

Health Financial Systems

## Analyzing Data Using Management Reports & Special Reports

October 14, 2016

Presented by

**Eric Swanson** 

The Leader in Medicare Cost Report Software



### Overview

- Getting Started with Management Reports
  - Cost Center Comparisons
  - Select Reports
  - Set Tolerance Criteria
- Advanced Features
  - Save Custom Groups
  - Setting and distributing Groups
  - Cost Center Filtering
  - Cost Center Analysis Report
- Questions

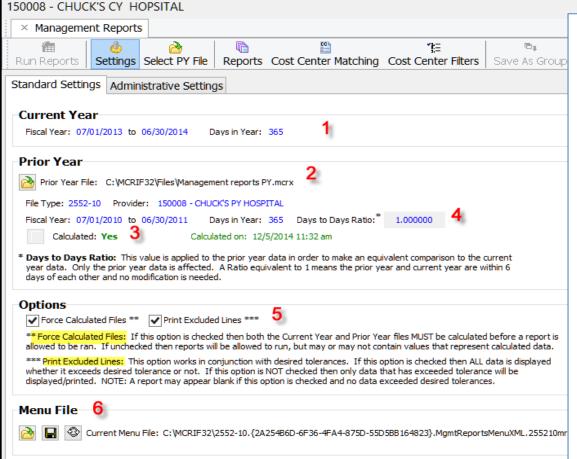


## Management Reports

- Systems
  - -2552-10
  - -2540-10
  - -265-11
  - -216-94
- Why
  - Identify aberrant data prior to filing
  - MAC for UDR
  - Can review .mcrx file to .mcax



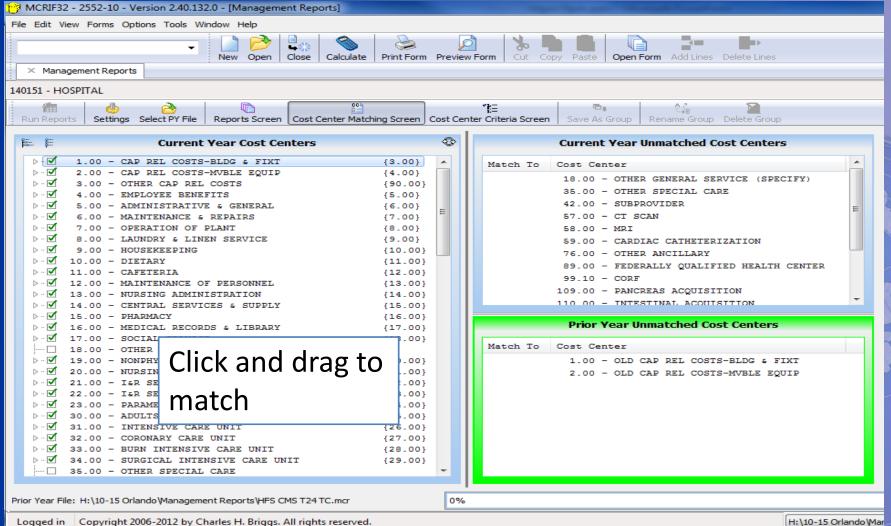
## Settings.....



- 1. CR Period & # Days
- 2. Prior Year File Details
- 3. Is it Calculated?
- 4. Days to Days Ratio
- 5. Options
  - Force Calculated Files
  - Print Excluded Lines
- 6. Menu File
  - Open Existing
  - Save Current
  - Reset to Default

