

# Chapter 300 Financial Data Submission Portal

October 23, 2018

Participant Reminders:

- Please mute your line.
- Please submit your questions via webinar Chat feature.
- We will address as many questions as possible at the end of today's webinar. For those questions we are unable to get to answers will be distributed to the group

# Agenda

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1. Welcome and Introductions
2. Overview of MHDO Transformation Project
3. New On-Line Submission Portal
4. Review Registration and Data Submission Steps
5. Portal Demonstrations
6. Questions

# Overview of Transition

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MHDO is streamlining the submission of Chapter 300 Hospital Financial Data from a workbook submitted via email to an online portal.

## **The primary benefits of this transition are:**

- submission of data is more secure;
- sorted more efficiently;
- availability of historical hospital submissions, including audited financial statements;
- quicker turnaround of annual reports;
- ability to generate adhoc reports for hospital planning purposes and;
- ability to generate reports for long term financial data analysis.

# Overview of Transition

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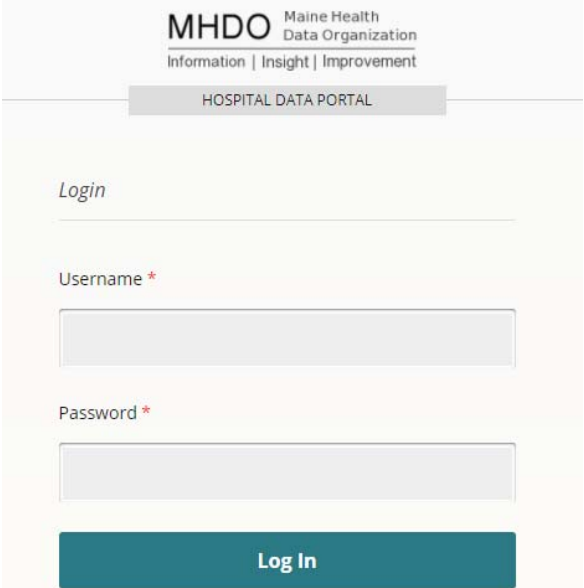
- Starting with FY 2018 Financial data:
  - Data will be submitted through MHDO's hospital portal via an online form.
  - Submissions will no longer be entered into excel workbooks and instead will be entered and validated through the online portal.
  - Audited Financial Statements will be uploaded through the portal
- Go Live the week of November 19<sup>th</sup>

# Accessing the New Portal

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MHDO Hospital Data Portal URL:

[https://mhdo.maine.gov/hospital\\_portal/](https://mhdo.maine.gov/hospital_portal/)



The screenshot shows the login interface for the MHDO Hospital Data Portal. At the top, the logo for MHDO (Maine Health Data Organization) is displayed with the tagline 'Information | Insight | Improvement'. Below the logo, the text 'HOSPITAL DATA PORTAL' is centered. The login form includes a 'Login' label, a 'Username \*' field, a 'Password \*' field, and a 'Log In' button.

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HOSPITAL DATA PORTAL

Login

Username \*

Password \*

Log In

# Submitter Registration

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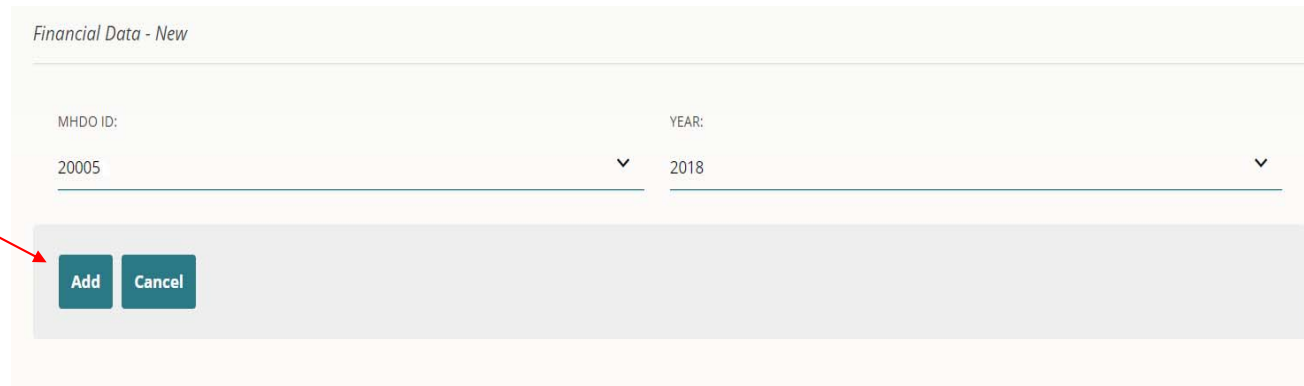
Person(s) who submit Chapter 300 data to the MHDO need user accounts.

