

CENTER FOR HEALTH INFORMATION AND ANALYSIS (CHIA)

**CHIA Submissions User Guide:**  
**Realty Company Cost Report**  
(REA-CR)

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## Summary of Changes

- Nursing facility realty companies are now required to complete the realty company cost report (REA-CR) using the Center for Health Information and Analysis' (CHIA) online submission portal: [CHIA Submissions](#).
- Providers will use their registered username and password to log into CHIA Submissions and input their data. If you forget your username and/or password, please contact the CHIA Help Desk [CHIAcostreports.LTCF@State.MA.US](mailto:CHIAcostreports.LTCF@State.MA.US) .
- This application allows users to electronically submit and save the REA-CR intermittently, and may be closed at any time prior to the final submission.
- CHIA has consolidated some accounts where possible to streamline the cost report process. A document labeled "Account Crosswalk: Prior HCF-3 Cost Report to REA-CR" can be found in Appendix A of the REA-CR Technical User Manual.
- When completed, all submissions must be certified by the preapproved Owner, Partner, or Officer using the "Submit" button on Schedule 8.

## Purpose

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 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.

This document contains step-by-step instructions on how to access, navigate, and submit the cost report through CHIA Submissions portal. "Frequently Asked Questions" are included at the end of the document for additional information on completing the electronic REA-CR.

Moreover, the data CHIA collects from your REA-CR is combined with data you report to us on other cost reports (Forms HCF-1, MGT-CR, and HCF-4). This supports the calculation of per diem rates of payment for long-term care facilities that care for publicly-aided residents and for informational purposes in various databases. It is extremely important that reports are prepared by persons who are familiar with: Regulation 957 CMR 6.00 Cost Requirements; 957 CMR 7.00 Nursing Facility Cost Requirements; 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 our website at [www.chiamass.gov](http://www.chiamass.gov) or from the Secretary of State's Office, Public Document Division, Room 116, State House, Boston, MA 02133, for a nominal charge.

This application has a printable Technical User Manual which provides detailed instructions on how to use and file a REA-CR, located at <https://www.chiamass.gov/nursing-facility-cost-reports-2/>.

## Accessing and Submitting the Cost Report

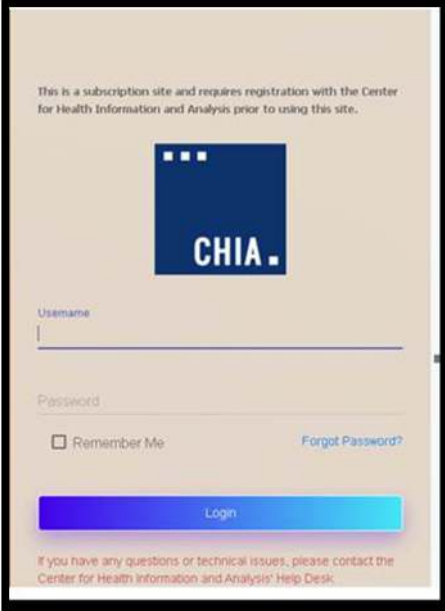
### *User Access: CHIA Submissions*

- Access CHIA's online submission platform at <https://chiasubmissions.chia.state.ma.us>.
- Login with the username and password assigned to you during your registration process using the appropriate access level (Data Submitter, Preparer, or Owner).
  - If you do not have a CHIA Submissions username and password, you will need to obtain one using the following steps:
    - If you are a new user and your facility is currently registered with CHIA, please complete a [User Agreement](#) and email it to [CHIA-DL-Data-Submitter-HelpDesk@state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@state.ma.us).
    - If you are a new user and your facility has NOT submitted any cost reports to CHIA, you must first complete a [Non-Confidential Data Security Agreement](#) to CHIA and email it to [CHIA-DL-Data-Submitter-HelpDesk@state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@state.ma.us). Once this has been completed and approved, you will need to complete a [User Agreement](#) and email it to [CHIA-DL-Data-Submitter-HelpDesk@state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@state.ma.us).
- For assistance in completing this cost report, contact the CHIA Help Desk at [CHIAcostreports.LTCF@State.MA.US](mailto:CHIAcostreports.LTCF@State.MA.US) or [CHIA-DL-Data-Submitter-HelpDesk@state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@state.ma.us).
- For technical issues, please email [CHIA-DL-Data-Submitter-HelpDesk@state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@state.ma.us).

