any changes to the health system, such as adding a hospital or physician organization, please contact CHIA as soon as possible.**
- **Submitter Email:** Please enter the email of the person submitting the template on the Health System Financial Report tab
- **Fiscal Year:** Choose the Fiscal Year you are reporting on the Health System Financial Report Tab. This year is the same year you will select when accessing the CHIA Submissions website to upload your file later in the process. Once it is selected on the first tab, fiscal year will automatically populate in the other tabs.
- **Reporting Period:** Choose the Reporting Period within the Fiscal Year by selecting ‘1’, ‘2’ or ‘3’ for Quarterly submissions and ‘5’ for Annual submissions on the Health System Financial Report Tab. Once it is selected on the first tab, the reporting period will automatically populate in the other tabs.

## Hospital Health System Financial Performance Report

### Annual and Quarterly Standardized Financial Statements

1	Health System Name	Required	Select Health System: ▾
1.1	Organization ID		
2	Submitter Email	Required	
3	Fiscal Year	Required	Select Year: ▾
3.1	Reporting Period	Required	Select Quarter: ▾



**NOTE:** The “Save & Name Submission File” button is located to the right of the required fields. This button will name your file in the required format that CHIA will accept. This is important when you submit your spreadsheet.

Note that once a system is selected, the associated acute hospitals and physician organizations names' and OrgIDs will automatically populate in the other tabs.

## Hospital Health System Financial Perform

### Annual and Quarterly Standardized Financial Statements

1	Health System Name	Cape Cod Healthcare, Inc.
1.1	Organization ID	3109
2	Submitter Email	Name@email.com
3	Fiscal Year	2018
3.1	Reporting Period	Q3



## Acute Hospital Financial Performance Report

### Annual and Quarterly Standardized Financial Statements

1	Hospital Name	Cape Cod Hospital	Falmouth Hospital
1.1	Organization ID	39	40
3	Fiscal Year	2018	2018
3.1	Reporting Period	3	3

## Physician Organization Financial Performance Report

### Annual and Quarterly Standardized Financial Statements

1	Physician Organization Name	Medical Affiliates of Cape Cod Inc	None
1.1	Organization ID	11810	0
3	Fiscal Year	2018	2018
3.1	Reporting Period	3	3

### Populating Fields and Field Protection

**Blue shaded** fields allow for either **whole number entry** in the 'Data' and 'Comments' column. The 'Comments' column allows for open text entry within that column.

**NOTE: All dollar amounts must be actual and in whole dollars. Please do not copy and paste values, enter formulas, or enter decimal amounts.**

**Orange shaded** fields are closed for entry. The formulas for those fields are visible in the formula bar at the top of the worksheet.

**NOTE: This template has been pre-formatted and should not be altered.**

## Saving the File

You may save a draft of the template at any time by using the “Save As” or “Save” options under the File menu in Excel.

**Submissions to CHIA must be saved using the “Save & Name File Submission” button. Do not submit using another file name, as CHIA will not be able to process the submission.**

SAVING THE FILE FOR SUBMISSION TO CHIA:

After completing the Excel spreadsheet, health systems must save the Report using the “Save & Name Submission File” box located at the top right-hand side of the Hospital Health System Financial Performance Report. This will automatically open your workstation’s **Save** functionality. Please use the pre-formatted naming convention that is designed to work in CHIA’s upload system. (e.g., ‘HHS\_Cape\_Cod\_3109\_2018\_3 below)

1	Health System Name	Cape Cod Healthcare, Inc.
1.1	Organization ID	3109
2	Submitter Email	x@y.com
3	Fiscal Year	2018
3.1	Reporting Period	

4	<b>BALANCE SHEET</b>
4.1	ASSETS
5	CURRENT ASSETS
6	Cash and Cash Equivalents
7	Short Term Investments
8	Current Assets Whose Use is Limited
9	Receivables
10	Net Patient Accounts Receivable
11	Receivables Due From Affiliates
12	Third Party Settlements
12.1	Other Current Assets
16	Total Current Assets
17	NON-CURRENT ASSETS

You are now ready to visit the CHIA Submissions webpage to upload and submit the Report by Fiscal Year and Quarter.

