

Georgia Department of Community Health

Detailed Instructions for Nursing Hours and Patient Days Report, Version 4

- **TO PRINT THESE INSTRUCTIONS, CLICK ON THE PRINTER ICON AT THE TOP OF THIS PAGE.**
- **TO PRINT OTHER WORKSHEET PAGES, CLICK ON THE APPLICABLE TAB AT THE BOTTOM OF THE SCREEN, THEN CLICK ON THE PRINTER ICON ON THE TOP OF THAT WORKSHEET PAGE.**
- **TO BEGIN TO ENTER DATA INTO YOUR QUARTERLY REPORT, CLICK ON THE TAB Labeled "REPORT".**
- **FOR FURTHER INFORMATION REGARDING SUCH ISSUES AS WHOM TO CONTACT FOR ANSWERS TO QUESTIONS AND WHEN AND HOW TO SUBMIT REPORTS, PLEASE REFER TO THE DEPARTMENT'S WEB PAGE.**

WHAT'S NEW IN VERSION 4

- a) Effective June 1, 2006, Georgia Healthy Families, a partnership between the Department of Community Health and private health plans (also called "care management organizations (CMO's) to provide health care services to Medicaid and PeachCare members. To account for patient days and revenue from possible transfers from CMO's to a nursing facility, the report has been revised. Under the Patient Day Summary Section, Medicaid patient days is split between Medicaid (Fee for Service Patients) and Medicaid (CMO Patients). The Revenues Section has also been revised. The Medicaid column has been split between Medicaid (Fee for Service Revenue) and Medicaid (CMO Revenue).
- b) Effective July 1, 2003, Georgia's Nursing Home Provider Fee Act requires that all Georgia nursing homes pay a fee based on the number of patient days of service provided. The "Nursing Hours and Patient Days Report" has been modified for us by facilities enrolled in the Medicaid program to collect required patient day information and to calculate the amount of provider fees payable by a facility. In the "report" worksheet, on-site patient days must now be identified by payer source - Medicare, Medicaid and other. An additional worksheet, "Provider Fee Report", has also been added. Dependent on patient day data entered in the "report" worksheet, the new worksheet presents the calculation of a quarterly provider fee and a schedule of any monthly payments due.
- c) This report has been enhanced to make it more user-friendly. Please review the "FORM OVERVIEW" section below for an overview of how the form should be completed.

Note: The cells on most of the worksheets within this spreadsheet template are referred to as "protected" cells. You cannot enter data in "protected" cells. The exception to this is the worksheet labeled REPORT, which contains both "protected" and "unprotected" cells. The "protected" cells in the REPORT worksheet include column and row descriptive information and all cells with the word "Total" either in the column description above the cell or in the line item description to the left of the cell. Although you cannot enter amounts in these cells, total amounts will automatically be calculated as you enter data. The "unprotected" cells are those in which you enter data. In most instances, unprotected cells in the REPORT worksheet are listed under unshaded column headings, and their contents will appear in a blue font as entries are made. Protected cells are in a black font.

INSTRUCTIONS FOR COMPLETING THE "REPORT" WORKSHEET

FORM OVERVIEW

***To start, save the report on your harddrive or on a computer disk. Select cell C3 marked "Select ID". Then, left-click the arrow to select your Medicaid ID.**

- 1) Enter data on "Report" worksheet.
- 2) Review results on "Analysis Report" and "Provider Fee Report" worksheets.
- 3) Enter corrections, if needed, on "Report" worksheet.
- 4) Click on SAVE REPORT box on "Report" worksheet.
- 5) Enter date, passcode, and file location (make a note of the file location).
- 6) After the report is saved, attach the saved report and sent it by email to nhstaffreport@dch.state.ga.us.

IDENTIFYING INFORMATION AT THE TOP OF THE PAGE

This portion of the REPORT worksheet identifies your facility, your Medicaid ID, who prepared the report and other identifying information. It also lists the beginning and end dates for the quarterly period and the date the report was electronically submitted.

Medicaid ID: Select ID from the list.

Provider Name: This field will update automatically upon selection of the Medicaid ID.

phone: Enter the phone number of the person responsible for preparing the "Nursing Hours and Patient Days Report".

