

CENTER FOR HEALTH INFORMATION AND ANALYSIS (CHIA)

**CHIA Submissions Technical User Manual for the  
Management Company/Central Office Cost Report  
(MGT-CR)**

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## Introduction

The Center for Health Information and Analysis (CHIA), in accordance with its statutory authority under M.G.L. c. 12C, collects cost reports in furtherance of its mission to monitor the health care system in Massachusetts and to provide reliable information and meaningful analysis for those seeking to improve health care quality, affordability, access and outcomes. The data CHIA collects through the Management Company/Central Office Cost Report (MGT-CR) is used, among other things, to support the rate-setting obligations of the Executive Office of Health and Human Services (EOHHS), which uses the data to establish rates for nursing facility and residential care facility providers, and to complete additional analyses to inform policy-making. Once filed with CHIA, these reports become public documents and will be provided upon request to any interested party.

It is essential that these reports are prepared by persons who are familiar with the regulation 101 CMR 206.00 Standard Payments to Nursing Facilities and/or 101 CMR 204.00 Rates of Payment to Resident Care Facilities. Copies of these regulations may be obtained on the Executive Office of Health and Human Services' (EOHHS) website at <https://www.mass.gov/lists/provider-payment-rates-hospitalsnursing-facilities-and-rest-homes> or from the Secretary of State's Office, Public Document Division, Room 116, State House, Boston, MA 02133, for a nominal charge. Their telephone number is (617) 727-2834.

The CHIA MGT-CR is an electronic filing located at <https://chiasubmissions.chia.state.ma.us>.

For assistance in completing these forms, contact the CHIA Help Desk email at [CHIAcostreports.LTCF@MassMail.State.MA.US](mailto:CHIAcostreports.LTCF@MassMail.State.MA.US).

## Filing Requirements

### Who Must File

All nursing and residential care facilities must file MGT-CR for each entity for which it reports either management or central office expenses related to the care of Massachusetts publicly-aided residents, in accordance with Section 206.08(c) of Title 101 of the Code of Massachusetts Regulations (CMR).

## When to File

The MGT-CR is a calendar year cost report. All management companies of nursing facilities will receive an E-blast notification of the cost report deployment, which will include filing deadlines for the management company cost report. Additionally, filing deadlines will be posted on CHIA's webpage located at [Information for Data Submitters: Nursing Facility Cost Reports](#). Reports not received within the filing deadline will be subject to sanctions according to 101 CMR 206.08 or 101 CMR 204.07. No additional extensions will be granted beyond this date.

## How to File

The MGT-CR is an electronic cost report filed using the CHIA Submissions website at: <https://chiasubmissions.chia.state.ma.us>. Once you submit the cost report, you have filed. For additional information on how to complete your submission, please see the Final Check Off section below.

**PLEASE NOTE: For optimal performance, CHIA recommends users access CHIA Submissions and the MGT-CR using Google Chrome®.**

## General Information

For assistance in completing your submission, contact the **Help Desk** at [CHIAcostreports.LTCF@MassMail.State.MA.US](mailto:CHIAcostreports.LTCF@MassMail.State.MA.US).

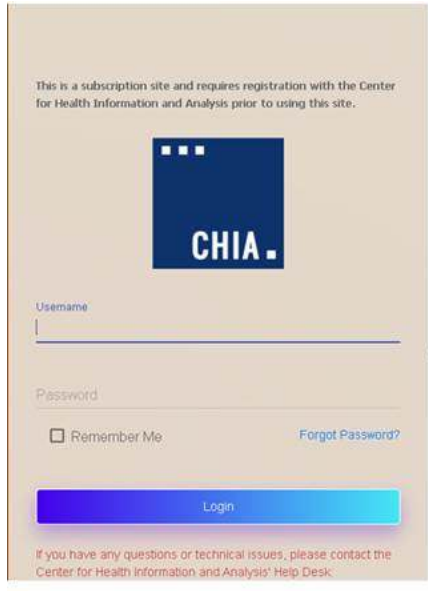
The MGT-CR must be completed on the **accrual basis**. **It is essential that each report reflect the entire financial activities of the management company. (Partial reporting is not acceptable.)** There is a minor exception to this requirement. Certain timing differences between the books of the provider and the claim for reimbursement requirements may occur which could result in modest variances between the report and the provider's books. Schedule 5 of the MGT-CR, Reconciliation of Income per Report with Income per Books, should identify the variances.