## SUBMITTING THE EXCEL FILE

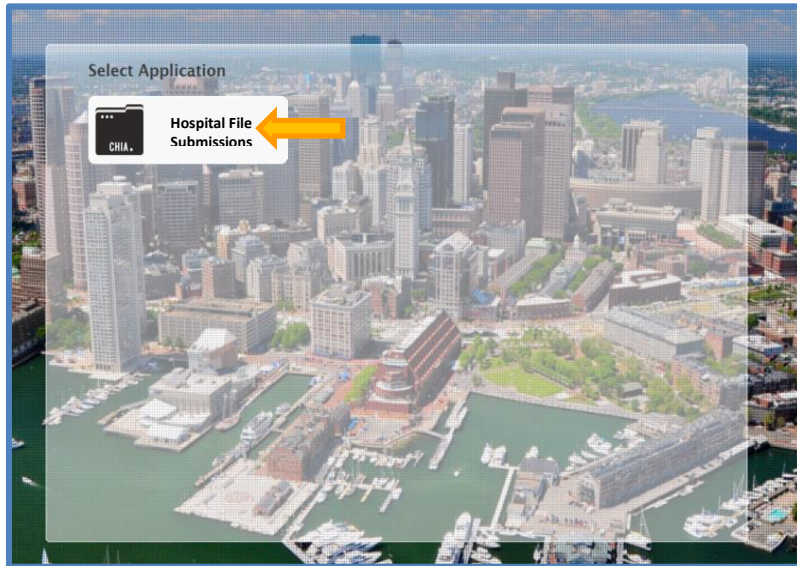
### Hospital Health System User Access: CHIA Submissions

1. Access CHIA's online submission platform at <https://chiasubmissions.chia.state.ma.us>. Then log-in with a valid username and password. If system access is needed, please complete a [User Agreement](#) and email the completed form to [CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us). For technical issues, please call 617-701-8217 or email [CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us).

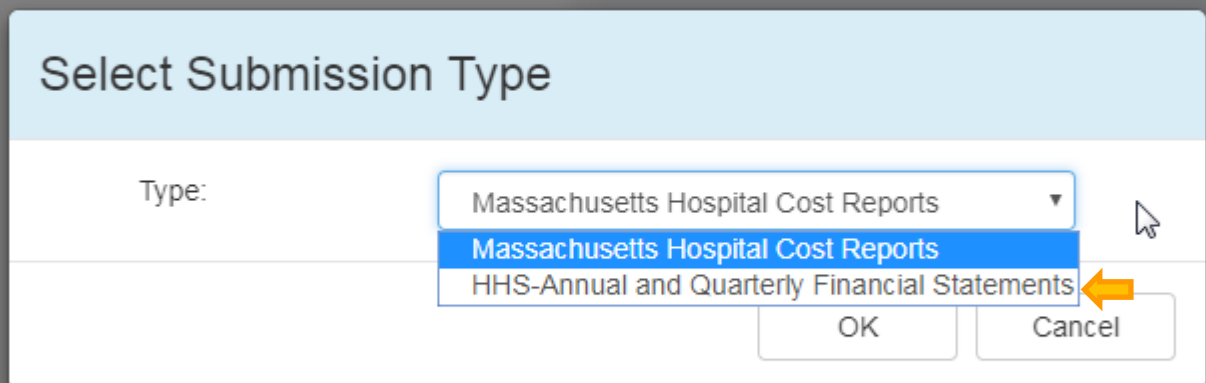




- Successful access brings you to the Main Menu page. Choose the selection box titled '**Hospital File Submissions**' for Hospital Health Systems. You may have access to more than one folder depending on other projects for which you have applied.

