

**CENTER FOR HEALTH  
INFORMATION AND ANALYSIS**

**USER GUIDE:**

**ACUTE HOSPITAL FINANCIAL PERFORMANCE REPORT**  
**ANNUAL AND QUARTERLY STANDARDIZED FINANCIAL STATEMENTS**

**DECEMBER 2016**



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## PURPOSE

This document provides the information necessary to submit the Acute Hospital Financial Performance Report, which is the hospitals' Annual and Quarterly Standardized Financial Statements.

The Center for Health Information and Analysis (CHIA) has provided an Excel Template titled Acute Hospital Financial Performance Report on its online submission platform, CHIA Submissions. 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.

**NOTE: This is effective for all submissions on and after January 10, 2017.**

## RETRIEVING AND POPULATING THE TEMPLATE

### Download the Excel Template

Retrieve the Acute Hospital Financial Performance Report template by visiting the following URL:

<http://www.chiamass.gov/information-for-data-submitters-hospital-financial-performance-data/>

### Open and View Tabs

The Excel template contains two worksheets or tabs:

1. Acute Hospital Financial Performance Report
2. Line Entry Instructions

23	18	Non-Current Assets Whose Use is Limited
24	19	Contribution Receivables
25	19.1	Interest in Net Assets

The **Acute Hospital Financial Performance Report** contains fields to populate your hospital's quarterly or annual financial statement information.

The **Line Entry Instructions** contain reference points.

When using the Line Entry Instructions tab, the section headers are expandable by using the “+” or “-” signs. The line numbers within those sections directly correlate to the line numbers on the Acute Hospital Financial Performance Report.

Line	Section / Field (* - Required Entry)	Definition
1-3	Key Identifiers	
4-52	Balance Sheet	
53-82	Statement of Operations	
106-148	Statement of Cash Flow	
170-180	Financial Metrics	

Line	Section / Field (* - Required Entry)	Definition
1-3	Key Identifiers	
1	Hospital Name*	Choose from drop-down list
1.1	Organization ID	This will populate automatically based on the hospital name.
2	Submitted by	Hospital Contact's Name
3	Fiscal Year*	Choose from drop-down list
3.1	Reporting Period*	Choose from drop-down list: Q1, Q2, Q3, Q4 (Annual)
4-52	Balance Sheet	
53-82	Statement of Operations	
106-148	Statement of Cash Flow	
170-180	Financial Metrics	

NOTE: Use "+" and "-" signs, in the left sidebar area, to expand and collapse Instructional Sections

## Required Field Population

The Acute Hospital Financial Performance Report 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:

- **Hospital Name:** Use the dropdown box to choose your Hospital Name from the list (Organization ID will self-populate based on the Hospital Name selection)
- **Fiscal Year:** Choose the Fiscal Year you are reporting. This year is the same year you will select when accessing the CHIA Submissions website to upload your file later in the process.
- **Reporting Period:** Choose the Reporting Period within the Fiscal Year by selecting '1','2' or '3' for Quarterly submissions and '5' for Annual submissions.

**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.**

### Populating Fields and Field Protection

Blue shaded fields allow for either whole number entry or copy functionality in the ‘Data’ and ‘Variance from Audited Financial Statements’ columns. The ‘Text Explanation for Variance’ column allows for open text entry or copy functionality, within that column, as well.

**NOTE: All dollar amounts must be actual and in whole dollars.**

Orange shaded fields are closed for entry, as they are calculations. While the formulas for those fields are visible in the formula bar at the top of the worksheet, they can also be obtained from the **Line Entry Instructions** tab.

**NOTE: This template has been pre-formatted and cannot 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. CHIA encourages the use of the Save & Name File Submission button on the Template, which provides a valid format to the file naming convention, but you can save the file under any filename on your local computer.

### SAVING THE FILE FOR SUBMISSION TO CHIA:

After completing the Excel spreadsheet, hospitals must save the Report using the **“Save & Name Submission File”** box located at the top right-hand side of the Acute Hospital 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., ‘Anna\_Jaques\_1\_2016\_1’ below)

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

The screenshot displays the 'Acute Hospital Financial Performance Report' interface. At the top, it says 'Hospital Financial Performance Report' and 'Annual and Quarterly Standardized Financial Statements'. The CHIA logo is in the top right. Below the title, there are dropdown menus for 'Anna Jaques Hospital', '1', '2016', and 'Q1'. A table with columns 'Data' and 'Variance from Audited Financial Statements' is visible. A 'Save As' dialog box is open, showing the file name 'Anna\_Jaques\_1\_2016\_1.xlsm' and 'Excel Files (\*.xlsm)' as the save type. A callout box labeled 'Save & Name Submission File' points to the dialog.