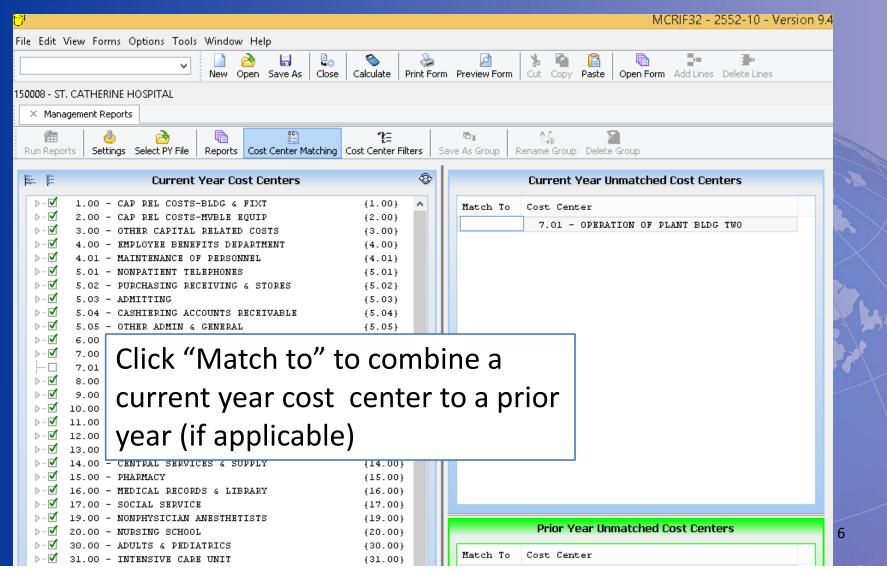


## **Cost Center Matching**



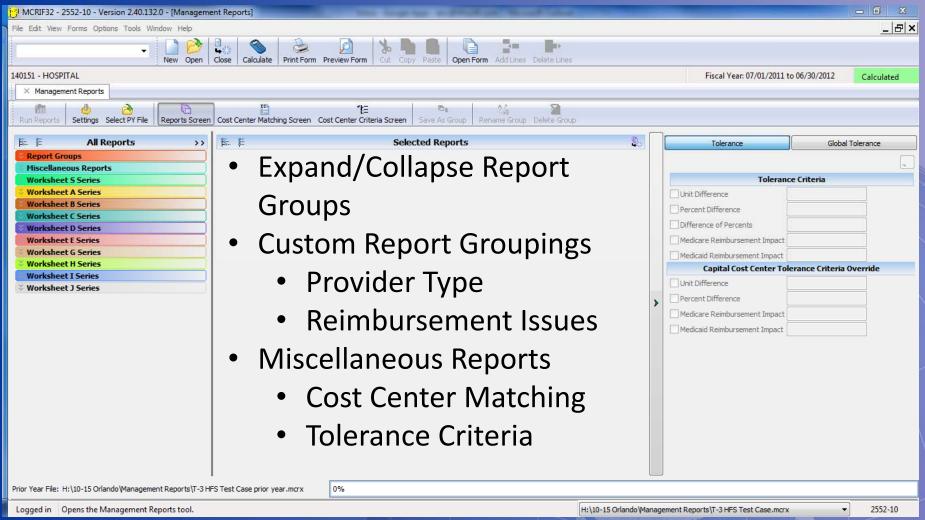


## **Cost Center Matching**



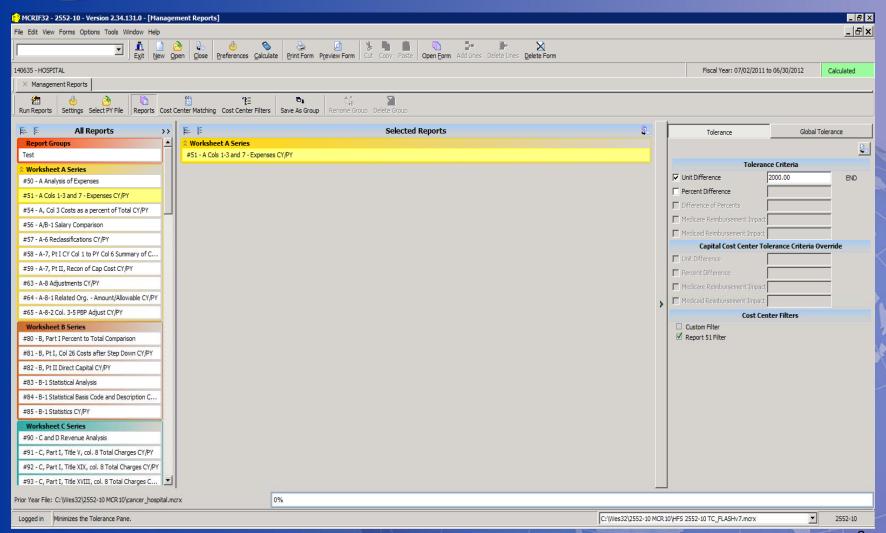


### Management Reports





# Choose Which Reports to apply new tolerance to....





## Individually -

	<b>₽</b> ⊕
Tolerance Criteria	
✓ Unit Difference 2000.00	END
Percent Difference	
☐ Difference of Percents	
Medicare Reimbursement Impact	
Medicaid Reimbursement Impact	
Capital Cost Center Tolerance Crit	eria Override
☐ Unit Difference	
Percent Difference	
Medicare Reimbursement Impact	
Medicaid Reimbursement Impact	
Cost Center Filters	
☐ Custom Filter  ☑ Report 51 Filter	

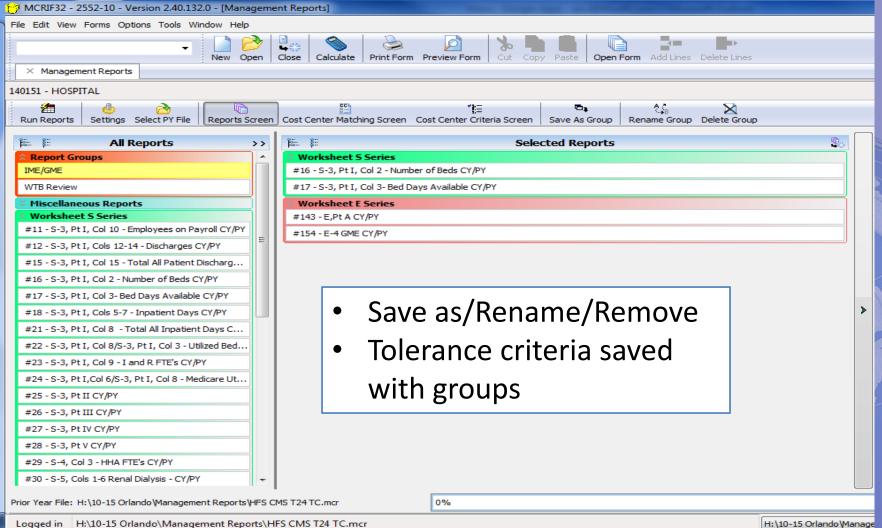


## Or Globally

Tolerance	Global Tole	rance	
Apply O All Reports O Selec	,	Tance	
	ce Criteria		
	1000.00	END	
Percent Difference			
Difference of Percents		-	Sugar.
Medicare Reimbursement Impact			
Medicaid Reimbursement Impact			
Capital Cost Center To	lerance Criteria Over	rride	41
Unit Difference			
Percent Difference			The state of the s
Medicare Reimbursement Impact			
Medicaid Reimbursement Impact			
	iter Filters		
Custom Filter Report 51 Filter			
			4