- MHDO and HSRI will pre-register users
- Users will receive an email from [portal@mhdo.maine.gov](mailto:portal@mhdo.maine.gov) with your username and temporary password

# Data Submission

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1. Navigate to the Financial Data page link on the left, below your Hospital facility name
2. Click [“Enter New Data”](#)
3. Select the MHDO ID and Year you’re submitting for and Click [“Add”](#)



The screenshot shows a web form titled "Financial Data - New". It contains two dropdown menus: "MHDO ID:" with the value "20005" and "YEAR:" with the value "2018". Below these are two buttons: "Add" and "Cancel". A red arrow points to the "Add" button.

# Data Submission

4. Data from the previous year is automatically loaded
5. Complete the shaded fields for the selected year - Updates are saved *automatically*
6. *Worksheets must be completed when an automated message appears. You may also access the worksheets by clicking on the corresponding line # (11, 21, 22, 33, 39, 95, 115, 126, 138).*

Financial Data 2018

Status: Started

| Line                                    | Heading/Item                                | 2018 | 2017      |
|---|---|------|-----------|
| <b>BALANCE SHEET, UNRESTRICTED FUND</b> |   |      |           |
| <b>CURRENT ASSETS</b>                   |   |      |           |
| 7                                       | Cash and Investment                         |      | -244,361  |
| 8                                       | Current Assets Whose Use Is Limited         |      | 30,953    |
| <b>RECEIVABLES</b>                      |   |      |           |
| 10                                      | Net Patient Accounts Receivable             |      | 4,209,699 |
| 11                                      | Due from Affiliates                         |      | 24,930    |
| 12                                      | Third Party Settlements Receivable          |      | 948,289   |
| 13                                      | Other Accounts Receivable                   |      | 332,542   |
| 14                                      | Inventory                                   |      | 178,600   |
| 15                                      | Other Current Assets                        |      | 366,805   |
| 16                                      | Total Current Assets                        |      | 5,847,457 |
| <b>NON-CURRENT ASSETS</b>               |   |      |           |
| 19                                      | Trustee-Held Investments                    |      | 0         |
| 20                                      | Board-Designated & Undesignated Investments |      | 157,430   |



# Data Submission

## Worksheets:

7. Complete each row as needed
8. Click “[Apply](#)” to have the worksheet values applied to the appropriate Line on the template
9. If worksheet issues are detected by the validations, a message will be displayed
10. If there are no errors on the worksheet, you will be brought back to the template

Financial Data 2018 - Worksheet 11

Heading: RECEIVABLES


Item: Due from Affiliates

Line 11 Value: \$

Current Total: \$0

| # | Entity Name | Amount | Purpose | Action                 |
|---|-------------|--------|---------|------------------------|
| 1 |             |        |         | <a href="#">Delete</a> |
| 2 |             |        |         | <a href="#">Delete</a> |
| 3 |             |        |         | <a href="#">Delete</a> |
| 4 |             |        |         | <a href="#">Delete</a> |
| 5 |             |        |         | <a href="#">Delete</a> |

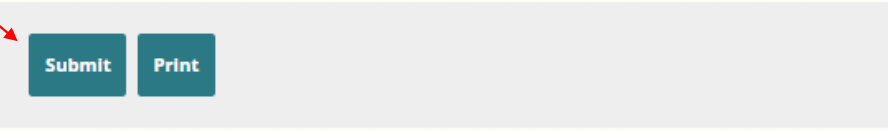
[Add Line](#)



# Data Submission

11. Click the “Submit” button when all required fields are complete and you are ready for MHDO to review your submission
12. If issues are detected by the validations, a message will be displayed indicating which lines need to be corrected

| CASH FROM FINANCING ACTIVITIES |  |            |          |
|--------------------------------|--|------------|----------|
| 130                            | Issue Long-Term Debt                               |            | 0        |
| 131                            | Repay Long-Term Debt                               |            | -820,739 |
| 132                            | Increase/Decrease Third Party Settlement           | 0          | 0        |
| 133                            | Increase/Decrease Due To Affiliates                | 0          | 0        |
| 134                            | Increase/Decrease Pension, Self Insurance          | 0          | 0        |
| 135                            | Increase/Decrease Other Non-Current Liabilities    | -570,832   | -93,001  |
| 136                            | Transfers From (To) Restricted Funds               |            | 12,666   |
| 137                            | Transfers From (To) Other Entities                 |            | 0        |
| <u>138</u>                     | Other Cash Provided (Used) In Financing Activities |            | 0        |
| 139                            | Cash Provided (Used) Financing Activities          | -570,832   | -901,074 |
| 140                            | Net Change In Cash                                 | 10,514,213 | 356,482  |

A grey rectangular box containing two dark teal buttons with white text: "Submit" and "Print". A red arrow points from the "Submit" button back to the text in step 12 of the list above.