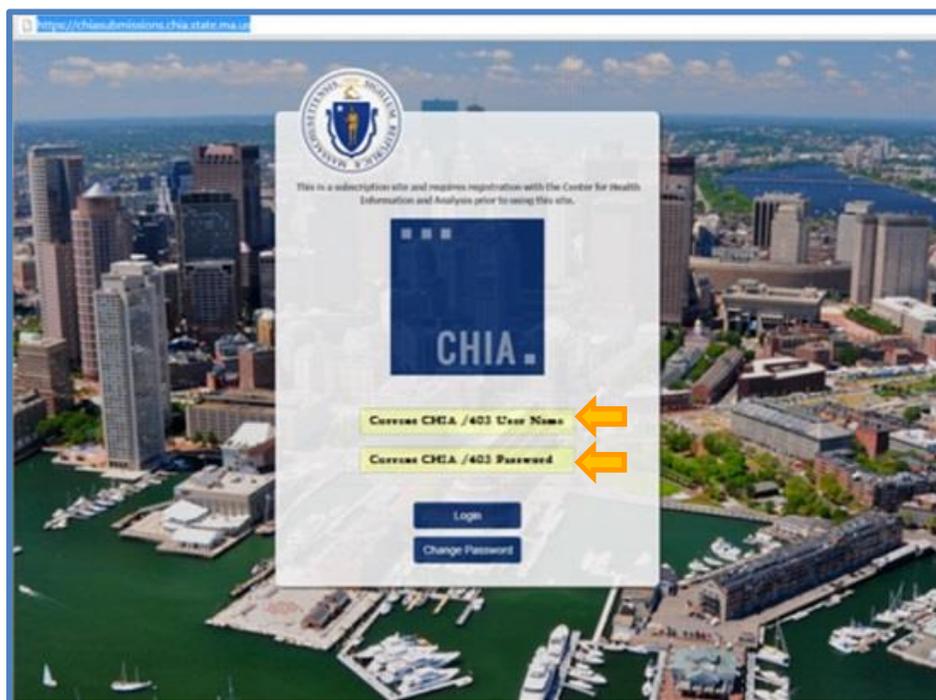
Data	Variance from Audited Financial Statements
\$	1
\$	2
\$	3
\$	4
\$	5
\$	6
\$	7
\$	28
\$	8
\$	9
\$	10

## SUBMITTING THE EXCEL FILE

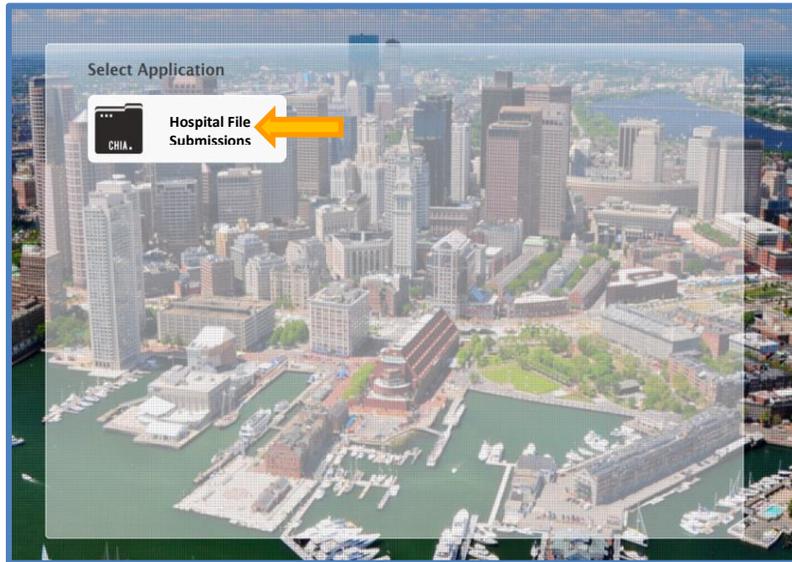
### Hospital User Access: CHIA Submissions

1. Access CHIA's online submission platform at <https://chiasubmissions.chia.state.ma.us>. Then log-in with a valid username and password. Current INET Users have been granted access to the system using their current ID and Password. If system access is needed, please complete a [User Agreement for Hospitals](#) 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).