In addition to being a complete financial statement, these forms are used as a basis for establishing rates of payment.

## General User Instructions

### Logging In and Getting Started

Users will log-in to CHIA Submissions at <https://chiasubmissions.chia.state.ma.us> using their unique Username and Password, as follows:



This is a subscription site and requires registration with the Center for Health Information and Analysis prior to using this site.

**CHIA.**

Username  
|

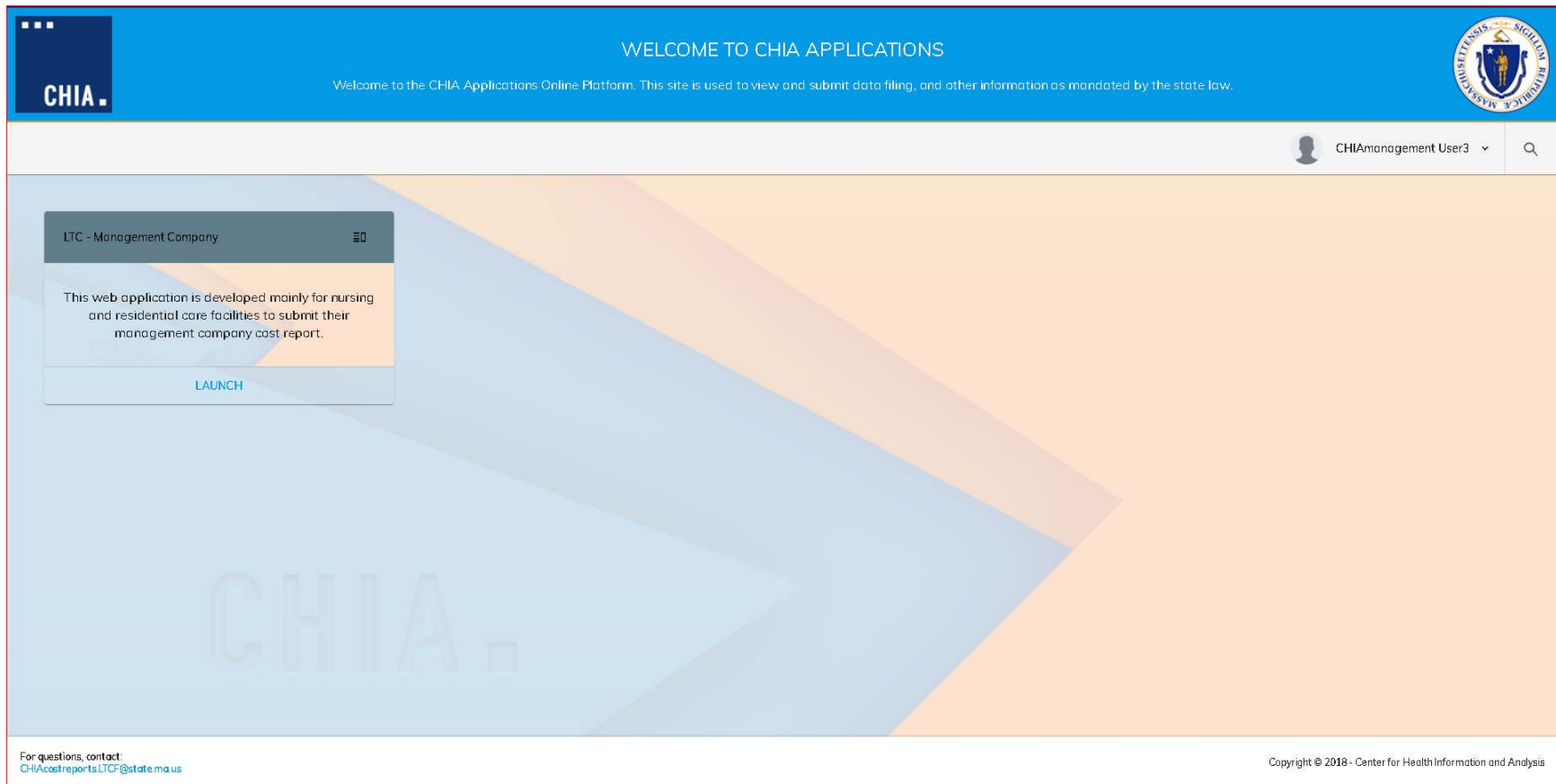
Password

☐ Remember Me      [Forgot Password?](#)

Login

If you have any questions or technical issues, please contact the Center for Health Information and Analysis' Help Desk.

Next users will select the “LTC Management Company” button (NOTE: This is the MGT-CR.)



This will bring the user to the landing page, also referred to as Schedule 1.

If you prepare cost reports for more than one management company, your unique username and password will require that you first select an organization from the organization list menu located to the left. This organization list can be collapsed at any time by clicking on the ellipses located at the top of this panel, as shown below:

Long Term Care

Not secure | testprodia203.8381/ContactDisclosure

CHIA

Management Company / Central Office

SELECT A FILING YEAR 2020

ORGANIZATION LIST

Organization Name	Status
Management LLC	Status: In Progress
Management LLC	Status: In Progress
Senior Living, LLC	Status: In Progress

Organization Information

TABLE 1

1.1	Management /Central Office Identification Number
1.2	Organization ID
1.3	Balance Sheet Date - Management Co/Central Office
1.4	Reporting Period: From
1.5	Reporting Period: To
1.6	Name of Management Company / Central Office
1.7	Street Address
1.8	City
1.9	State
1.10	Zip
1.11	Telephone
1.12	Fax
1.13	Legal Status
1.14	Is this information correct?

Contact Information

TABLE 2

2.1	Contact person for this report:
2.2	Name
2.3	Firm (if not Mgmt. Company)