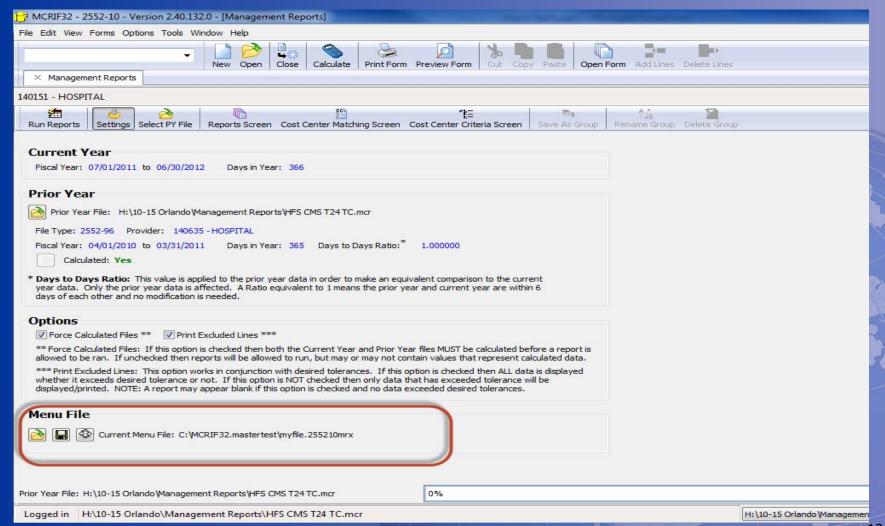


## Report Groupings



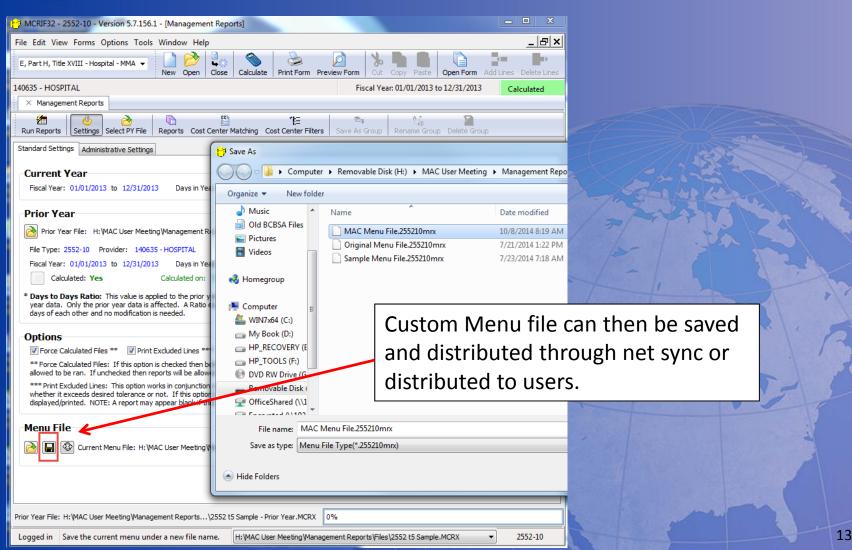


## Saving Settings/Groupings



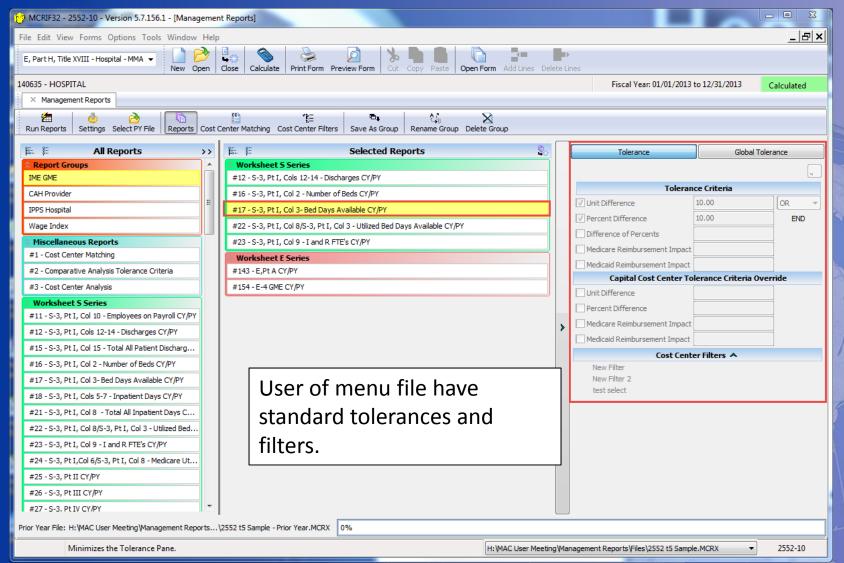


# Management Reports Saving Menu File





## Management Reports Use of Menu File





### Management Reports

### Menu File Name Prints on Footer

	mscrucerony		I			
31.00	Employee discount days - IRF	0.00	0.00	0.00	0.00	31.00
32.00	Labor & delivery days (see	0.00	0.00	0.00	0.00	32.00
	instructions)					
32.01	Total ancillary labor & delivery room	0.00	0.00	0.00	0.00	32.01
	outpatient days (see instructions)					
33.00	LTCH non-covered days	0.00	0.00	0.00	0.00	33.00

Current Year: C:\Users\Eric\Documents\Training\2014\12-10 Management Reports\2552 t6 Sample.MCRX Prior Year: C:\Users\Eric\Documents\Training\2014\12-10 Management Reports\2552 t5 Sample - Prior Year, MCRX

Menu File: C:\Users\Eric\Documents\Training\2014\12-10 Management Reports\Sample Menu File.255210mrx

