

Interim Report Filing Form – Instructions for Residential Care Facilities

This document provides instructions for residential care facilities to complete report per [Administrative Bulletin 22-03](#).

The deadline for submitting the report is March 1st, 2022. Failure to complete the required staffing add-on payment reporting, failure to timely submit the required reports, use of funds on anything other than permissible uses described herein, failure to incur permissible expenses to be funded through these add-on payments by March 31, 2022, or failure to actually pay the add-on payments for such incurred permissible expenses may result in partial or full recoupment of received staffing add-on payments.

Reports must be filed electronically and can be accessed at the following website:
<https://www.uenter.org/NF/>.

Registered users will need to enter their UserID and the password they received after registering. To register to receive a UserID and password, please e-mail NFReporting@umassmed.edu.

Using the Webform

Once users log in, they will be able to select any of the facilities for which they registered. Once in the Form for that facility, users should enter values into each field. **Note: The Form auto-calculates totals and formulas.**

Users can click the **“Save Only”** button to save the data already entered. Please note there is a timeout function which erases any data that has not been saved after 20 minutes. **Users are encouraged to click “Save Only” during their sessions to ensure data is not lost.** Once **“Save Only”** is selected, the user will be brought to a printer-friendly version of the report they can print via their web browser’s print feature. The user will also be able to return to their homepage to select a different nursing facility’s form to complete. Users can return and edit any form that has **not been** submitted, to continue entering information at any time until the submission deadline. After the form has been submitted, users may view their submission, but may not edit it.

To submit the Form for a facility, an Owner, Partner, or Officer authorizing the submission must review the Form and enter their name, title, and check the box certifying that the submission is accurate. Owners, Partners, and Officers do not need their own user accounts; they may use their staff members’ accounts. However, facilities should retain documentation, such as an e-mail trail, as proof of the owner, partner, or officer’s approval.

Note: Once a user submits this Form to MassHealth, no further changes can be made. To save without submitting, hit **“Save Only,” as described above.**

Once the user hits **“Submit to MassHealth,”** the user will be brought to a print-screen version of the form. It is recommended that users **print out a copy of the submitted form** as proof of submission and for their own reference as the website may not be available at times due to preparations for the next round of reporting. To print a report, users should use their web browser’s print feature.

Interim Report Filing Form – Instructions for Residential Care Facilities

Directions on Filling Out the Form

Contact information. The user's name, e-mail, and phone number are auto filled based on their registration for their user account. Users should enter their titles.

Supplemental Schedule for [Administrative Bulletin 22-03](#) (AB 22-03): Updated Payments Related to Coronavirus Disease 2019 (COVID-19) to Residential Care Facilities

Section A: Spending to Date

- a. Amount Paid to Facility as of February 15, 2022. The value in column 1 be pre-filled for each facility.
- b. Amount the Facility is expected to receive in total by March 30, 2022. The value in column 1 will be pre-filled for each facility.
- c. Line 1, Column 1. Please enter the approximate amount of AB 22-03 funds spent by the facility as of February 15th, 2022.
- d. Line 2, Column 1. This value will be auto-calculated.

Section B: Anticipated Spending by Position

- a. Lines 1-5, Column 1. For each position, please indicate with an "X" the positions the facility expects to spend AB 22-03 funds on by March 30th, 2022

FOR ANY QUESTIONS REGARDING THIS REPORT, PLEASE EMAIL NFRreporting@umassmed.edu