Prepared by: Enter the name of the person responsible for preparing the "Nursing Hours and Patient Days Report".

Title: Enter the Title of the person responsible for preparing the report.

Submit Date: This date will be automatically entered upon submission of the report.

e-mail: Enter the e-mail address for the person who prepared the report as listed under "Prepared by:", above.

For Qtrly Period From: This date is pre-entered, unless you are using the "Partial Period" report. In that case, enter the start date for the quarterly reporting period. This should either be 01/01/XX, 04/01/XX, 07/01/XX or 10/01/XX. The "XX" refers to the reporting year. (When entering dates, type them as follows: MM/DD/YY. "MM" stands for month, "DD" stands for day, "YY" stands for year. You can type the date using numbers and the "/" character, where appropriate.)

Through: This date is pre-entered, unless you are using the "Partial Period" report. In that case, enter the ending date for the quarterly reporting period. This should either be 03/31/XX, 06/30/XX, 09/30/XX or 12/31/XX. The "XX" refers to the reporting year.

TIME PERIOD SOURCES AND ADJUSTMENTS

This portion of the REPORT worksheet presents information that allows for the appropriate matching of data presented in the PATIENT DAY SUMMARY and PAYROLL SUMMARY sections. It calculates the number of days in the reporting quarter using the dates entered at the top of the report (covering the same period as the PATIENT DAY SUMMARY days) as well as the number of days included in the payroll and invoice periods used to prepare the PAYROLL SUMMARY. Since the days listed for each of these periods can differ, (as specified below), an "Adjustment Factor" for both the "Nursing Home Payroll Period" and the "Contract Staff Invoice Period" are calculated. This adjustment factor reflects the extent to which the "Nursing Home Employees" data and the "Contracted Staff" data need to be adjusted in order to have comparable periods of total days. The "Adjustment Factors" listed on lines 2 and 3 are calculated by taking the number of days listed per line under the column "Days from Start to End" and subtracting these amounts from the "Quarterly Reporting Period" days, then dividing this figure by the "Days from Start to End" on Lines 2 and 3, respectively.

NOTE: You do not have to make adjustments to the source data utilized in preparing the Payroll Summary section. The Adjustment Factors that are calculated by the template are used by the Department after you have listed the actual numbers from your payroll and invoice periods. The Department applies the percentage factors calculated for lines 2 and 3 to respective PAYROLL SUMMARY data to adjust hours and dollars to the number of proportional days in the reporting period. See the ANALYSIS REPORT for the resulting Nursing Hours and Expenses after application of the Adjustment Factors.

Line Item Definitions/Instructions:

The following line items appear in the TIME PERIOD SOURCES AND ADJUSTMENTS section:

1) Quarterly Reporting Period - The dates listed under "Beginning Date" and "Ending Date" on line 1 are automatically transferred from those dates entered next to "For Qtrly Period From:" and "Through" entries at the top of the report. The contents of these cells are "cell protected" and cannot be overridden.

2) Nursing Home Payroll Period - Utilize the beginning date for the first payroll period that ended with a date within the quarterly reporting period as the beginning date for the quarterly period. Since data reported in the PAYROLL SUMMARY will reflect all data from the payroll period dates spanning those reported in this section, it is possible that some of the data included in the beginning payroll period may include hours and payments applicable to dates prior to the actual start of the quarter. This is okay. The ending date for the period is the ending date for the last payroll period that ended during the quarterly reporting period. This means that some of the hours and dollars that might actually occur during the reporting quarter would not be counted as they could fall within a payroll period ending after the quarterly reporting period. This also is okay. These discrepancies are addressed in the ANALYSIS REPORT which reflects the Nursing Hours and Expenses after application of the Adjustment Factors.