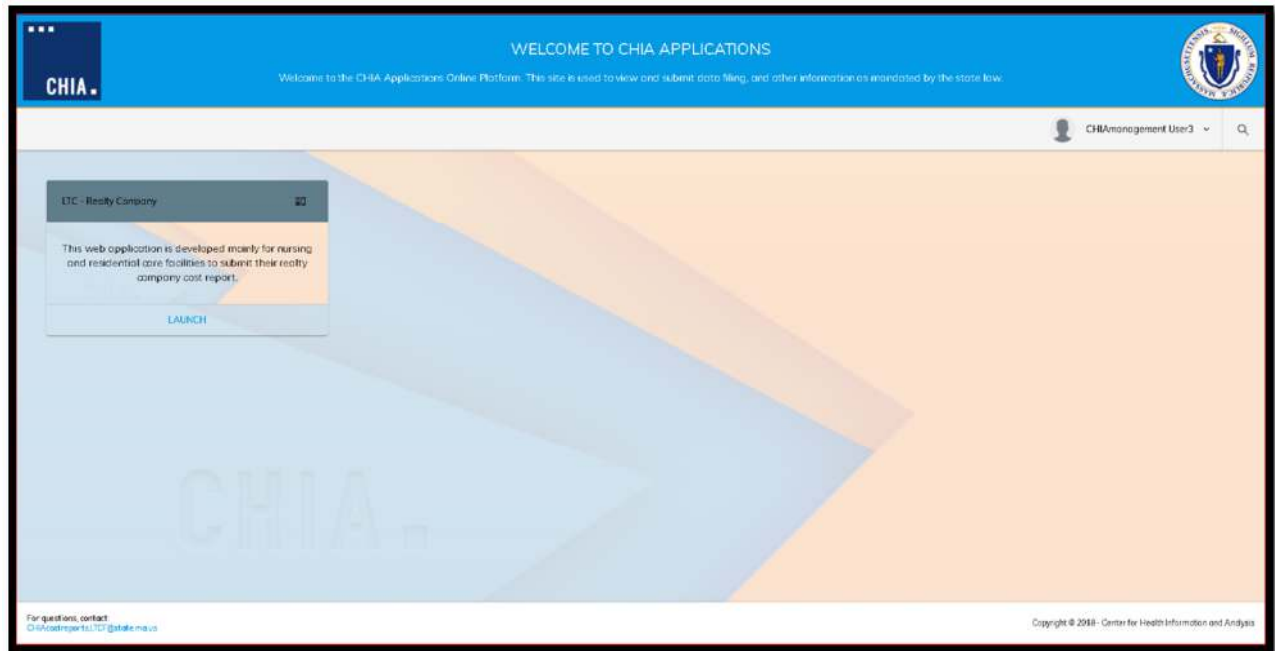
**PLEASE NOTE: For optimal performance, CHIA recommends users access CHIA Submissions and the REA-CR using Google Chrome®.**

### *Main Menu*

- Users will log in using their Username and Password, which is linked to all cost reports and filings registered with the Username and organization.

A screenshot of a web login page for CHIA. The page has a light beige background. At the top, a small text block states: "This is a subscription site and requires registration with the Center for Health Information and Analysis prior to using this site." Below this is the CHIA logo, which consists of a dark blue square with three small white squares above the text "CHIA." in white. Under the logo are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?". A large, rounded rectangular button with a blue-to-purple gradient and the word "Login" in white is positioned below the inputs. At the very bottom, a small line of text reads: "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**.



## Home Screen

- The far left side of the screen lists all facilities that are registered to your username.
- Clicking on a facility name will activate that account and display the information entered in Schedule 1 for the Reporting Year selected.