1 | Page

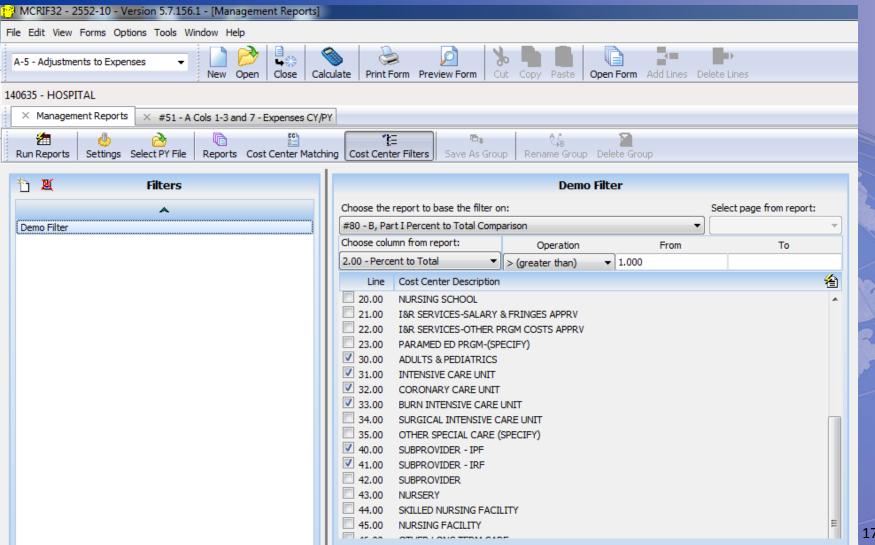


### New Level of Tolerance Criteria

- Cost Center Filtering based on Cost Center Based Worksheets
- Ad Hoc criteria allows the user to set criteria based on selected Worksheet and column.
- Most Common use is probably B, Part I, Column 26 % to Total
- Allows for custom selection of cost centers as well.