3) Contracted Staff Invoice Period - The choice for what beginning and end dates to use for contract staff is dependent on the way in which such individuals are utilized. If contract staff are scheduled and utilized on a routine basis, follow the instructions listed in paragraph a), below. If contract staff are used infrequently to fill-in when regular payroll staff are unavailable or when special situations warrant their use, follow the instructions in paragraph b), below.

a) If your facility uses contract staff on an infrequent or irregular basis, enter the beginning date for the quarterly report period as the beginning date on Line 3. List the ending date for the quarterly reporting period as the ending date on Line 3. Then, when the Contracted Staff hours and payments are entered in the PAYROLL SUMMARY section, enter the full amounts applicable to the quarterly report period, regardless of when they were paid. Since the Contracted Staff days will match the report period days, no Adjustment Factor will be applied. The effect of this is that all hours and payments reported in the PAYROLL SUMMARY will be utilized as reported.

b) If your facility uses contract staff on a routine basis, utilize the beginning date for the first contract staff invoice period that ended with a date within the quarterly reporting period as the beginning date for the quarterly period. Since data reported in the PAYROLL SUMMARY will reflect all data from the invoice period dates spanning those reported in this section, it is possible that some of the data included in the beginning invoice period may include hours and payments applicable to dates prior to the actual start of the quarter. This is okay. The ending date for the period is the ending date for the last contract staff invoice period that ended during the quarterly reporting period. This means that some of the hours and dollars that might actually occur during the reporting quarter may not be counted as they could fall within an invoicing period ending after the quarterly reporting period. This also is okay. These discrepancies are addressed in the ANALYSIS REPORT which reflects the Nursing Hours and Expenses after application of the Adjustment Factors.

Column Heading Definitions/Instructions:

The following column headings appear in the TIME PERIOD SOURCES AND ADJUSTMENTS section:

Beginning Date - Enter the beginning date for the "Nursing Home Payroll Period" on line 2 and the "Contract Staff Invoice Period" on line 3 per the respective line item definitions for the "Nursing Home Payroll Period" and "Contracted Staff Invoice Period" discussed in the preceding section. The cells under this column heading for lines 2 and 3 are unprotected and will appear in a blue font as amounts are entered. Please enter the appropriate data for each line.

Ending Date - Enter the ending date for the "Nursing Home Payroll Period" on line 2 and the "Contract Staff Invoice Period" on line 3 per the respective line item definitions for the "Nursing Home Payroll Period" and "Contracted Staff Invoice Period" discussed in the preceding section. The cells under this column heading for lines 2 and 3 are unprotected and will appear in a blue font as amounts are entered. Please enter the appropriate data for each line.

Days from Start to End - The amounts listed on lines 1, 2 and 3 below this heading are calculated automatically, you do not have to make an entry. They represent the number of days applicable to each of the three reporting, payroll and invoice periods listed. The number of days is determined by summing the days from the beginning date through the ending date for each line. The cells are "cell protected" and cannot be changed.

Adjustment Factor - The percentage amounts listed on lines 2 and 3 are calculated automatically, you do not have to make an entry. They are calculated by taking the number of days listed per line for both the payroll and invoice periods under the column "Days from Start to End", and subtracting these amounts from the "Quarterly Reporting Period" days. The resulting figure for each line is divided by the overall "Quarterly Reporting Period" days listed on line 1. The Adjustment Factors that are calculated by the template are used by the Department after you have listed the actual numbers from your payroll and invoice periods. You do not have to make adjustments to the source data utilized in preparing the PAYROLL SUMMARY section. The Department applies the percentage factors calculated for lines 2 and 3 to the respective PAYROLL SUMMARY data to adjust hours and dollars to the number of proportional days in the reporting period. This is done separately from what is entered on this report. The cells on line 2 and 3 are cell protected and cannot be changed.

PATIENT DAY SUMMARY

The section of the REPORT worksheet presents patient day information for the calendar quarter. The total patient days for each month should be taken from the facility's census records and the amounts listed should correspond to what would be reported on a facility's annual cost report. The days reported include the days for all residents in the facility, not just Medicaid.