# Audited Financial Statement - File Naming

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This step is critical to the proper identification and attribution of financial data. The file name must be constructed using the following convention:

## **FIN-XXXXXX-yyyy.pdf**

1. **FIN** identifies the data submitted as financial data required by MHDO Chapter 300.
2. **XXXXXX** identify your hospital's MHDO ID number, which can be found on the Financial Data Page on the MHDO website. (A list of hospitals and their MHDO ID's will be provided)
3. **yyyy** specify the four-digit reporting year.

**Please note that the dashes ARE necessary and do not add spaces.**

Example:

- FIN-123456-2018.pdf

# Data Submission

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13. To upload the Audited Financial Statement (AFS) for the year click [“Upload AFS”](#)

Financial Data - Home

[Enter New Data](#)

| Year | Modified              | Status  | Notes | AFS | Actions  |
|------|-----------------------|---------|-------|-----|--|
| 2018 | 8/31/2018 12:13:41 PM | Started |       |     | <a href="#">Edit</a>   <a href="#">Status History</a>   <a href="#">Upload AFS</a> |



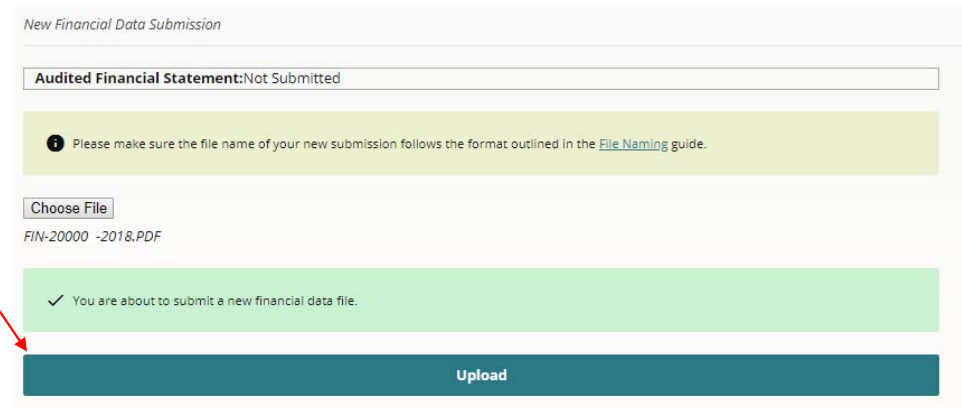
# Data Submission

14. Click “Choose file” and navigate to the file you are going to upload



The screenshot shows the 'New Financial Data Submission' form. At the top, there is a text input field labeled 'Audited Financial Statement: Not Submitted'. Below this is a green information box with an 'i' icon and the text: 'Please make sure the file name of your new submission follows the format outlined in the [File Naming](#) guide.' Underneath the information box is a 'Choose File' button. Below the button, it says 'No Selected File'.

15. Click “Upload” to upload the file



The screenshot shows the 'New Financial Data Submission' form after a file has been selected. The 'Audited Financial Statement: Not Submitted' field is still present. The green information box is still there. Below it, the 'Choose File' button is now disabled and shows the filename 'FIN-20000 -2018.PDF'. Below the filename is a green success message box with a checkmark icon and the text: 'You are about to submit a new financial data file.' At the bottom of the form is a large dark teal 'Upload' button.

16. You should get success or failure messages indicating whether transmission of the file was successful

# Portal Demonstration

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# Additional Resources

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## MHDO WEBSITE HOSPITAL FINANCIAL DATA PAGE

[https://mhdo.maine.gov/financial\\_data\\_submitters.htm](https://mhdo.maine.gov/financial_data_submitters.htm)

- Today's webinar has been recorded and will be made available by the end of the month.
- Submission information and updates are posted on the website.

# Troubleshooting

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## TECHNICAL SUPPORT

- The MHDO Help Desk is available for any technical/system issue you may encounter. Support is available during regular business hours (8 a.m. – 5 p.m. EST, Monday – Friday).
- Email: [mhdohelp@hsri.org](mailto:mhdohelp@hsri.org)

## COMPLIANCE AND COMPLETING FORMS

- Questions relating to completion of the forms, deadlines for submissions, or extension requests can be directed to Debra Dodge [debra.j.dodge@maine.gov](mailto:debra.j.dodge@maine.gov)



# Hospital List

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A list of hospitals, parent entities, and their MHDO IDs will be provided in the coming weeks.

# Q & A



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