

CENTER FOR HEALTH INFORMATION AND ANALYSIS (CHIA)

**CHIA Submissions Technical User Manual for the
Realty Company Cost Report
(REA-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 Realty Company Cost Report (REA-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 REA-CR is an electronic filing located at <https://chiasubmissions.chia.state.ma.us>.

For assistance in completing these forms, contact the CHIA Help Desk at or email at CHIAcostreports.LTCF@MassMail.State.MA.US.

Filing Requirements

Who Must File

In accordance with Sections 204.07(b) and 206.08(b) of Title 101 of the Code of Massachusetts Regulations (CMR), each nursing and residential care facility must file or cause to be filed a REA-CR if it does not own its real property and pays rent to either an affiliated or non-affiliated realty trust or other business entity.

When to File

The REA-CR is a calendar year cost report. All nursing facilities that must file a realty company cost report will receive an E-blast notification of the cost report deployment, which will include filing deadlines for the realty 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 REA-CR is an electronic filing using the CHIA Submissions website at: <https://chiasubmissions.chia.state.ma.us>. Once you submit the electronic submission, 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 REA-CR using Google Chrome®.

General Information

For assistance in completing your submission, contact the Help Desk at CHIAcostreports.LTCF@MassMail.State.MA.US.

The REA-CR must be completed on the ***accrual basis***. **It is essential that each report reflect the entire financial statement of the realty 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 REA-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 using their username and password, which is linked to all cost reports and filings registered with the username and organization.

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



Username

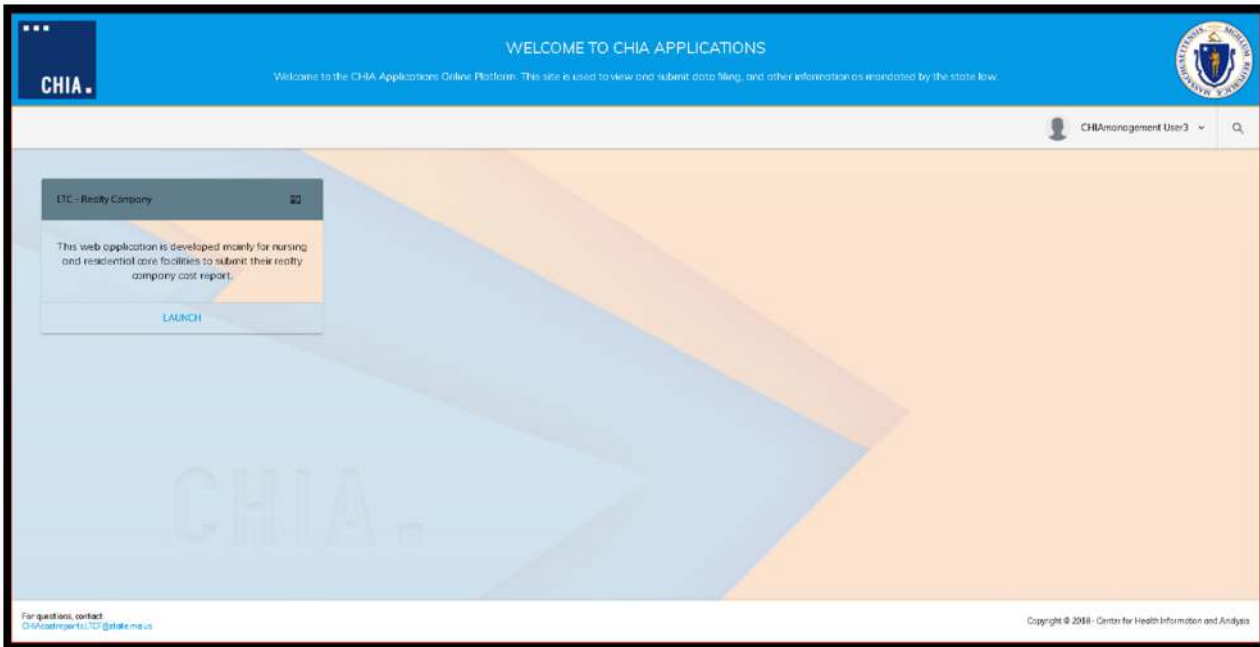
Password

☐ 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 choose the selection box titled **LTC Realty Company**. By selecting the “LTCF Realty Company Cost Report (HCF-2)”, users will access the cost report schedules. (NOTE: This is the REA-CR.)