Line Item Definitions/Instructions:

The following line items appear under the "Month Within Quarter" column in the PATIENT DAY SUMMARY section:

- 1.) 1st Mo:** - This reflects the first month of the quarterly reporting period. The month and the year are automatically entered on this line from the dates entered for the from and through dates at the top of the report.
- 2.) 2nd Mo:** - This reflects the second month of the quarterly reporting period. The month and the year are automatically entered on this line from the dates entered for the from and through dates at the top of the report.
- 3.) 3rd Mo:** - This reflects the third month of the quarterly reporting period. The month and the year are automatically entered on this line from the dates entered for the from and through dates at the top of the report.
- 4) Total Days:** - The sum of the days listed in the cells under the columns "Patient Days On-Site" and "Leave or Hospital Days Billed" on lines 1 through 4, are automatically calculated under the "Total Patient Days Billed" column. These cells are "cell protected".

Column Heading Definitions/Instructions:

The following additional column headings appear in the PATIENT DAY SUMMARY section:

Medicare - Report the number of days for which patients resided in the facility for each month listed on lines 1, 2 and 3 for which a payment is expected from the Medicare program. Include patient days for which a partial payment is expected from the Medicaid program. Please enter the appropriate data for each month. The total on line 4 will be calculated automatically as the amounts for lines 1, 2 and 3 are entered.

Medicaid (Fee for Service Patients) - Report the number of days for which patients resided in the facility for each month listed on lines 1, 2 and 3 for which a payment is expected from the Medicaid program. Do not include patient days for which a partial payment is expected from the Medicare program. Please enter the appropriate data for each month. The total on line 4 will be calculated automatically as the amounts for lines 1, 2 and 3 are entered.

Medicaid (CMO Patients) - Report the number of days for which patients resided in the facility for each month listed on lines 1, 2 and 3 for which a payment is expected from care management organization (CMO). Do not include patient days for which a partial payment is expected from the Medicare program. Please enter the appropriate data for each month. The total on line 4 will be calculated automatically as the amounts for lines 1, 2 and 3 are entered.

All Other Patients - Excluding patient days reported in the preceding columns, report the number of days for which patients resided in the facility for each month listed on lines 1, 2 and 3. Please enter the appropriate data for each month. The total on line 4 will be calculated automatically as the amounts for lines 1, 2 and 3 are entered.

Total Patient Days on Site - This is the sum of the preceding columns that identify patient days by payer source. The amounts listed on lines 1, 2 and 3 below this heading are calculated automatically. These figures represent the total number of days applicable to each of the three monthly periods within the quarterly reporting period. The "Total Days" listed on line 4 is automatically calculated by summing the days for each of the three lines listed above.

Medicaid Leave or Hospital Days Billed - Report the number of days for which Medicaid patients did not reside in the facility but for which billing was submitted for each month as listed on lines 1, 2 and 3. This can include days for which a patient is on temporary leave or admitted to a hospital. Please enter the appropriate data for each month. The total on line 4 will be calculated automatically as the amounts for lines 1, 2 and 3 are entered.

All Other Leave or Hospital Days Billed - Report the number of days for which all patients besides those who are Medicaid did not reside in the facility but for which billing was submitted for each month as listed on lines 1, 2 and 3. This can include days for which a patient is on temporary leave or admitted to a hospital. Please enter the appropriate data for each month. The total on line 4 will be calculated automatically as the amounts for lines 1, 2 and 3 are entered.

Total Patient Days Billed - This is the sum of the "Patient Days on Site" and the "Leave or Hospital Days Billed". The amounts listed on lines 1, 2 and 3 below this heading are calculated automatically. These figures represent the total number of days applicable to each of the three monthly periods within the quarterly reporting period. The "Total Days" listed on line 4 is automatically calculated by summing the days for each of the three lines listed above.

PAYROLL SUMMARY

This section of the REPORT worksheet summarizes the hours worked and the amounts paid for staffing services that should be classified as Routine Services for cost reporting purposes. The data should be reported for all payroll or invoice periods ending during a reporting quarter. See the discussion of the "Nursing Home Payroll Period" and "Contract Staff Invoice Period" under the reporting instructions for the TIME PERIOD SOURCES AND ADJUSTMENTS section, above. The definitions for the reporting periods and the beginning and end dates for each of these areas apply to the data to be reported in this section.