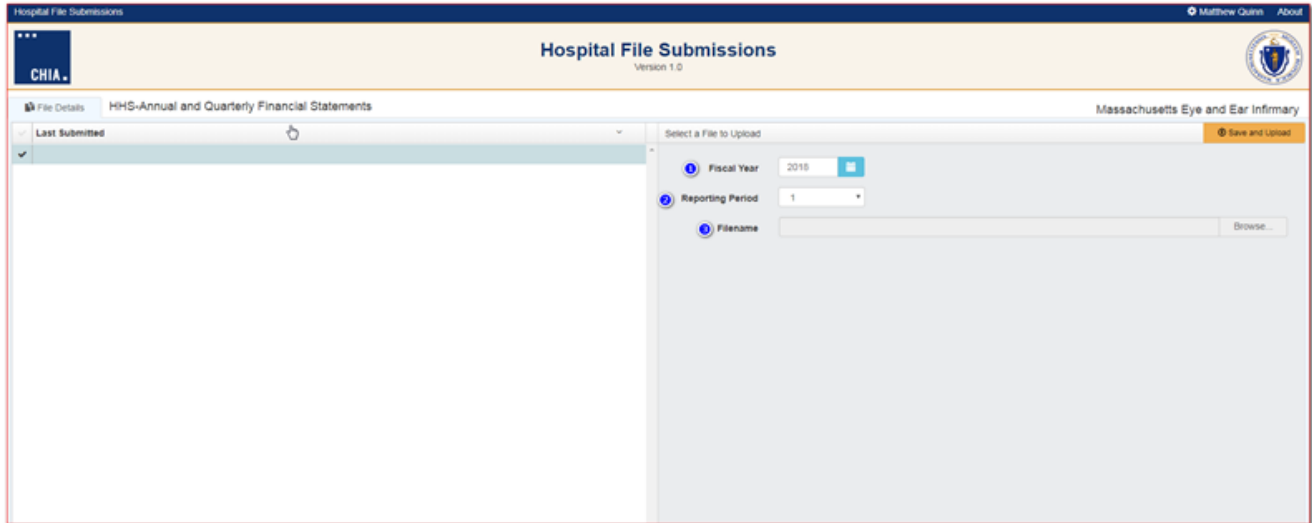


- Select "HHS- Annual and Quarterly Financial Statements" from the drop down menu.