WELCOME TO CHIA APPLICATIONS

Welcome to the CHIA Applications Online Platform. This site is used to view and submit data filing, and other information as mandated by the state law.

CHIAManagement User3

LTC - Realty Company

This web application is developed mainly for nursing and residential care facilities to submit their realty company cost report.

[LAUNCH](#)

For questions, contact: CHIAhelp@chs.tn.gov

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If you prepare realty cost reports for more than one nursing facility, 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 arrow icon found in the ellipses located at the top of this panel, as shown below:



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

Users with access privileges to only one nursing facility's realty company cost report 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." This is the second year REA-CR is on this platform, 2019 and 2020 are available.

Saving Your Work

It is recommended that all users save their cost report data **early and often** while working in CHIA Submissions. The fastest and easiest way to save is by selecting the "Save as Draft" button located on the top right corner of the application, as illustrated 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 REA-CR. By attesting and submitting the REA-CR, you are certifying, to the best of your knowledge, that the information submitted in REA-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. You must Select Save & Validate **each schedule** in order for you “Locked for Owner Review button to be enabled. 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”.

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

Understanding Cell Color Legend

Each Cell has been shaded using the Cell Color Legend. Users are only able to enter in the cells colored light blue or dark green. Other colored cells will be prepopulated from CHIA’s system or from other cells in the cost report.

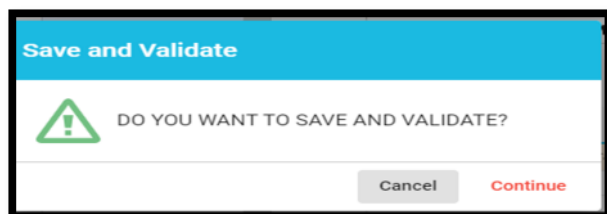
Cell Key	
Blue	Input by Data Submitter
Light Green	From CHIA Contact Management System
Dark Green	From CHIA Contact Management System or Submitter Input
Orange	Computation
Yellow	Derived from another Tab
Grey	Not Applicable
Dotted Blue	From Cell on this Tab
Red	Non-Allowable Expense
Red Border Blue	Must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

Note: Cells with red borders such as Accumulated Depreciation will automatically be shown as negative numbers.

Validation Process

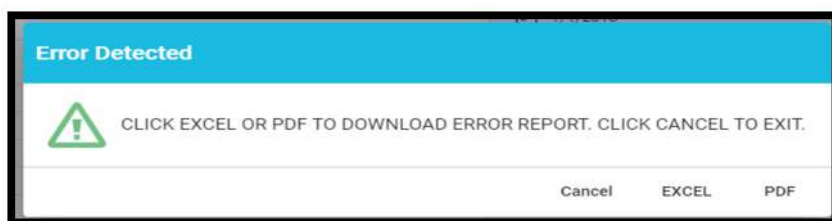
The REA-CR includes a number of edits or checks within each of the eight schedules which need to be managed through the validation process described below. Preparers and submitters will not be able to lock reports for review or submit their cost report unless all schedules have been validated and the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

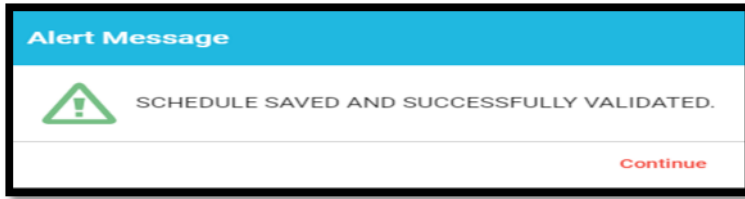


To launch the validation process, users will select “Continue”. Once this is done, there will be two results.

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



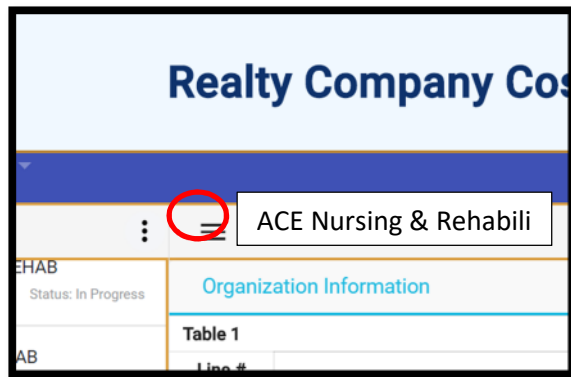
- If there are no validation errors, users will not encounter any necessary further actions and can continue completing the cost report.