Line Item Definitions/Instructions:

The following line items appear under the "Position Title/Function" column in the PAYROLL SUMMARY section:

- 1) Registered Nurse** - These include registered nurses who provide Routine skilled and/or intermediate care to nursing home residents as defined by the "Nursing Facility Services Uniform Chart of Accounts for Routine Services".
- 2) Licensed Practical Nurse** - These include licensed practical nurses who provide Routine skilled and/or intermediate care to nursing home residents as defined by the "Nursing Facility Services Uniform Chart of Accounts for Routine Services".
- 3) Nurse Aide/Assistant** - These include nurse aides and nurse assistants who provide Routine skilled and/or intermediate care to nursing home residents as defined by the "Nursing Facility Services Uniform Chart of Accounts for Routine Services".
- 4) Total Hours & Expenses** - The amounts listed on line 4 across the page are determined by summing the amounts on lines 1
- 5) Benefits and Payroll Taxes** - These are the amounts for employee benefits and/or taxes attributable to those employee salaries and wages and contract staff services reported on lines 1, 2 and 3. Amounts include, but are not limited to, FICA taxes, unemployment taxes and employee insurance. The types of benefit and payroll taxes included are the same as those reported on the cost report but are limited to the amounts paid during the respective employee payroll and contract services invoice periods specified in the TIME PERIOD SOURCES AND ADJUSTMENTS section above. Enter the amount of "Benefit and Payroll Taxes" applicable for the Routine services provided by employees and contracted staff. Those amounts applicable to "Nursing Home Employees" should be listed on line 5 under the "Salaries & Wages Paid" column heading. Those amounts applicable to "Contracted Staff" should be listed on line 5 under "Contracted Services Paid". These cells are unprotected and will appear in a blue font as amounts are entered. The amount listed for "All Staff" is in a "protected cell" and will be calculated automatically from the two cells to the left.
- 6) Total Expenses** - This is the sum of lines 4 and 5 for "Salaries and Wages Paid" listed under the "Nursing Home Employee" header, the "Contract Services Paid" header listed under the "Contracted Staff" header, and the "Total Amount Paid" listed under the "All Staff" header. These amounts are calculated automatically on line 6. They are "cell protected" and cannot be overridden.

Column Heading Definitions/Instructions:

The following are the three major groupings by which data are organized in the columns of the PAYROLL SUMMARY section. These are followed by the detailed column descriptions which fall under these major groupings:

- Nursing Home Employees** - These are regularly employed staff who provide Routine services and whose hours and time are included in the employee payroll records of the facility.
- Contracted Staff** - These are contracted staff who provide Routine services who typically work for the facility under contract services arrangements. They are usually paid based on submitted invoices.
- All Staff** - For this report, "All Staff" represent the sum of the hours and payments for the "Nursing Home Employees" and "Contracted Staff" listed in the two major groupings to the left within this section.

The following are column headings listed under the "Nursing Home Employees" header, the "Contracted Staff" header and, in some instances, the "All Staff" header. The definitions apply to specific header groups, as identified below.

Hours Worked - This includes hours worked while delivering care directly to residents in the facility, plus other hours worked for other activities such as nursing administration, MDS preparation, and care plan coordination. The work hours reported are for all payroll or invoice periods ending during the reporting quarter. See the discussion of the "Nursing Home Payroll Period" and "Contract Staff Invoice Period" under the reporting instructions for the TIME PERIOD SOURCES AND ADJUSTMENTS section, above. The definitions for the reporting periods and the beginning and end dates for each of these areas apply to the "Hours Worked" reported under each employee and contracted staff heading. The cells under the "Hours Worked" column heading for lines 1 through 3 are unprotected and will appear in a blue font as amounts are entered. Please enter the appropriate data for each line. The "Total Hours & Expenses" listed on line 4 under this heading is "cell protected" and will be calculated automatically as the sum of the amounts from lines 1, 2 and 3. These amounts cannot be overridden.

