



maryland
health services
cost review commission

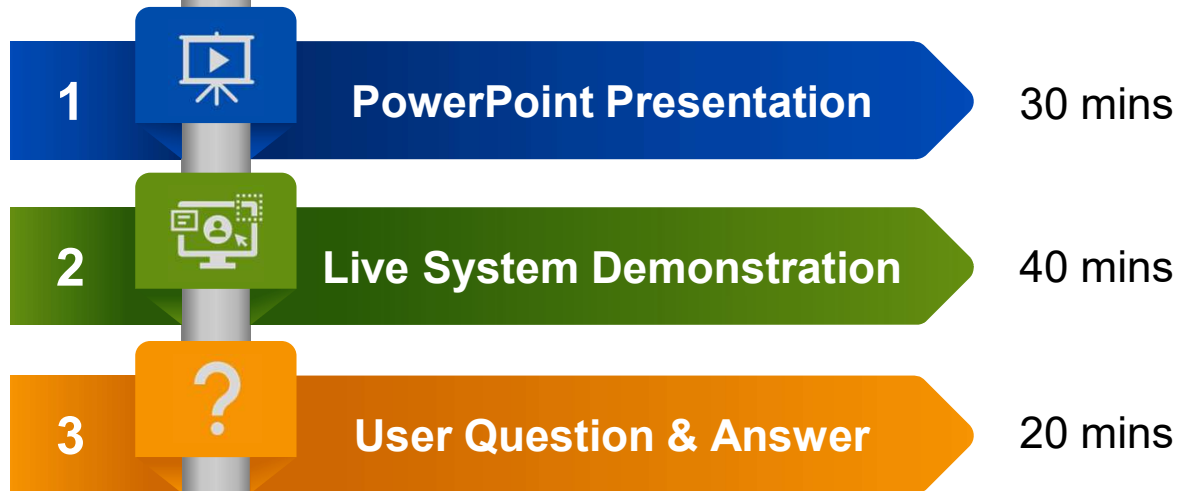
Annual Filing Modernization

eF2 Hospital Training

August 2025

Learning eF2

Enable hospital users to confidently and efficiently utilize the Annual Filing eFiling Tool (eF2) for timely and accurate data submissions to the HSCRC



Purpose of eF2

Leveraging use of DAVE, the eF2 Tool facilitates the timely and efficient submission of Annual Filing data to the HSCRC:

01.

Central location for submission

02.

Standard rules & calculations

03.

Submission validation

04.

Submission status tracking

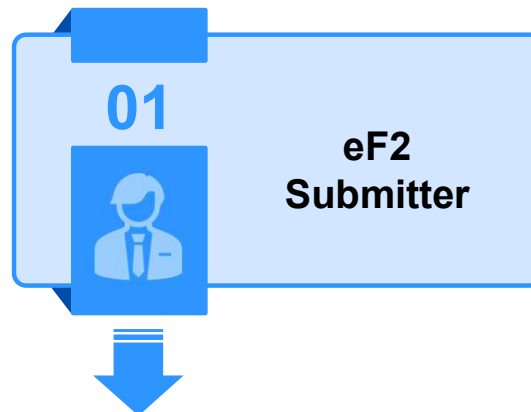
05.

