

Source: February 4, 2020 CHIA E-Mail



NURSING FACILITY REALTY COST REPORT SUBMISSION UPDATE

The Center for Health Information and Analysis (CHIA) would like to update you regarding the **new electronic** nursing facility Realty Company Cost Report, now called the **REA-CR**, that many of you will be using for the first time in 2020 to file your 2019 cost reports.

CHIA has reformatted the nursing facility Realty Company Cost Report, formerly known as HCF-2, for your 2019 cost report submission. This cost report, previously completed manually and submitted in paper form, will now be completed and submitted electronically via [CHIA Submissions](#). CHIA Submissions is CHIA's cost report submission portal that allows for electronic submission of many provider cost reports. The REA-CR is the second of three nursing facility cost reports to be integrated into the CHIA Submissions process, which is the same process used by nursing facilities to file their Management Company Cost Reports, or MGT-CR. For those unfamiliar with this process, CHIA Submissions is an online application for both entering and uploading cost reports and other financial and accounting data.

The REA-CR is expected to be available for completing your 2019 Realty Company Cost Reports in Spring 2020.

In preparation for you to use CHIA Submissions to file the new REA-CR, we require that each nursing facility and its realty company cost report data submitter(s), preparer(s) and certifier(s) complete the following forms:

1. [Realty Company REA-CR Information Form](#). This is a new Excel form and must be completed by nursing facilities that have a realty company. This form provides CHIA with background information of the realty company and identifies individuals who need access to the REA-CR on CHIA Submissions as data submitters, preparers, and/or certifiers.

2. [CHIA INET/CHIA Submissions User Agreement](#). This form needs to be completed by each data submitter, preparer, and certifier. If a data submitter, preparer, and/or certifier can already access either CHIA INET for submitting the HCF-1 cost report, or CHIA Submissions for the MGT-CR, then this form does not have to be completed again.

3. [Non-Confidential Data Security Agreement](#). This security agreement needs to be completed for each realty company's nursing facility. If the nursing facility completed this security agreement to become a CHIA INET or CHIA Submission MGT-CR filer, it does not need to complete this agreement again.

Each of the above mentioned forms must be emailed to CHIAcostreports.LTCF@state.ma.us no later than **February 25, 2020**.

To assist you in completing the new REA-CR, CHIA has created a document that provides a crosswalk from the old HCF-2 account numbers to the new REA-CR account numbers that is located [here](#). All Nursing Facility Cost Report information including forms and updates is located on the CHIA website at <http://www.chiamass.gov/nf-cost-reports>.

CHIA will be hosting a webinar to provide training and information on the new REA-CR following its release on CHIA Submissions in Spring 2020. We will send out notification via email to sign up for this webinar.

Update on other Nursing Facility Cost Reports (HCF-1 and MGT-CR)

CHIA is in the process of preparing the HCF-1 and MGT-CR cost reports for 2019 reporting and will notify you when these costs reports will be available along with filing deadlines. In order to minimize the impact on providers during this transition, there will likely be some reduced reporting requirements for HCF-1 filers that also must file a realty company cost report.

Questions

If you have any questions about the new REA-CR, please call CHIA's Cost Report Help Desk at (617) 701-8297 or email CHIAcostreports.LTCF@state.ma.us.

Thank you.

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