All validation errors will identify the cost report cell which is causing the error. Each cell is given a unique Location Reference consisting of the schedule number, line number, and column number, each 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**).

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

First, users can click on the hamburger icon to select “Save & Validate schedule” from the menu options. The hamburger icon is shown in the illustration below, circled in red:



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 icon.

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

☐ Allowable Fixed Assets and Expenses

☐ Balance Sheet

☐ Summary of Long-Term Debt

☐ Reconciliations and Disclosures

☐ Footnotes and Disclosures

☐ Submission Attestation Sections

EXCEL

PDF

CLOSE

Completing Schedule 7: Footnotes and Other Disclosures

Schedule 7.1: Entity Level Cost Report Information

Upload Type: Excel Template

Download the available template, complete, and upload.

NOTE: This template should be completed if any of the following conditions apply: (1) the realty trust/company owns more than one property and receives rent from a nursing facility and/or residential care facility, or (2) the realty trust/company claims nursing facility and/or residential care facility fixed cost expenses or allowances.

Example: If a realty company/trust owns a nursing facility in Athol, a parking garage in Orange and apartments in Greenfield, one realty company cost report must be filed which includes uploaded cost report information using this schedule for the following: (a) cost report information of the realty company relating to other non-nursing facilities, which in this example is the apartments in Greenfield and the parking garage in Orange; and (b) cost report information of the entire realty company, which in this example is the realty trust.

Schedule 7.2: Footnotes and Explanations

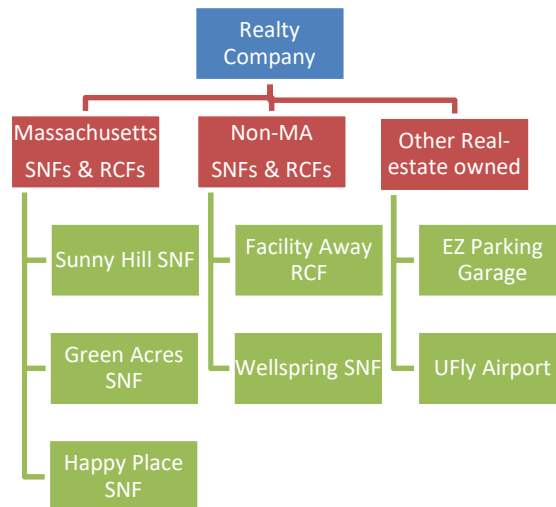
Upload Type: Excel, Word, or PDF

This schedule is used to provide detail to any of the information requested to be provided when completing in this cost report.

Note: You must upload additional information, if you reported any of the following:

- If you selected “Other” from the dropdown box on Schedule 1 Line 3.14 (“Type of Accounting Service Performed”), and
- Any other relevant information to support amounts reported in the cost report.

Additionally, realty trusts/companies may want to upload a copy of the real-estate assets owned, as follows:



Schedule 7.3: Related Party Debt

Upload Type: Excel Template

Download and complete the template, and then upload the completed template.

In the excel template, you will be asked to provide a detailed listing of all loans to related parties reported on Schedule 4 in Account 2330.0, “Due to Affiliates/Related Parties” or if you selected the “yes” option from the dropdown menu in Schedule 5, column 4, labeled “Related Party”.

Schedule 7.4: Ownership and Facility Information

Upload Type: Excel Template

Download and complete the template, and then upload the template.

In the excel template tab labeled **Direct Indirect Owners**, list all realty company owner(s), address, whether ownership interest is direct or indirect, and the owner(s) ownership share (%). In the excel template tab labeled **Facility Information**, list the name(s) of any Massachusetts and non-Massachusetts nursing or residential care facilities owned, directly or indirectly, with an interest of 5% or more, by the realty company owners listed in the tab labeled "Direct Indirect Owners". Note: If Schedule 2 Line 2.39 (Account 9382.3, “Expenses: property Rent”) has reported amounts, this file must be completed and updated.

Schedule 7.5: Related Party Markup

Upload Type: Excel Template

Download and complete the template, and then upload template.

In this excel template, you must list any entity or person who meets the definition of “related party”, as defined in Regulation 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. Provide the amount paid by this company for this reporting year.

Schedule 7.6: Financial Statement Documentation

Upload type: PDF

To satisfy the financial statement requirement in regulation 957 CMR 7.03(1)(d), as follows:

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 realty 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) 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.

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.*

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.*