FREQUENTLY ASKED QUESTIONS

(as of August 5, 2025)

1 **Q.** **Do I have to submit the Annual Filing via the new eFiling Tool?**

A. Yes. All FY2025 Annual Filing submissions **must** be submitted via the new eFiling Tool using the hospital input template downloaded from the tool. No other models/templates or methods of submission will be accepted.

2 **Q.** **How do I access the eFiling Tool (eF2)?**

A. https://hscrcdave1.hmetrix.com/

3 **Q.** **Can there be multiple submitters per single facility?**

A. Yes. The eFiling Tool supports collaborative workflows by allowing multiple users to access and work on a hospital's Annual Filing. Users can complete a portion of the filing and upload it to the tool which stores the most recent submission. When multiple users submit data, their submissions will be merged. Values from the most recent submission will update earlier ones, while values not included in the latest submission will remain unchanged. From there, another user can download the latest version and continue adding to or refining the submission.

4 **Q.** **What if the HSCRC makes a change to the template?**

A. While the Annual Filing template has undergone quality control (QC) and testing by HSCRC staff, hospital users, and industry stakeholders, it is still possible that a formula error or issue could be identified. If a correction is needed, HSCRC will fix the error in eF2. Existing data submitted by the user will be automatically revalidated by eF2. Resubmission of previously submitted data is not necessary.

If you have not submitted data to eF2, you can still use the template with the existing formula error or issue. Upon upload to eF2, the template will be validated by eF2 and the error will be corrected. Note that your data may not tie to expected values until the template has been uploaded into eF2 and the formula error/issue has been corrected. HSCRC recommends always working with the most recently updated hospital template.

5 **Q.** **In the training it was mentioned that values should not be entered into the template using Excel's Paste functionality or Ctrl+V. Can hospitals use formulas? Or does the template only accept 'Paste as Values'?**

A. Formulas can be added to any input cell. The formulas can refer to data from external workbooks that are not accessible to eF2. Hospital users also have the option to 'Paste as Values' if they prefer.

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Q. **If a template contains formulas in an input cell with links to external workbooks upon upload to the eFiling Tool, what happens to those links when the template is subsequently redownloaded from eF2?**

A. If a template contains formulas with links that are intact upon upload to eF2, the values will be preserved, however, the links will **not** be preserved when the template is later redownloaded. HSCRC will investigate if it is possible to retain those links.

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Q. **If I make updates to the Annual Filing online, will eF2 revalidate and provide an error report if errors are found?**

A. Yes. Editing the Annual Filing online follows the exact same process as if a user uploads a template from their computer. eF2 will validate the filing and provide an error report if any errors are found.

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Q. **Can you provide an example of how the template is unique to each facility?**

A. Each hospital template is unique in two ways:
1. It contains pre-populated experience data that is unique to the hospital.
2. Each template contains a list of mandatory and non-mandatory input cells. Mandatory cells are required to contain a value in order for the Annual Filing to be deemed complete by eF2. This logic was created for each hospital based on a combination of their FY26 rate order and FY24 Annual Filing information. For example, if your hospital does not submit data for Schedule P3, you will not be required to submit data for that schedule and vice versa.

It is possible to identify the hospital for which a template was created using one of three methods:
1. The hospital ID shown on the metadata tab which is the last tab.
2. The hospital ID shown at the top of each schedule tab.
The hospital ID is included in the filename of the template downloaded from eF2.

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Q. **The Hospital Input Template takes a minute to load, and it loads in protected mode by default, forcing me to reload it. Can this be avoided?**

A. Yes. There is a workaround for this annoyance. First, the cause - Excel has a Protected View that is designed to protect you when you download a workbook from an untrusted source, such as the Internet. There are two ways to make it trustworthy on a Windows computer.

1. File Trust (**strongly preferred** for security):
1. Download the Hospital Input Template from eF2 and save it to the appropriate location on your computer.
2. Do not open it yet.
3. Right-click on the saved file's icon.
4. Select Properties from the context menu.
5. On the General tab (usually the default tab), look towards the bottom. You should see a message saying, "This file came from another computer and might be blocked to help protect this computer."
6. If you see this message, **check** the Unblock checkbox next to it.
7. Click Apply and then OK.
8. Now, double-click the file to open it in Excel. It should open directly into editing mode without Protected View.
This method is safer because you are making an explicit decision to trust each Hospital Input Template you download from eF2.

2. Folder Trust (for ease):
Speak with your computer administrator before you make changes to your Protected View settings to enable Folder Trust.

We recommend the File Trust method, as it is safer.