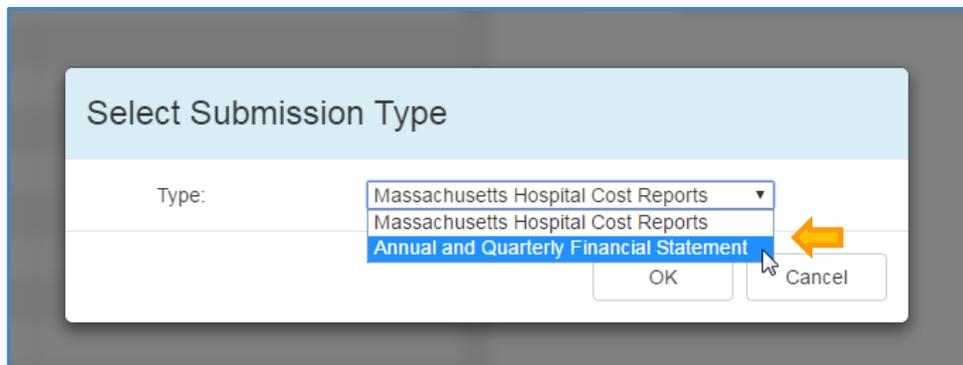
**NOTE: Web submitters for INET have access using their current ID and Passwords.**



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

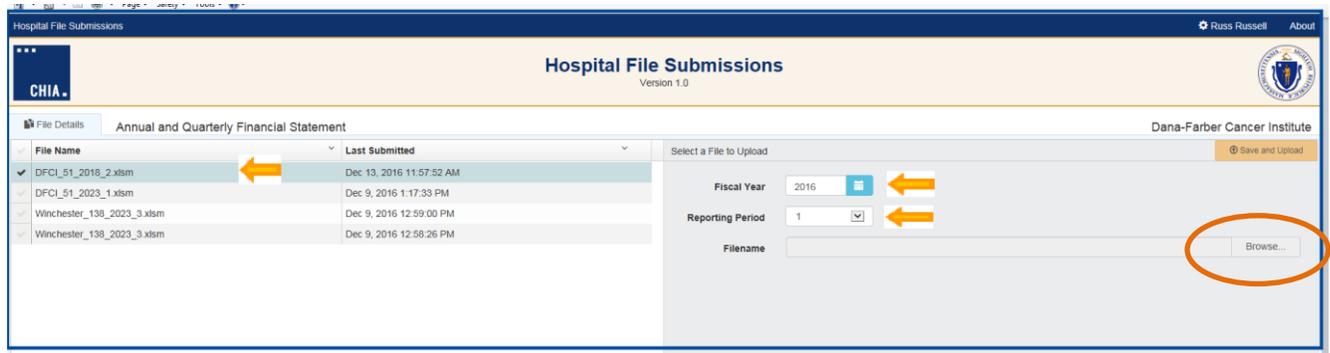


3. If you have more than just the Acute Hospital Financial Performance Report submission, then you will see choices for several CHIA applications on a dropdown box. Select "**Annual and Quarterly Financial Statement**", otherwise you will be brought directly to the File Upload Page.