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

### Navigating the Tool

- To navigate between schedules, use the right-hand panel or the drop-down menu box; option labeled “Jump to Schedule”, as illustrated below:

### Cell Colors

- Throughout the report, you will note that each cell is color coded. Each color provides guidance as to how you should proceed. For example, field cells with a light blue color indicate that the cell requires you to input a response. Also, yellow cells indicate the cell is linked to another cell and does not require your input. To access the key for all cell colors, click on the hamburger icon, as follows:



Select Cell Key from the menu options to view Cell Key:

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

### *Detailed Instructions*

For line-by-line instructions detailing each cell in each schedule, please refer to the CHIA Submissions Technical User Manual for the realty company cost report (REA-CR) located at <https://www.chiamass.gov/nursing-facility-cost-reports-2/>.

### *Schedule 1 Legal Status*

- Schedule 1 Table 1 Legal Status. Please refer to the chart below to confirm that CHIA has the correct legal status for your realty company on file.

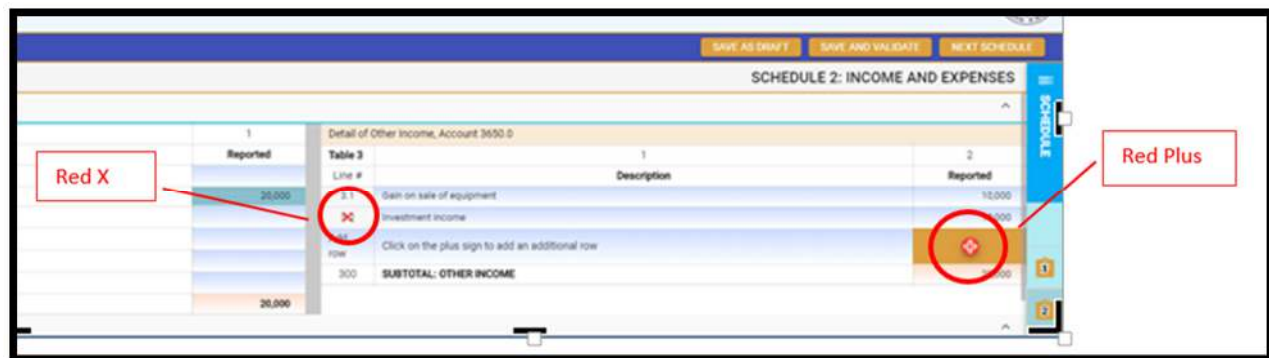
Legal Code	Description	Profit / Non-Profit
1	MA Corp (Chapter 156B)	Profit
2	MA Corp (Chapter 156B with 501c(3) exemption)	Non-Profit
3	MA Non-Profit Corp (Chapter 180)	Non-Profit



4	Partnership\LLP	Profit
5	Sole Proprietorship	Profit
6	Governmental Entity	Non-Profit
7	Other For-Profit	Profit
8	Other Non-Profit	Non-Profit
9	Non-MA Corporation	Profit
10	Limited Liability Corporation\LLC	Profit

### Dynamic Tables

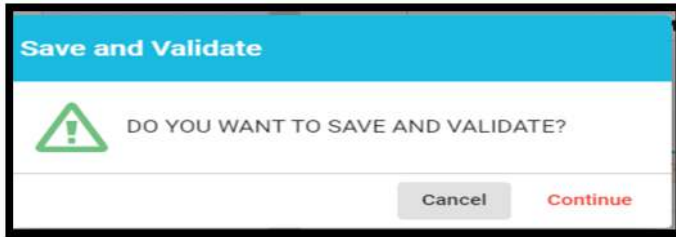
- Throughout the cost report, some tables are expandable.
- Click the red plus '+' sign to expand the table, and click the red 'x' above the line number to delete a row.