2.4	Title
2.5	Street Address

For questions, contact:  
CPSKustReports.LTCF@state.ma.us

By clicking on the company name in the organization list, the system will highlight that facility and activate the schedules for the reporting year selected.

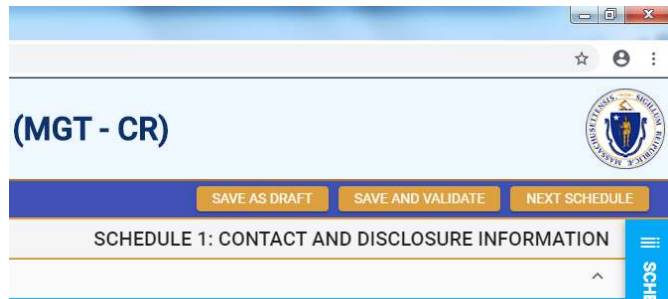
Users with access privileges to only one management company will not have an organization list in their view.

Cost Report Year Selection:

- A user may change the reporting year by using the dropdown menu at the top of the screen labeled “Select a Filing Year.”

## Saving Your Work

It is recommended that all users save their cost reports **early and often** when entering data into CHIA Submissions. This can be done by selecting the “Save as Draft” button located in the button pictured below.



A screen will appear to “Cancel” or “Continue”. Select “Continue” to save. A screen confirming that the information is saved will appear. Select “Continue” again to return to the report.

### Entering Negative Figures

When entering negative figures, users need to enter a negative sign (“-”) *AFTER* the figure as follows:

123,456-

This will be displayed as follows:

-123,456

### Final Check-Off and Submission

Refer to Section 8 of this technical manual to attest and submit your MGT-CR. By attesting and submitting the MGT-CR, you are certifying, to the best of your knowledge, that the information submitted in MGT-CR is true, correct, and complete.

To complete this certification you must perform the following steps:

1. Certification by preparer: The preparer, other than the owner, partner, or officer, checks the certification checkbox and then clicks the button labeled “Locked for Owner Review”. The “Locked for Owner Review” button will be disabled (grayed out) until all errors identified through the



validation process are resolved. Select Save & Validate Schedule to access the error report for a particular schedule. To unlock the report “Locked for Owner Review” unclick the checkbox.

