*This document provides instructions for residential care facilities to complete the Supplemental Payment filing as required per* [*Administrative Bulletin 22-03*](https://www.mass.gov/doc/administrative-bulletin-22-03-101-cmr-20400-rates-of-payment-to-resident-care-facilities-updated-payments-related-to-coronavirus-disease-2019-covid-19-to-resident-care-facilities-effective-january-15-2022-0/download)*.*

**The deadline for submitting the report is July 30th, 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 June 30, 2022, or failure to 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 formula*s.**

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.

**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](https://www.mass.gov/doc/administrative-bulletin-22-03-101-cmr-20400-rates-of-payment-to-resident-care-facilities-updated-payments-related-to-coronavirus-disease-2019-covid-19-to-resident-care-facilities-effective-january-15-2022-0/download) (AB 22-03): Updated Payments Related to Coronavirus Disease 2019 (COVID-19) to Residential Care Facilities

## Section A: Spending to Date

1. *Amount Paid to Facility as of June 30th, 2022.* The values in columns 1 and 2 will be pre-filled for each facility.
2. *Line 1, Column 1*. Please report the total amount of AB 22-01 funds spent by the facility as of June 30th, 2022.
3. *Line 2, Column 1*. This value will be auto calculated.

## Section B: Anticipated Spending by Position

1. *Lines 1-6, Column 1.* For each position, please report the total amount of AB 22-03 funds spent by the facility as of June 30th, 2022.
2. *Total Retention and Recruitment Spending.*These values will be auto calculated.
3. *Difference Between Amount Paid and Amount Spent.*These values will be auto calculated.

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

**Common Questions Asked by Providers and Answers**

***Question 1: Can rest homes award retention bonuses to direct care workers who provide services under contract rather than as employees of the facility (dining services, housekeeping services)?***

**Answer:** Yes, only if they are issued directly to the contracted worker.

***Question 2: Can bonus checks be issued directly to the contracted direct care worker, or would they have to be processed through the contracted agency's payroll?***

**Answer:** They can only count if they are paid directly from the facility to the contracted worker.

***Question 3: Can gift cards be issued in lieu of checks for retention bonuses?***

**Answer:** Gifts cards paid to eligible employees are a permissible use. For documentation and audit purposes, the facility must create a log that records the names of employees to whom the gift cards were given and the amount of each gift card, along with a signature from the recipient indicating that the gift card was received.

***Question 4: Are contracted direct care staff considered “direct-care staff” under the supplemental payments from MassHealth Administrative Bulletin 22-03?***

**Answer:** Yes, contracted staff are considered direct-care staff.

***Question 5: Would the payroll taxes on the bonuses also be able to be claimed as an allowable use of the supplemental payments?***

**Answer**: Yes, these supplemental funds can be used towards payroll taxes associated with bonuses to direct care staff.