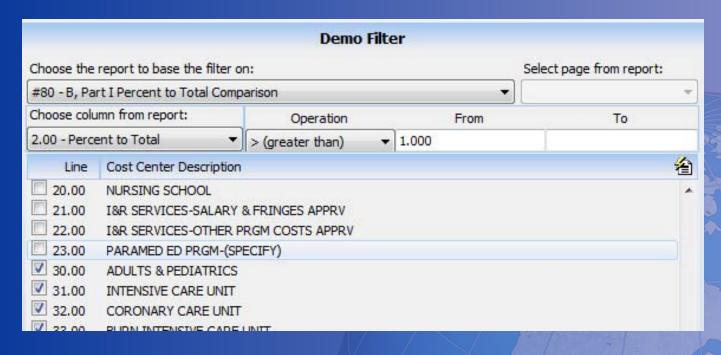


## Select a Report and Column



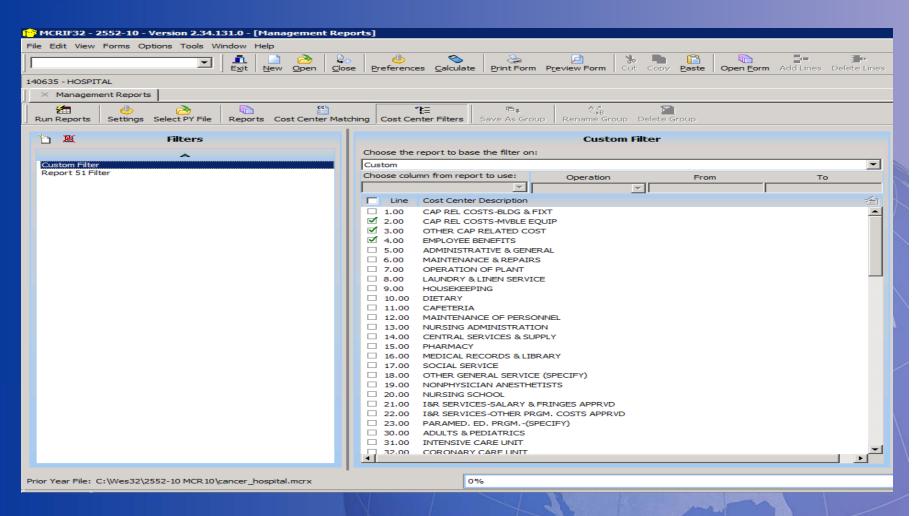


## Set up Tolerance ....



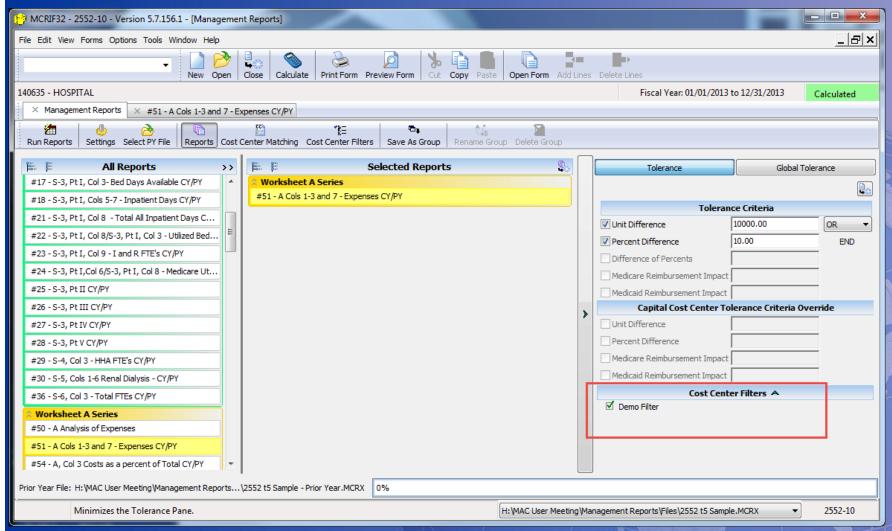


### Or Custom Selection....



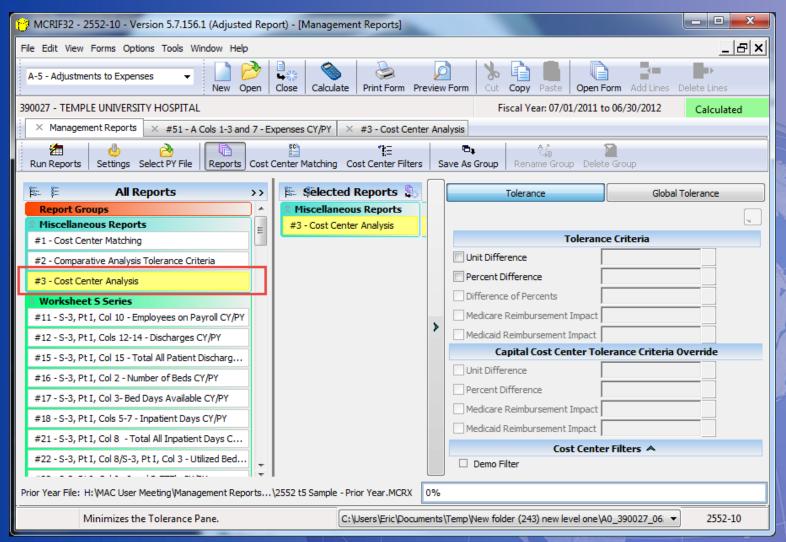


## Choose Which Reports to apply new tolerance to....





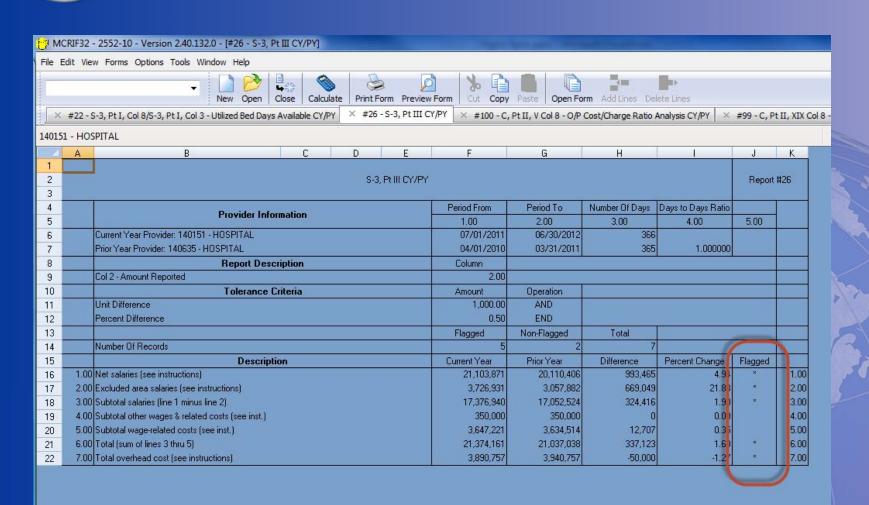
## **Cost Center Analysis**



Cost (	Center Analysis			Report	:#3
From	Period To	Number Of Days	Days to Days Ratio		

Descrides Information	Provider Information Period From Period To		Number Of Days	Days to Days Ratio				
Proyider information	1.00	2.00	3.00	4.00	5.00	6.00	7.00	
A-8-2 PBP Adjustments	0	0	0	0				
A-8-3			0	0				
B Cost to be Allocated (Column 0)	2,031,855	031,855 1,926,262		5				
B Allocated Cost by Cost Center								
Description	Current Year	Percent of Total	Prior Year	Percent of Total	Difference	Percent Change	Flagged	
1.00 CAP REL COSTS-BLDG & FIXT	39,911	8.54	32,638	8.32	7,273	22.28		
2.00 CAP REL COSTS-MVBLE EQUIP	34,268	7.34	33,705	8.59	563	1.67		
4.00 EMPLOYEE BENEFITS DEPARTMENT	41,177	8.82	39,101	9.97	2,076	5.31		
5.00 ADMINISTRATIVE & GENERAL	37,450	8.02	36,168	9.22	1,282	3.54		
7.00 OPERATION OF PLANT	77,236	16.53	66,181	16.87	11,055	16.70		
8.00 LAUNDRY & LINEN SERVICE	33,491	7.17	31,687	8.08	1,804	5.69		
9.00 HOUSEKEEPING	25,113	5.38	23,833	6.08	1,280	5.37		
11.00 CAFETERIA	30,783	6.59	25,923	6.61	4,860	18.75		
12.00 MAINTENANCE OF PERSONNEL	6,846	1.47	0	0.00	6,846	100.00		
13.00 NURSING ADMINISTRATION	13,179	2.82	12,291	3.13	888	7.22		
14.00 CENTRAL SERVICES & SUPPLY	20,508	4.39	0	0.00	20,508	100.00		
15.00 PHARMACY	2,059	0.44	0	0.00	2,059	100.00		
20.00 NURSING SCHOOL	43,269	9.26	32,344	8.25	10,925	33.78		
21.00 I&R SERVICES-SALARY & FRINGES APPRV	45,625	9.77	43,008	10.96	2,617	6.08		
22.00 I&R SERVICES-OTHER PRGM COSTS APPRV	16,206	3.47	15,371	3.92	835	5.43		
Fotal Cost Allocated	467,121		392,250		74,871	19.09		
B-1 Statistic								
Description	Current Year	Prior Year	Difference	Percent Change	Flagged			
1.00 CAP REL COSTS-BLDG & FIXT	20,575	20,575	0	0				
2.00 CAP REL COSTS-MVBLE EQUIP	34,725	34,725	0	0				
4.00 EMPLOYEE BENEFITS DEPARTMENT	1,207,551	1,207,551	0	0				
5.00 ADMINISTRATIVE & GENERAL	2,147,211	2,031,706	115,505	6				
7.00 OPERATION OF PLANT	20,575	20,575	0	0				
3.00 LAUNDRY & LINEN SERVICE	35,391	35,391	0	0				
3.00 HOUSEKEEPING	3,558	3,558	0	0				
11.00 CAFETERIA	31,853	31,853	0	0	Cost	Cost Centers		
12.00 MAINTENANCE OF PERSONNEL	32	0	32	100	COSt	Center	3	
13.00 NURSING ADMINISTRATION	15	15	0	0	nroc	antad a	ctah	٠.
14.00 CENTRAL SERVICES & SUPPLY	9,317	0	9,317	100	hies	ented a	s lab	12
15.00 PHARMACY	1,468	0	1,468	100				
20.00 NURSING SCHOOL	80	80	0	o				
21.00 I&R SERVICES-SALARY & FRINGES APPRV	11,009	11,009	0	ol				
22.00 I&R SERVICES-OTHER PRGM COSTS APPRV	11,009	11,009	0	l o				
C		-	<b>.</b>	<u>.                                    </u>		1		
	3,367,683	3,745,933	-378,250	-10				