2. Certification by owner, partner or officer: Once the owner, partner, or officer completes a review of the prepared submission, the owner, partner, or officer checks the certification checkbox and clicks the button labeled “Submit”.

## Reporting Management and/or Central Office Fees and Management Consulting Fees

**Management Fees:** Management fees refer to expenses incurred by nursing or residential care facilities for overseeing the administration and/or operation of all, or part, of facilities. Whenever management fees are incurred, they need to be reported on account line number 4160.3 on the cost reports for nursing and/or residential care facility (HCF-1 and HCF-4, respectively), and require the filing of this Management/Central Office Report, Form MGT-CR. This is a requirement whether or not the management fee is filed or claimed for reimbursement.

Management fees are a disallowed expense. Allowable management company/central office expenses are allocated over the managed entities on Schedule 6 of the MGT-CR and are included in the basis for computing per diem rates.

In some cases, more than one management company/central office provides services to the same facility. In this situation, each management company/central office must file its own MGT-CR. This is possible because CHIA has assigned a separate management company identification number to allow for separate filings.

**Consulting Fees:** Consulting fees refer to expenses incurred for services provided to nursing or residential care facilities to complete a specific identifiable project, service, or task and which is performed by a contracted vendor. When consulting fees are incurred, they need to be reported on account line number 4160.6. A MGT-CR is not required to be filed if **only** consulting services are provided.

When allocating special management company expenses to certain facilities, filers must report combined direct and shared expenses on Schedule 6 of the MGT-CR and included in the Footnotes and Explanations Section of the appropriate HCF-1. All special allocations must be supported by detailed and well-documented evidence.

**The values reported in the MGT-CR should represent the true financial condition of the management company entity, and therefore should reflect all of the costs of the management company, not net costs after adjustments.**

## Understanding Cell Color Legend

Each cell in the electronic cost report has been color shaded. The Cell Color Legend, illustrated below, provides an explanation of each color for how the cost report can be completed. Users are only able to enter information in the cells colored light blue or dark green. Cells with any other color will be either prepopulated from CHIA's own system or from other cells in the cost report.

Cell Key	
Blue	Input by Data Submitter
Light Green	From CHIA Contact Management System
Dark Green	From CHIA Contact Management System or Submitter Input
Orange	Computation
Yellow	Derived from another Tab
Grey	Not Applicable
Dotted Blue	From Cell on this Tab
Red	Non-Allowable Expense
Red Border Blue	Must be less than or equal to zero

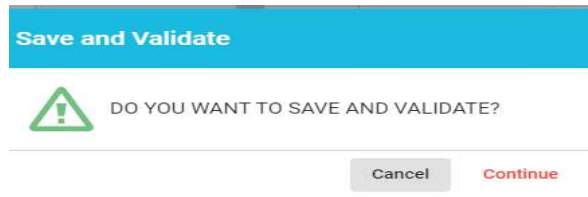
**Note:** Cells with red borders such as Accumulated Depreciation and Accumulated Amortization of Mortgage Acquisition Cost will automatically be shown as negative numbers.

To identify the unique Location Reference for a data point, each item will use the Schedule, Line Number, and Column separated by colons such as **Schedule : Line Number : Column** (E.g., the data point for the fourth row of Table 1 on Schedule 2 would consist of **S.2 : L.1.4 : C.1** ).

## Validation Process

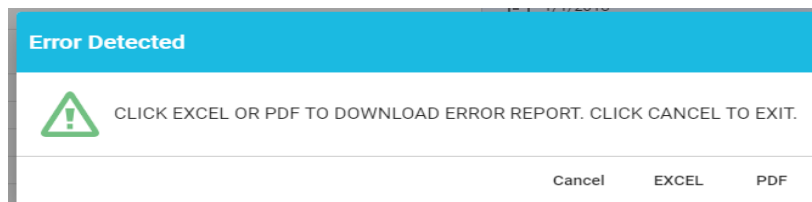
The MGT-CR includes a number of edits or checks within each of the eight schedules which need to be managed through the validation process described below. Preparers and submitters will not be able to lock reports for review or submit their cost report unless all schedules have been validated and the errors fixed.