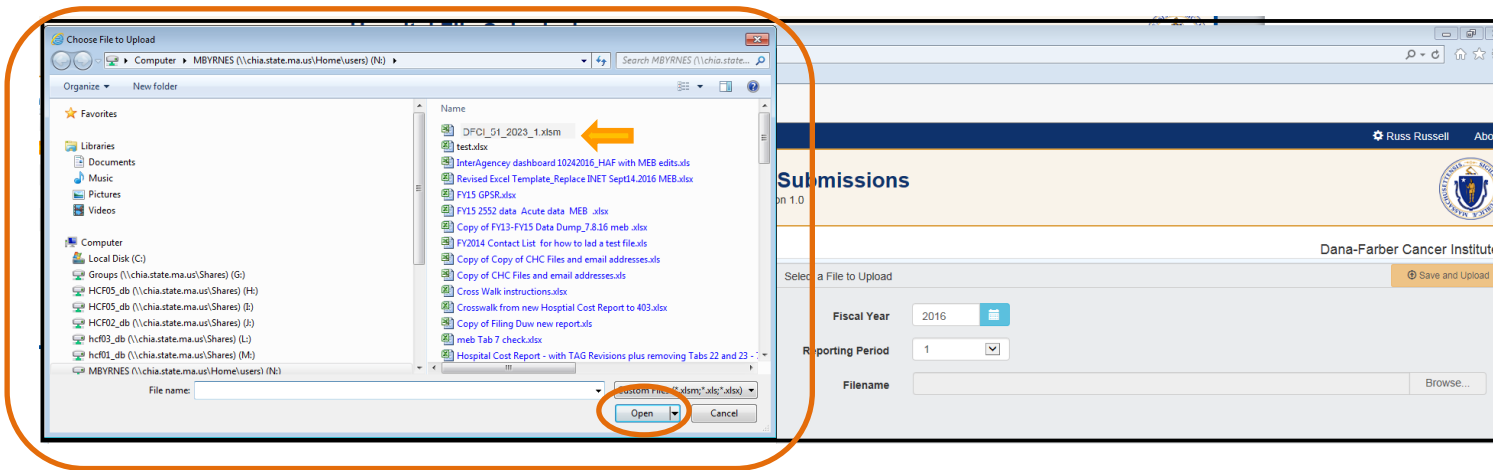


## Health System Selection, File Upload Page:

- a. Choose the correct 'Fiscal Year' and 'Reporting Period' via the available dropdown boxes on the right.
- b. Once selected, hit the 'Browse' button to choose the final file with the CHIA naming convention that you have saved from your own computer workstation.



- c. Browse your File Manager or your Windows Explorer on your computer workstation and select the file to upload. Apply the file to CHIA Submissions by using the 'Open' key in the lower right corner of the screen. Your file name will appear in the Filename line.



d. To upload the File, to the CHIA Submissions application, hit the Save and Upload button.

**e Submissions**  
ersion 1.0

Dana-Farber Cancer Institute

Select a File to Upload

**Fiscal Year** 2018 ✓

**Reporting Period** 2 ✓

**Filename** DFCI\_51\_2018\_2.xlsm ✓

Save and Upload

Browse...

e. When the progress bar shows 100%, you will see your Filename is uploaded successfully.

**File Submission**

File Name 'DFCI\_51\_2018\_2.xlsm' uploaded successfully.

100%

OK

## FREQUENTLY ASKED QUESTIONS (FAQ)

### 1. Who can access the web application?

Users who are registered with CHIA to submit the Hospital Health System Financial Performance Reports Quarterly and/or Annual filing will be able to access the application located at <https://chiasubmissions.chia.state.ma.us>. For additional users and technical issues, please call 617-701-8217 or email [CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us).

### 2. What are my system requirements?

The Microsoft (MS) Excel template is fully supported with **MS Excel 2010 or higher**. CHIA Submissions is fully supported on Google Chrome.

### 3. How can I request to add new user(s)?

Health systems needing to change users or request additional users should complete a [User Agreement](#) and email the completed form to [CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us).

### 4. Can one hospital health system have multiple submitters?

User access can be granted for multiple individuals.

### 5. How do I update information in a submitted report?

If a health system needs to update information in an already submitted report, users should email CHIA at [chia.data@massmail.state.ma.us](mailto:chia.data@massmail.state.ma.us) and cite the issue that needs attention. Please include your organization name and reason for requesting to reopen the file. CHIA staff will respond to the request.

### 6. What are the different types of errors and how do I avoid them?

- Lines shown as “**Required**” which are omitted will prevent the save and submission of your report. They include: Health System Name, Submitter Email, Fiscal Year, and Reporting Period. Resolve the error by populating the fields and hitting the ‘*Save & Name File Submission*’ box.
- Values must be keyed in. Please do not copy and paste values, insert formulas, or insert references to other spreadsheets as this may prevent the data from calculation accurately.
- All numbers must be whole numbers without decimals.
- All submissions must be saved using the “Save and Name Submission” button on the HHS tab. Submissions that were not saved by using this button cannot be read by CHIA’s system.

### 7. Can I view submitted reports?

The Health Hospital System user that submitted the report has the original copy of the Excel spreadsheet. If copies of submitted data are needed from CHIA, please contact [chia.data@massmail.state.ma.us](mailto:chia.data@massmail.state.ma.us).