## Reports are formatted just like Worksheets





# Management Report Groups Miscellaneous Reports

### Miscellaneous Reports

#1 - Cost Center Matching

#2 - Comparative Analysis Tolerance Criteria

#3 - Cost Center Analysis



# Management Report Groups Worksheet S Reports

#### Worksheet S Series

#11 - S-3, Pt I, Col 10 - Employees on Payroll CY/PY

#12 - S-3, Pt I, Cols 12-14 - Discharges CY/PY

#15 - S-3, Pt I, Col 15 - Total All Patient Discharges CY/PY

#16 - S-3, Pt I, Col 2 - Number of Beds CY/PY

#17 - S-3, Pt I, Col 3- Bed Days Available CY/PY

#18 - S-3, Pt I, Cols 5-7 - Inpatient Days CY/PY

#21 - S-3, Pt I, Col 8 - Total All Inpatient Days CY/PY

#22 - S-3, Pt I, Col 8/S-3, Pt I, Col 3 - Utilized Bed Days Available CY/PY

#23 - S-3, Pt I, Col 9 - I and R FTE's CY/PY

#24 - S-3, Pt I,Col 6/S-3, Pt I, Col 8 - Medicare Utilization - IP Days CY/PY

#25 - S-3, Pt II CY/PY

#26 - S-3, Pt III CY/PY

#27 - S-3, Pt IV CY/PY

#28 - S-3, Pt V CY/PY

#29 - S-4, Col 3 - HHA FTE's CY/PY

#30 - S-5, Cols 1-6 Renal Dialysis - CY/PY

#36 - S-6, Col 3 - Total FTEs CY/PY

### All Prior year to Current Year



# Management Report Groups Worksheet S Reports

#### Worksheet 5 Series

#11 - S-3, Pt I, Col 10 - Employees on Payroll CY/PY

#12 - S-3, Pt I, Cols 12-14 - Discharges CY/PY

#15 - S-3, Pt I, Col 15 - Total All Patient Discharges CY/PY

#16 - S-3, Pt I, Col 2 - Number of Beds CY/PY

#17 - S-3, Pt I, Col 3- Bed Days Available CY/PY

#18 - S-3, Pt I, Cols 5-7 - Inpatient Days CY/PY

#21 - S-3, Pt I, Col 8 - Total All Inpatient Days CY/PY

#22 - S-3, Pt I, Col 8/S-3, Pt I, Col 3 - Utilized Bed Days Available CY/PY

#23 - S-3, Pt I, Col 9 - I and R FTE's CY/PY

#24 - S-3, Pt I,Col 6/S-3, Pt I, Col 8 - Medicare Utilization - IP Days CY/PY

#25 - S-3, Pt II CY/PY

#26 - S-3, Pt III CY/PY

#27 - S-3, Pt IV CY/PY

#28 - S-3, Pt V CY/PY

#29 - 5-4, Col 3 - HHA FTE's CY/PY

#30 - S-5, Cols 1-6 Renal Dialysis - CY/PY

#36 - S-6, Col 3 - Total FTEs CY/PY

### All Prior year to Current Year





# Management Report Groups Worksheet A Reports

#### **Worksheet A Series**

#50 - A Analysis of Expenses

#51 - A Cols 1-3 and 7 - Expenses CY/PY

#54 - A, Col 3 Costs as a percent of Total CY

#56 - A/B-1 Salary Comparison

#57 - A-6 Reclassifications CY/PY

#58 - A-7, Pt I CY Col 1 to PY Col 6 Summary

#59 - A-7, Pt II, Recon of Cap Cost CY/PY

#63 - A-8 Adjustments CY/PY

#64 - A-8-1 Related Org. - Amount/Allowable CY/PY

#65 - A-8-2 Col. 3-5 PBP Adjust CY/PY

**Most PY/CY** 

Report #50 analysis of each line of WS A

Report #56 compares WS A Salaries to B-1 Statistic



# Management Report Groups Worksheet B Reports

#### Worksheet B Series

#80 - B, Part I Percent to Total Comparison

#81 - B, Pt I, Col 26 Costs after Step Down CY/PY

#82 - B, Pt II Direct Capital CY/PY

#83 - B-1 Statistical Analysis

#84 - B-1 Statistical Basis Code and Description CY

#85 - B-1 Statistics CY/PY

#86 - B-1 Line 203 - UCM CY/PY

**Most PY/CY** 

Report #60 reports % to total of each cost center after step down.