Users will note that there is a “Save and Validate” button at the top right corner of each schedule. **Upon completing a schedule users must click the Save and Validate button to progress through the report.** When this button is selected, users will encounter the following:

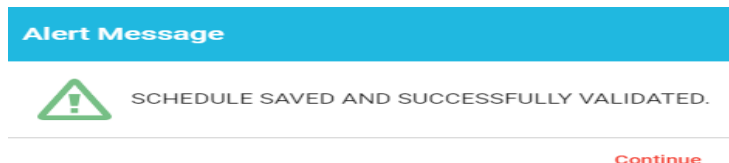


To launch the validation process, users will select “Continue”. Once this is done, there will be two results.

- If there are validation errors, users will need to select the method they would like to view their validation errors, as shown below:



- If there are no validation errors, users will not encounter any necessary further actions and can continue completing the cost report.



Additionally, users can launch the validation reports two additional ways.

First, users can click on the hamburger menu button to pull down the menu options on the top left corner as follows:



Then users will select the “Save & Validate schedule” option. This option validates only the current schedule in your view.

Finally, users can launch the “Export & Print Error Report” from the hamburger menu button.

Next, users will be prompted to select which schedule(s) they would like to validate as follows:

### Export & Print Error Report

☐ Select/Deselect All Schedules

☐ Contact & Disclosure

☐ Income & Expenses

☐ Fixed Assets and Expenses

☐ Balance Sheet

☐ Reconciliation of Income & Expenses

☐ Allowable Expense Allocation

☐ Footnotes and Disclosures

☐ Submission Attestation Sections

EXCEL

PDF

CLOSE

## Reporting Information on Schedule 7: Footnotes and Other Disclosures

### Schedule 7.1: Footnotes and Explanations

Upload Type: Excel, Word, or PDF

This schedule is used to provide detail to any of the information included in this report.

Note: This file is mandatory if Schedule 1 Line 3.14 ("Type of Accounting Service Performed") has "Other" selected, and/or if Schedule 1 Line 4.16 has been checked "Yes".

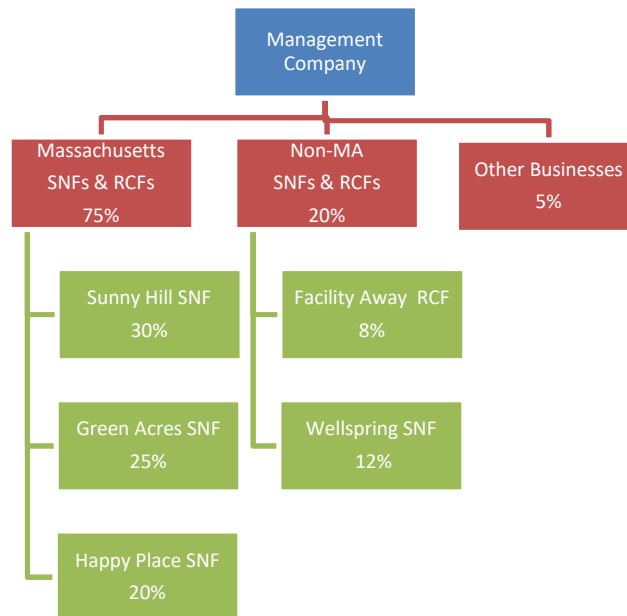
### Schedule 7.2: Organizational Structure & Additional Information

Upload Type: Excel, Word, or PDF

Supply CHIA with a macro organizational chart of the complete business structure of the management company.

Shade in each component of your organizational chart from which costs are allocated to your Massachusetts Nursing or Residential Care Facilities. This upload is required.

Example:



## EXAMPLES OF RESPONSES TO SCHEDULE 7.2

### Response to Part 1

The provider should attach a copy of the Organization Chart.