### Data Validations

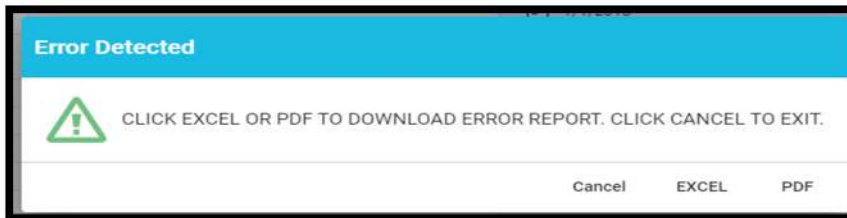
The REA-CR includes a number of edits or checks within each of the eight schedules which need to be managed through the validation process described below. Preparers and submitters will not be able to lock reports for review or submit their cost report unless all schedules have been validated and the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

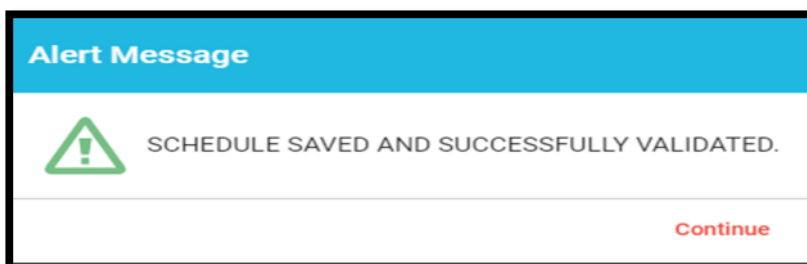


To launch the validation process, users will select "Continue". Once this is done, there will be two results.

- 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 be notified that their schedule saved successfully and can continue completing the cost report.



Users can launch the validation reports two additional ways.

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



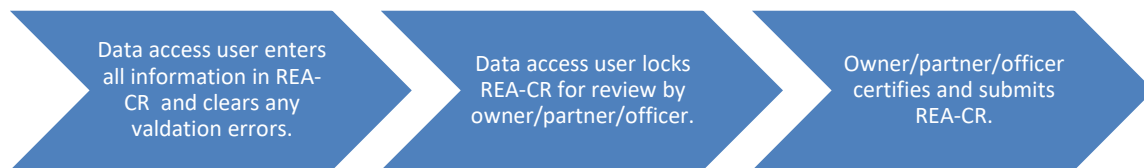
Then users will select the “Save & Validate schedule” option. This option validates only the current schedule in your view.

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:

### Submitting the Cost Report

- All validation errors must be resolved before users can attest and submit their cost reports.
- The submission process is designed with the following process based on access privileges. Those users with data access privileges can only prepare the report.



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.

Lock for Owner Review

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".

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.**

## Frequently Asked Questions (FAQ)

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

Users who are registered with CHIA to submit the Realty Company Cost Report (REA-CR) will be able to access the application located at <https://chiasubmissions.chia.state.ma.us>. For additional users and technical issues, please email [CHIA-DL-Data-Submitter-HelpDesk@state.ma.us](mailto:CHIA-DL-Data-Submitter-HelpDesk@state.ma.us).

## **2. What are my system requirements?**

CHIA Submissions works best on Google Chrome.

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

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

If your realty company is new or is not registered with CHIA, you must also submit a [Non-Confidential Data Security Agreement](#) to CHIA in order to submit a complete cost report through CHIA Submissions. Please refer to the Cost Report Instructions for more detailed steps on submitting these forms.

## **4. Can multiple persons access the REA-CR?**

User access can be granted for multiple individuals. For changes to user access please contact the CHIA Help Desk.

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

If the preparer has locked for owner review and needs to change something in the report, the preparer should simply uncheck the attestation box on Line 1.13, make necessary revisions and re-lock the report.

If the Owner, Partner, or Officer has clicked the Submit button, the cost report can only be reopened by contacting CHIA and submitting a request to have the cost report un-submitted and unlocked.

Please submit all requests to [CHIAcostreports.LTCF@state.ma.us](mailto:CHIAcostreports.LTCF@state.ma.us) along with the following information:

- User Name
- User E-Mail Address
- Organization Name
- Applicable Filing Year
- Reason for request