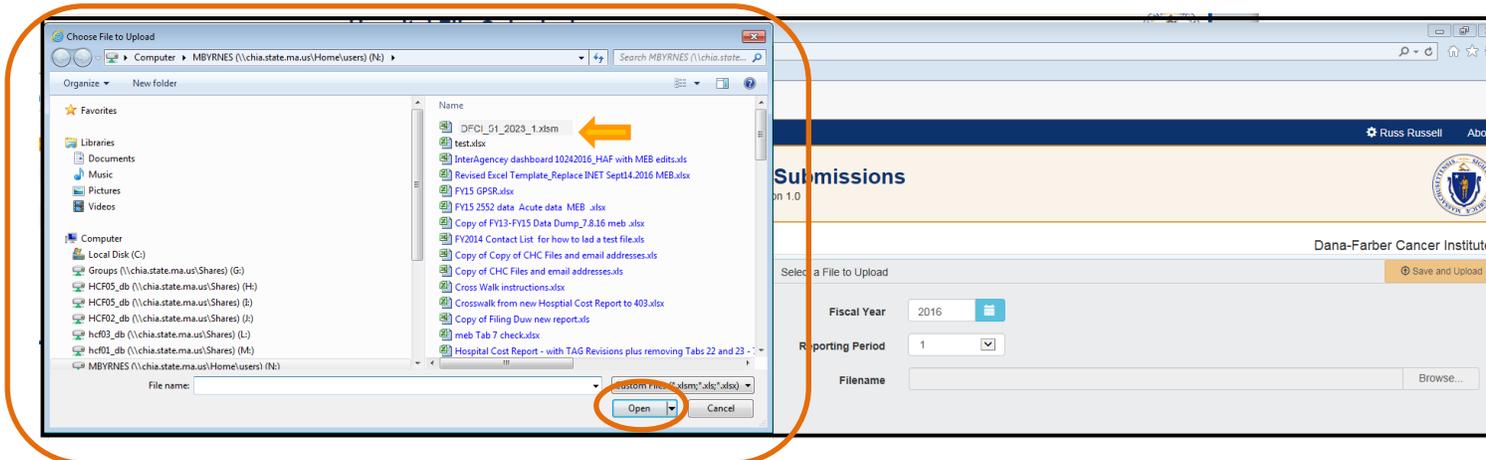


## Hospital Selection, File Upload Page:

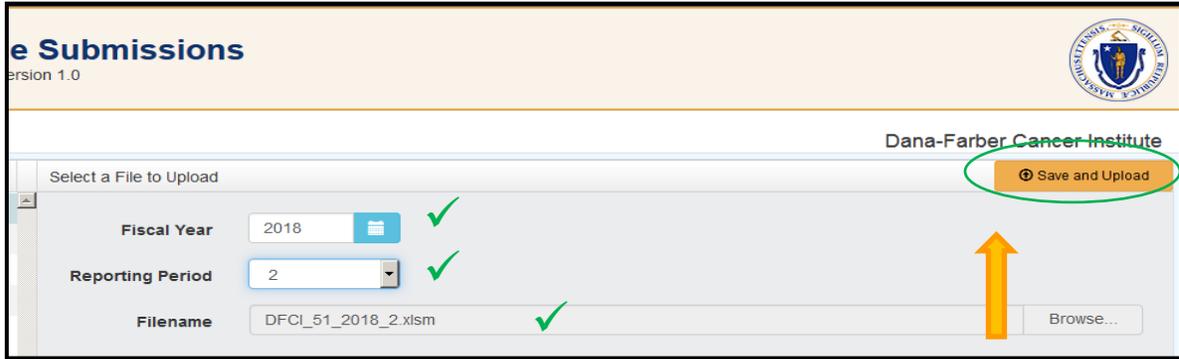
- Users who have access to submit for multiple hospitals must choose the hospital name from the list on the left hand side of screen. NOTE: If you have access to submit for only one hospital, this list will not appear. The system identifies your facility through your unique login (ID and Password). Continue to Step b.
- Choose the correct 'Fiscal Year' and 'Reporting Period' via the available dropdown boxes on the right.
- 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.



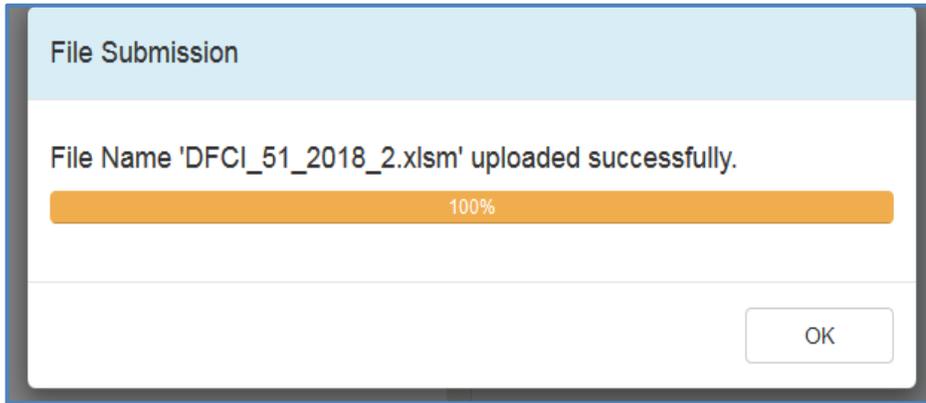
- Browse your File Manager or your Windows Explorer on your computer workstation and select the file to upload. Apply the file to CHIA Submissions by using the 'Open' key in the lower right corner of the screen. Your file name will appear in the Filename line.



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



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



## FREQUENTLY ASKED QUESTIONS (FAQ)

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

Users who are registered with CHIA to submit the Acute Hospital Financial Performance Reports Quarterly and/or Annual filing will be able to access the application located at <https://chiasubmissions.chia.state.ma.us>. In the initial year, Massachusetts Hospital Cost Report filers have been granted system access. 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)?

Hospitals needing to change users or request additional users should complete a [User Agreement for Hospitals](#) 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 I submit reports for more than one hospital?

**User access can be granted for more than one hospital. While only one report is submitted at a time,**

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

If a hospital 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: Hospital Name, Fiscal Year, and Reporting Period. Resolve the error by populating the fields and hitting the ‘*Save & Name File Submission*’ box.

### 7. Can I view submitted reports?

The Hospital 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).