Center for Health Information and Analysis

An INET Web Application User Guide to:

Adult Day Health Cost Report

User Guide Overview

This is a basic guide to filing the **Adult Day Health Cost Report** using the Center for Health Information and Analysis' (CHIA) INET Web application.

A. Introduction

CHIA uses a web application for collecting Adult Day Health Cost Reports electronically. Filers will connect to this web application through CHIA's **INET** web site at: **https://inet.chia.state.ma.us/inetn/Login.aspx**. The INET site currently has several active production applications used by providers such as Hospitals and Nursing Facilities to submit various clinical and financial data.

B. Step by Step Process

The following describes all the necessary steps to complete and successfully submit your annual report electronically:

1. Register your user for INET.

    If you are a new user to CHIA's INET Web application, please visit our website to download forms that must be completed and submitted before access can be granted. There are two forms, one for new users, and a second if the ADH facility is new to the filing process. To complete these forms:

    - Go to www.chiamass.gov

    - Click on "CHIA Data" and then "Information for Data Submitters"

    - Select "INET Questions and Answers"

        - To register a new user, please see the section titled "Do I need to formally register for CHIA-INET?" and complete the **Business Partner Security Agreement Form**. Once this form has been received and processed by CHIA, the registered user will receive a Login ID via email or phone. This may take several days; please plan accordingly.

        - If the ADH facility is new to the filing process, the facility must also submit the **Other Providers User Agreement** form. This form may be found in the section titled "CHIA-INET User Agreement Forms". Once this form has been received and processed by CHIA, the ADH facility will be available in the drop-down list in INET. Please allow several days for the update.

    - The completed and signed forms can be submitted to CHIA by email to CHIA.Data@state.ma.us.

2.   Assemble all required information for your annual report submission.

3.   Login to INET **https://inet.chia.state.ma.us/inetn/Login.aspx**, using the Login ID provided to you by CHIA in Step 1.

a. Select menu option: **Adult Day Health Cost Report**

b. Start a new annual report filing:

- Select "Filing" and then "New ADH" in the left side pane

- Enter your Contact information into the form presented, and then save by clicking on the blue "Save" button.

  You have now created a new filing. Click on Filing again in the left hand Navigation pane and note that now you see all the different sections of the cost report are available to select.
  Agency Information
  Schedule A
  Schedule B
  Etc…

- Enter data items - You may enter data in sequence or select the section you want to go to directly by clicking on the link in the navigation pane.

- Save - You may **save** at any point and come back later to complete your filing.

⚠ CAUTION... **INACTIVITY FOR 25 MINUTES WILL CAUSE THE INTERNET SESSION TO TIME-OUT, AND YOU WILL LOSE ANY UNSAVED DATA!**

CHIA recommends that users get the information ready before logging on, and be sure to **SAVE** information before going off or looking for information.

4.   As each section of the cost report is completed, you may click on the "Error Check" button, which will just check for errors or completeness in the Schedule in which you are working. Again, remember to **save** as you complete sections.

5.   **Submit** the cost report.

Your report is not *filed* until you have successfully *submitted* your data.

Once you have entered all the report details, for all required Schedules, you are ready to **submit** your information to CHIA. Click on the "Submit ADH Report" link in the left Navigation pane. A request to **submit** automatically runs a full set of *Edit* checks for the entire Adult Day Health cost report. If the filing passes all

the required error checks, you will be presented a screen where you can sign the report (Certification by Provider). Once the document is *signed*, the file is considered submitted to CHIA.

Please note that submitting may require cycling through the process more than once until there are no more errors. If there are any data omissions or mathematical inconsistencies, these problems will be displayed. To submit successfully you must first correct all the problems listed, and then submit again. Do this until all errors are cleared.

Upon successful submission and signing, you will see the following message on the Web form:

Congratulations! Your report is now officially submitted, and no longer editable. A PDF version is generated and stored in the system for the record.

You are strongly urged to view and print the PDF for your own record by clicking "View submitted report's PDF version"

Note: The Cost Report is now officially filed, and the data is frozen. It can no longer be modified unless enabled by CHIA staff (See section C. Reopen Request).

6.   Generate Reports.

Each individual Schedule may be printed by going to the desired Schedule page (by means of clicking the link on left side navigation pane) and then clicking the **PDF** button in the floating toolbar.

To print the entire report at any time, select the **PDF All** link found in the left side navigation pane.

Please note that the PDF generated may also be **saved as a file** for future reference without having to go out to INET. We suggest that you save the PDF version of the Adult Day Cost report for your personal records after you have successfully submitted.

C. Reopen Requests

After a web application submission has been completed and closed, a user may recognize that adjustments or corrections are needed. Using the web application, users must create a "**reopen request**". Reopen requests will be reviewed and either approved or rejected by internal CHIA staff. To help ensure timely review, an email notification is automatically generated and sent to the appropriate CHIA staff within 4 hours of the request. The reopen request option is a visible link on the left side navigation pane, after you have selected the submitted Cost report that you wish to reopen.

D. Additional Questions

General questions can be directed to the Center's Pricing Cost Report Helpdesk at (617) 701-8297.

INET is generally available outside normal business hours, although routine maintenance may be scheduled between 5:00AM and 08:00AM daily that could affect availability.