## Management Report Groups Worksheet C Reports

#### Worksheet C Series

#90 - C and D Revenue Analysis

#91 - C, Part I, Title V, col. 8 Total Charges CY/PY

#92 - C, Part I, Title XIX, col. 8 Total Charges CY Most PY/CY

#93 - C, Part I, Title XVIII, col. 8 Total Charges (

#94 - C, Part I/D, Part V OP Medicare Utilization (

#95 - C, Part I/D-3 IP Medicare Utilization CY/PY

#96 - C, Pt I, Col 10 - INP Cost to Charge Ratio - TEFRA CY/PY

#97 - C, Pt I, Col 11 - Inp Cost to Charge Ratio - PPS CY/PY

#98 - C, Pt I, Col 9 - INP Cost to Charge Ratio - Other CY/PY

#99 - C, Pt II, XIX Col 8 - O/P Cost/Charge Ratio Analysis CY/PY

#100 - C, Pt II, V Col 8 - O/P Cost/Charge Ratio Analysis CY/PY

#101 - C, Part I/D Part V - CAH O/P Medicare Utilization CY/PY

Report #90 a Medicare Revenue utilization report.



## Management Report Groups Worksheet D Reports

#### Worksheet D Series

#110 - D, Pt V, Col 2+3+4 Total Outpatient Charges CY/PY

#111 - D, Part V O/P Charges - CY/PY

#112 - D-3 Inpatient Charges CY/PY

#114 - D-1 Per Diems CY/PY

#### All PY/CY

#115 - D-2, Pt I, Col 3 -I and R Srvcs Program Acquisition Days CY/PY

#116 - D-3, Col 2 % to Total Inp Charges CY/PY

#117 - D-3, D-1, S-3 Rate Analysis

#118 - D-4, Pt I, Col 1 I/P Routine Organ Charges CY/PY

#119 - D-4, Pt I, Col 2 I/P Routine Organ Acq Ancillary Charges CY/PY

#120 - D-4, Pt I, Col 3 I/P Organ Acquisition Days CY/PY

#121 - D-4, Pt I, Col 3 I/P Routine Organ Acq Ancillary Costs CY/PY

#122 - D-4, Pt I, Col 4 I/P Organ Acquisition Costs CY/PY

#123 - D-4, Pt III, Line 69, Cols 1 and 3 Net Organ Acq Costs and Chrgs CY/PY

#124 - D-4, Pt IV, Col 1 Organ Acq Stats - Living Related CY/PY

#125 - D-4, Pt IV, Col 2 Organ Acq Stats - Cadaveric CY/PY

#126 - D-4, Pt IV, Col 3 Organ Acq Stats - Revenue CY/PY



## Management Report Groups Additional Worksheet Reports

#### Worksheet G Series

#170 - G Balance Sheet Cols 1-4 CY/PY

#### Worksheet H Series

#180 - H-2, Pt I, Col 27 - Allocation of HHA A and G Costs CY/PY

#181 - H-3, Pt I Medicare Utilization CY/PY

#182 - H-3, Pt I XVIII Drug Charges % to Total C

#183 - H-3, Pt I, Col 4 Med Sup and Drugs TTL Cl

### Limited reports for additional Worksheets PY/CY

#184 - H-3, Pt I, Col 4, lines 1-7 - HHA Total Visits CY/PY

#185 - H-3, Pt I, Col 5 - Average Cost Per Visit HHA CY/PY

#186 - H-3, Pt I, Cols (6+7)/4, Lines 1-6 - HHA Title XVIII Visits CY/PY

#### Worksheet I Series

#200 - I-1, Col 1 Dialysis Department Costs CY/PY

#201 - I-3, Cols 1-8 - Statistics CY/PY

#209 - I-4, Col 1, 3, 4, 7 Dialysis Avg Cost/Treatment CY/PY

#### Worksheet J Series

#230 - J-1, Pt I Costs % to Total CY/PY

#231 - J-1, Pt II Alloc Statistics % to Total CY/PY

#232 - J-2, Pt 1, Col 2 Charges % To Total - CY/PY

#233 - J-2, Pt II, Col 3 CCR - CY/PY







- The main change in Special Reports was the addition of the SR923 for the comparison between the cost report FTEs and IRIS.
- We do issue level II edits on 2552-10 reports identifying that the SR923 FTEs are not in agreement to the IRIS amounts which are to be input or imported from HFS IRIS csv file.



×	× SR 923 - IRIS to Cost Report Validations								
4	Α	B C D E F	G	Н	I	J	К		
1 2 3	Provider CCN: 330 181 FCCN: FPOCIAL REPORTS - IRIS to Cost Report Validation			Period From: To:	01/01/2014 12/31/2014		port		
4					Cost Report	IRIS			
5				0	1.00	2.00			
6									
7		W/S E Part A line 10: FTE count for allopathic and osteopathic programs in the current year from yo	ur records.		15.48	0.00	1.00		
8		W/S E Part A line 11: FTE count for residents in dental and podiatric programs.			0.05	0.00	2.00		
9		W/S E Part A line 16: Adjustment for residents in initial years of the program.			0.00		3.00		
10		W/S E Part A line 17: Adjustment for residents displaced by program or hospital closure.			0.00		4.00		
11		W/S E-3 Part II line 6: Current year's unweighted FTE count of I&R excluding FTEs in the new progr of a "new teaching program".		0.00		5.00			
12		W/S E-3 Part II line 7: Current year's unweighted I&R FTE count for residents within the new progra of a "new teaching program".		0.00		6.00			
13		W/S E-3 Part III line 7: Current year's unweighted FTE count of I&R excluding FTEs in the new prog period of a "new teaching program".		2.00		7.00			
14		W/S E-3 Part III line 8: Current year's unweighted I&R FTE count for residents within the new progr of a "new teaching program".		0.00		8.00			
15	9.00	Total IME FTEs		17.53	0.00	9.00			
16									
17	10.00	W/S E-4 line 6: Unweighted resident FTE count for allopathic and osteopathic programs for the curre	ent year.		17.48	0.00	10.00		
18	11.00	W/S E-4 line 15 cols 1 & 2: Adjustment for residents in initial years of new programs.		0.00		11.00			
19	12.00	W/S E-4 line 16 cols 1 & 2: Adjustment for residents displaced by program or hospital closure.		0.00		12.00			
20	13.00	Total Unweighted GME FTEs		17.48	0.00	13.00			
21	Part III - Weighted GME								
22		W/S E-4 line 8 Column 1: Weighted FTE count for physicians in an allopathic and osteopathic prograil year – Primary Care.	m for current		15.44	0.00	14.00		
23	15.00	W/S E-4 line 8 Column 2: Weighted FTE count for physicians in an allopathic and osteopathic prograi year – Other.	m for current		2.04	0.00	15.00		
24	16.00	W/S E-4 line 10 Column 2: Weighted dental and podiatric resident count for the current year.			0.02	0.00	16.00		
25	17.00	W/S E-4 line 15 Columns 1 and 2: Adjustment for residents in initial years of new program.			0.00		17.00		
26	18.00	W/S E-4 line 16 Columns 1 and 2: Adjustment for residents displaced by program or hospital closure.			0.00		18.00		
27	19.00	Total Weighted GME FTEs			17.50	0.00	19.00		
28	8 IRIS Data File								
29	100.00	Specify the IRIS CSV Data File:		C:\USERS\LDISABATO\DOCUMENTS\HFS FILE	S\SPECRPT\SR923\S	Browse	100.00		