Other Hours Paid - This includes the number of hours paid for which work was not required, such as vacation, sick leave or holidays, as applicable. The other paid hours reported are for all payroll or invoice periods ending during the reporting quarter. See the discussion of the "Nursing Home Payroll Period" and "Contract Staff Invoice Period" under the reporting instructions for the TIME PERIOD SOURCES AND ADJUSTMENTS section, above. The definitions for the reporting periods and the beginning and end dates for each of these areas apply to the "Other Hours Paid" reported under each employee and contracted staff heading. The cells under the "Other Hours Paid" column heading for lines 1 through 3 are unprotected and will appear in a blue font as amounts are entered. Please enter the appropriate data for each line. The "Total Hours & Expenses" listed on line 4 under this heading is "cell protected" and will be calculated automatically as the amounts for lines 1, 2 and 3 are entered. These amounts cannot be overridden.

Total Hours Paid - For the "Nursing Home Employees" and "Contracted Staff" headings, this is the sum of Hours Worked and Other Hours Paid listed in the two preceding columns under each respective employee and contract services group. The "Total Hours Paid" listed in each respective column is determined by summing the days for each of the two preceding columns. The cells are "cell protected" and cannot be overridden. For the "All Staff" heading, this is the sum of "Total Hours Paid" amounts listed in the "Nursing Home Employees" and "Contracted Staff" heading areas. The cells listed on lines 1 through 4 under this header are "cell protected" and cannot be overridden.

Salaries & Wages Paid - This is the amount paid to nursing home employees for those Routine services that are reported in the preceding column under the "Nursing Home Employees" heading. The reported salaries and wages paid are for those Routine services related to all payroll periods ending during the reporting quarter. See the discussion of the "Nursing Home Payroll Period" under the reporting instructions for the TIME PERIOD SOURCES AND ADJUSTMENTS section, above. The definitions for the reporting periods and the beginning and end dates for nursing home employees apply to the "Salaries and Wages Paid" reported under the "Nursing Home Employee" heading. The cells under the "Salaries & Wages Paid" column heading for lines 1 through 3 are unprotected and will appear in a blue font as amounts are entered. Please enter the appropriate data for each line. The "Total Hours & Expenses" listed on line 4 under this heading is "cell protected" and will be calculated automatically as the sum of the amounts from lines 1, 2 and 3. This amount cannot be overridden.

Contract Services Paid - This is the amount paid to contract staff for those Routine services that are reported in the preceding column under the "Contracted Staff" heading. The reported contract services paid are for applicable Routine services provided during the reporting quarter. See the discussion of the "Contract Staff Invoice Period" under the reporting instructions for the TIME PERIOD SOURCES AND ADJUSTMENTS section, above. The definitions for the reporting periods and the beginning and end dates for contracted staff apply to the "Contract Services Paid" reported under the "Contracted Staff" heading. The cells under the "Contract Services Paid" column heading for lines 1 through 3 are unprotected and will appear in a blue font as amounts are entered. Please enter the appropriate data for each line. The "Total Hours & Expenses" listed on line 4 under this heading is "cell protected" and is calculated automatically as the amounts for lines 1, 2 and 3 are entered. This amount cannot be overridden.

Total Amount Paid - This is the sum of each line for the "Salaries and Wages Paid" listed under the "Nursing Home Employee" header, and the "Contract Services Paid" listed under the "Contracted Staff" header. The cells on lines 1 through 6 are "cell protected" and cannot be overridden.

REVENUES

This section of the Report contains quarterly revenue amounts from the provider's Routine and Ancillary Services less any Allowances and Adjustments. Revenues include payments from Medicare, Medicaid (Fee for Service), Medicaid (CMO), and Other Insurance payor sources.

Line Item Definitions/Instructions:

- 1) Routine Services Revenue-** Enter gross revenues earned from daily services (room, board, and routine nursing care) rendered to patients.
- 2) Ancillary Services Revenue-** Enter gross revenues, measured in terms of the full established rates, earned from all special services (i.e. physical therapy, speech therapy, etc.) rendered to patients.
- 3) Allowances and Adjustments-** Enter offsets to revenues which are recorded at scheduled charges of the facility. These allowances and adjustments may arise from charity services, contractual allowances, policy discounts, administrative adjustments, and bad debts.
- 4) Net Revenue-** Total Routine and Ancillary Services revenues less Allowances and Adjustments.