Simplify and expedite aggregation

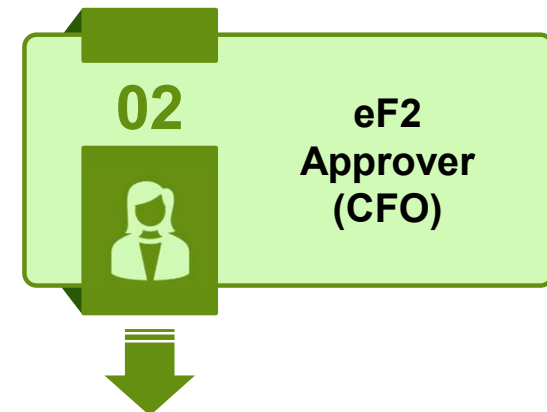
User Roles & Responsibilities

All hospital users must have access to DAVE

IP Addresses must be provided by all users with a submitter role

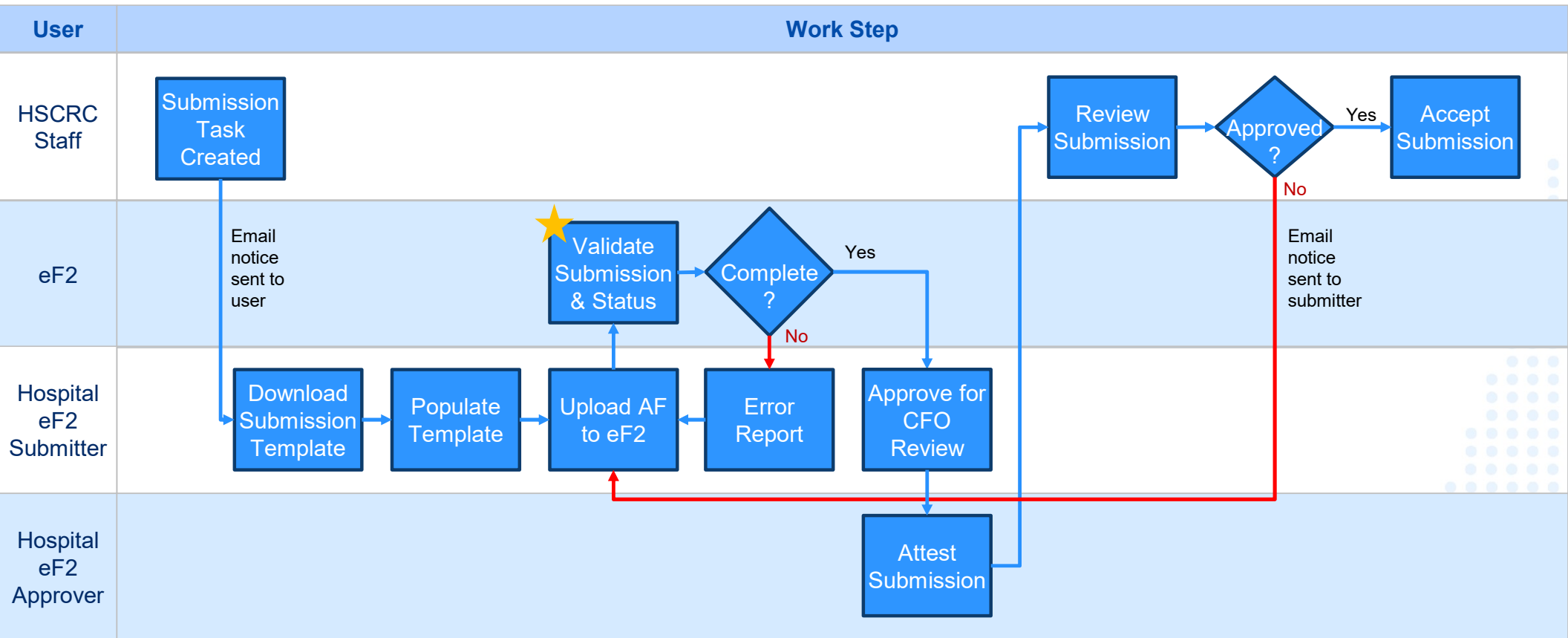


Responsible for Annual Filing submission and management

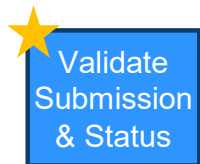


Responsible for attesting to (approving) the Annual Filing

eF2 Workflow



eF2 Workflow – Status Definitions



Hospital Guidelines for Successful Submission of the AF

KEY
to **SUCCESS**

Navigating the Excel template...

Submission
Template

Submission
Status

Real-time
Data
Validation

Critical
Data
Handling
Rules

Help!

Hospital Guidelines for Successful Submission of the AF

Submission
Template

Use the
Template
from eF2

View
Schedule
Tracker

- Use of the current template downloaded from eF2 is a foundational and mandatory step.
- Calculations are automatically performed, providing the necessary outputs.
- List of all schedules and the status of each as indicated in the Status field on each schedule.
- Remainder of worksheet is available for users to make notes for personal use.