### Response to Part 2

- A. No costs are allocated down to ABC Company from the Parent/Owner Corporation.
- B. ABC Company consists of three departments; Accounting, Marketing and Administration. The total combined direct operating costs of the three department's equal totals \$100,000. Management has determined that only the Accounting Department Expenditures from the accounting department relate to the Health Care Division. Three components exist within the accounting department consists of three separate groups: Health Care, with has direct costs of \$10,000; Pooled, with direct costs of \$20,000; and Non- Health Care, with direct costs of \$10,000). After a thorough analysis, Management has decided that only \$15,000 (\$5,000 of Health Care and \$10,000 of Pooled) in accounting expenditures is allowable for health care reimbursement per according to Section 206 of Title 101 of the Code of Massachusetts Regulations (CMR) regulation 101 CMR 206.00-Standard Payments to Nursing Facilities. The \$15,000 of allowable accounting costs will be subject to some reasonable method of allocation in a later step. (See Exhibit 2 for a more detailed explanation of the Accounting Department Allowable Expenditures and Allocation Method.)
- C. Health Care Division: Total direct operating costs consist of \$80,000. After analysis, Management has concluded (after analysis) that only \$40,000 of the direct healthcare costs is allowable. This expenditure is allocated to its regional offices based on the percentage of total licensed beds in per region. The total licensed beds operated and/or managed equal totals 12,500. The East Regional Office oversees 5,000 of these beds. Therefore, forty percent (40%) of the Health Care Division's total allowable costs, or \$16,000, has been allocated to the East Regional Office. Based upon some a separate reasonable method of allocation, a portion of the \$16,000 of allowable costs allocated to the East Regional Office will be allocated to the various Massachusetts' Nursing Facilities at in a later step.
- D. East Regional Office: Total direct operating costs consist of \$50,000. After analysis, Management has concluded (after analysis) that only \$40,000 of the East Regional total direct operating costs is allowable. This expenditure is allocated based on licensed beds covered by this office. Total licensed beds in the east region are 5,000; with Massachusetts beds accounting for 1,000 of these beds. Therefore, twenty percent (20%, or \$8,000) of the East Regional Office's allowable expenditures or \$8,000 has been allocated to Massachusetts facilities.

### Massachusetts Regulation Analysis:

- A. Parent: None claimed.

B. ABC Company:

1. Accounting Department:

\$15,000 Allowable ABC Company Expenses

\$15,000 \* 50% = \$7,500 Allocated to the Health Care Division

\$ 7,500 \* 40% = \$3,000 Allocated to East Regional Office

\$ 3,000 \* 20% = \$ 600 Allocated to Massachusetts Facilities

2. Health Care Division:

\$80,000 \* 50% = \$40,000 Allowable of Health Care Division

\$40,000 \* 40% = \$16,000 Allocated to Regional East

**Schedule 7.3: Non-MA Facilities**

Upload Type: Excel Template

Download and complete the template.

List the name(s) of any non-Massachusetts nursing facilities or residential care facilities in which the owners listed in Schedule 1 own, directly or indirectly, an interest of 5% or more.

Select Upload File to upload the completed template.

Note: Users have the option to upload their own schedule.

**Schedule 7.4: Related Party Markup**

Upload Type: Excel Template

Download and complete the template.

Indicate any entity, person or related party, as defined in 101 CMR 206.00, that (a) provides services, facilities, goods and/or supplies to this company; or (b) receives any salary, fee or other compensation from this company. Indicate the amount paid by this company for this reporting year.

This information must be submitted in the format of the template provided.

Select Upload File to upload the completed template.

Note: If Schedule 2 Line 2.39 (Account 9382.3, Expenses: property Rent) has reported information, this file must be completed and updated.

**Schedule 7.5: Other Administrative and General**



Upload Type: Excel Template

Download and complete the template.

Provide a detailed listing of all Other Administrative Expenses being reported in Account 9379.5, Other Administrative & General on Schedule 2.

This information must be submitted in the format of the template provided.

Select Upload File to upload the completed template.