 The edits can be ignored as this requirement is not in affect at this time from CMS, however, you may want to ensure your reviews do agree to your audit adjustments.



- We will program updates to the Special Reports to incorporate the 10-1-16 statewide averages, ceilings, etc. This will be in the October release.
- D11927 released in January 2016 corrected an issue with SR920 the IRF data, the IRF Medicaid days were not flowing from S-2 part I line 25 to line 41 on SR920. This related to CMS changing the shading of line 25 column 6.



- Below are the Special Reports for PPS Hospitals along with the FISS references for each report:
  - SR902 Teaching Hospital Rates
    - FISS 42 Screen Fields on the report are Intern/Bed Ratio and CAP/IME Ratio
  - SR916 OPPS RCC Report
    - FISS 4A Screen Field on the report is "Cost to Charge Ratio"
    - We also include bed size along with computing non-OPPS cost to charge ratio that should be placed on FISS 41 screen page 3.



- Special Reports for PPS Hospitals continued:
  - SR917 Cost to Charge Ratio Report this computes
     Operating Cost-Charge ratio; Capital Cost-Charge ratio; Medicaid Ratio and Bed Size.
    - FISS 42 Screen Fields on the report are CTC RATIO (Operating CCR); CCC RATIO (Capital CCR); MEDICAID RATIO and BED SIZE.
  - SR918 Pass Thru Per Diem Report we compute the Med Ed Pass Thru along with Organ Acquisition Pass Thru. We also compute the total for the 42 screen.
    - FISS 42 Screen Fields are PTA EDU, PTA ORG, and TOT PTA.



- Special Reports for PPS Hospitals continued:
  - SR921 HITECH FISS Data Report this accumulates information to be input into FISS for the HITECH Incentive Payments
    - FISS Financial Screen (07 A then enter Oscar & NPI # then PF8) Fields on the report with the corresponding FISS Fields are Total Discharges (TOT DISCHRG), I/P Pt A Days (INP PART A), I/P Pt C Days (INP PART C), Total I/P Days (TOT INP), Total Charges (TOT CHRG), and Charity Care (CHAR CHRG).

The New SR922 HITECH for Final Reports



- Below is the Special Report for Long-Term Care PPS Hospitals along with the FISS references:
  - SR903 Long-Term Care Report
    - FISS 42 Screen Fields on the report are CTC RATIO, MEDICAID RATIO, INTERN/BED RATIO, CAP/IME, and BED SIZE.
    - Please note that Long Term Care Hospitals do not have Capital CCRs.



- Below is the Special Report for Free-Standing and Hospital Based Psych Hospitals along with the FISS references:
  - SR911 Psych Rate Report
    - FISS 42 Screen Fields on the report are CTC RATIO, and INTERN/BED RATIO, and BED SIZE.
    - Please note that Psych Hospitals do not have Capital CCRs.



- Below is the Special Report for Free-Standing and Hospital Based Rehab Hospitals along with the FISS references:
  - SR920 Special Rehab Hospital PPS Report
    - FISS 42 Screen Fields on the report are CTC RATIO, MEDICAID RATIO, and CAP/IME, and BED SIZE.
    - Please note that Rehab Hospitals do not have Capital CCRs.



- Below are the Special Reports for Critical Access Hospitals along with the FISS references for each report:
  - SR905 Medicare Impact Report
    - This is an analysis report only, not a rate setting report.
  - SR909 & SR910 CAH RCC Reports
    - These 2 reports are computing the CAH Per Diem amount to be placed in FISS 41 screen page 2, the CAH Part B rate to be placed in FISS 41 screen page 3.
    - We are also computing the CAH Swing Bed SNF rates if applicable.



- Special Reports for Critical Care Hospitals continued:
  - SR913 CAH 96 Hr Verification Report
    - This is an analysis report only, not a rate setting report.
  - SR921 HITECH FISS Data Report this accumulates information to be input into FISS for the HITECH Incentive Payments
    - FISS Financial Screen (07 A then enter Oscar & NPI # then PF8) - Fields on the report with the corresponding FISS Fields are I/P Pt A Days (INP PART A), I/P Pt C Days (INP PART C), Total I/P Days (TOT INP), Total Charges (TOT CHRG), and Charity Care (CHAR CHRG).

The New SR922 HITECH for Final Reports



## Questions