*Note: Users have the option to upload their own schedule.*

### **Schedule 7.6: Financial Statement Documentation**

Upload type: PDF

To satisfy the financial statement requirement in 957CMR7.03(1)(d), if the organization is required to or elects to obtain independent audited financial statements for purposes other than 957 CMR 7.00, those audited financial statements must be filed with CHIA. If the management company does not obtain audited financial statements but is required or elects to obtain reviewed or compiled financial statements for purposes other than 957 CMR 7.00, a complete copy of those financial statements must be filed with CHIA.

Select one option from the menu, and upload applicable files for choices A or B.

In descending order of preference:

- a) Audited Financial Statement: Audited, reviewed, or compiled financial statements prepared by a Certified Public Accountant (CPA).
- b) Unaudited Financial Statement: Unaudited financial statements for the reporting year.
- c) Financial Statements Unavailable: The Provider or parent organization did not complete audited, reviewed, or compiled financial statements for purposes other than 957 CMR 7.00.

*NOTE: Providers need to submit only one of the above financial statements.*

## **Instructions for Completing Schedule 8: Submission Attestation**

There are two sections that require attestation in Schedule 8; the preparer and the owner. Prior to completing this section, you must resolve all validation errors. It is suggested that you validate your schedules upon completion of each schedule and finally upon completion of Schedules 1 through 7. The validation process can be accessed using the “Save and Validate” button located at the top of your screen.

### Section A – Certification by Preparer (Other than Owner, Partner, or Officer)

- *This section must be completed and signed off by the preparer, someone other than the owner, partner, or officer. The preparer needs to perform all steps identified below before the “Locked for Owner Review” button is enabled for clicking. This button will be disabled (grayed out) unless all lines in Section A are completed.*

Line 1.1 – Use login users information to fill fields below

- Click the checkbox to populate line 1.2 through line 1.12. If the pre-populated information is not correct, contact CHIA at [CHIAcostreports.LTCF@MassMail.State.MA.US](mailto:CHIAcostreports.LTCF@MassMail.State.MA.US). If a person other than the person logged in, the contact information may be entered manually.

Line 1.13 – Is this information correct?

- Select “Yes” or “No”.
  - If the pre-populated information is not correct, contact CHIA at [CHIAcostreports.LTCF@MassMail.State.MA.US](mailto:CHIAcostreports.LTCF@MassMail.State.MA.US)
  - If pre-populated information is correct, select “yes”.
- This must be answered “yes” to submit the report.

Line 1.14 – Certification/attestation checkbox

- Click here to certify that you are the preparer of the report and that to the best of your knowledge the information you reported in this cost report is true, accurate, and complete.

Line 1.15 – Date of Authorization

- This cell will automatically pre-populate with the date when the checkbox on Line 1.14 is selected.

### Section B – Certification by Owner, Partner or Officer

- *NOTE: This section must be completed by the owner, officer, or partner. This person must be an authorized legal signatory for the entity. Section A must be completed prior to this section. The owner, partner, or officer needs to perform all steps identified below before the “Submit” button is enabled for clicking. This button will be disabled (grayed out) unless all lines in Section B are completed.*

Line 2.1 – Use login users information to fill fields below

- Click the checkbox to populate line 2.2 through line 2.5. If the pre-populated information is not correct, contact CHIA at [CHIAcostreports.LTCF@MassMail.State.MA.US](mailto:CHIAcostreports.LTCF@MassMail.State.MA.US). If a person other than the person logged in, the contact information may be entered manually.

Line 2.6 – Is this information correct?

- Select “Yes” or “No”.
  - If the pre-populated information is not correct, contact CHIA at [CHIAcostreports.LTCF@MassMail.State.MA.US](mailto:CHIAcostreports.LTCF@MassMail.State.MA.US)
  - If pre-populated information is correct, select “yes”.
- This must be answered “yes” to submit the report.

Line 2.7 – Certification/attestation checkbox

- Click here to certify that you are the authorizing person of the report and that to the best of your knowledge the information you reported in this cost report is true, accurate, and complete.

Line 2.8 – Date of Authorization

This cell will populate with the date when Line 2.7 is selected.