Hospital Guidelines for Successful Submission of the AF

Submission
Status

Use the
Status
Dropdown

Track Tab
Colors

- Use the status dropdown to track your work
 - Open
 - Hold
 - In Progress
 - Review
 - Complete
- Cell color changes automatically for easier visual recognition
 - **Blue** mostly inputs
 - **Green** some inputs
 - **Grey** no inputs

Hospital Guidelines for Successful Submission of the AF

Real-time
Data
Validation

Track
Errors

Input
Cell
Identification

- Immediate feedback will help you identify and correct errors as you work.
- Cells with errors are highlighted in **red**.
- Pop-up messages for invalid entries.
- Users can refer to the data dictionary for calculation errors.
- Input cells have a specific fill color to help you see what fields need to be populated.
- Fill colors change to **green** when values are entered.

Hospital Guidelines for Successful Submission of the AF

Critical Data Handling Rules

Cut & Paste Rules

Editable Cell Identification

- **DO NOT** cut and paste! This will break formulas and cause 100% validation errors.
- Always use “Paste Values” (or Ctrl+Shift+V) when adding data to preserve template formatting and formulas.
- Only designated input cells are editable.
- **Blue** cells require inputs.
- **Yellow** cells require inputs if applicable to your organization.

Hospital Guidelines for Successful Submission of the AF



Help!

Data
Quality
Support

Technical
Support


- HSCRC.annual@maryland.gov
- Hours: M-F, 8AM-4PM ET
- For any technical issues, contact the HSCRC Team at hMetrix.
Email: hscrcteam@hmetrix.com
Phone: (610) 668-1961
Hours: M-F, 9AM-5PM ET

eF2 Demonstration

Log onto DAVE to Access the eF2 Tool

Production: <https://hscrcdave1.hmetrix.com/>

Log in to LogOnce




[Reset your password?](#)



Next

© hMetrix

powered by hMetrix

Log in to LogOnce



  yournamehere@hospital.org

[Reset your password?](#)

Login

© hMetrix

powered by hMetrix

Navigating the Home Screen

Role:

Submitter

DAVE



Submitter, Hospital

Logout

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Data Due	Scheduled Annual Filing Hospital June Submission data collection	07/29/2025 10:27 AM		

Download AF Submission Template

Upload AF Submission

Edit/Review AF Submission Online

Request AF Submission Extension



Submission History



Action	Request Reason	Comments	Date	Status	Error %	Error Report
Task created as per prod schedule			07/29/2025 10:26 AM			

Download the Template

Role:

Submitter

DAVE

Download AF Submission Template

Upload AF Submission

Edit/Review AF Submission Online

Submission History

Action	Request Reason
Task created as per prod schedule	

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Data Due	Scheduled Annual Filing Hospital June Submission data collection	07/29/2025 10:27 AM		

Bulk Export

☒ Hospital Name

☒ 210001 - Meritus Medical Center

☒ 210002 - UM Medical Center

☒ 210003 - UM Capital Region Medical Center

Export

Experience data: If financial data is resubmitted, download the Hospital Template; eF2 will update it.

Accessing the eF2 User Manual

**HSCRC Annual Filing
eFiling Tool
User Manual**

May 30, 2025

hMetrix

Template: The Key to Success

Role:

Submitter

Auto Populated

User Input
(required)

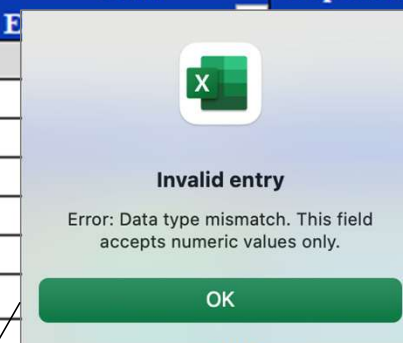
User Input
(if applicable)

Entry OK

Invalid Entry

Locked Cell

Volume	Wages, Salaries, and Fringe Benefits	Other Expenses	Total	Expense/Revenue
1320.0				
	\$3,333.0			
		dd	\$0.0	
			\$0.0	
			\$0.0	
			\$0.0	
			\$0.0	



Note: There is no pop-up for Auto-populated fields that are invalid.
Refer to the data dictionary on the HSCRC website for the validation rule.

Submitting a Template

Role:

Submitter

DAVE

Submitter, Hospital Logout

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Data Due	Scheduled Annual Filing Hospital June Submission data collection	07/29/2025 10:27 AM		

Comments

A comment is required to complete your submission. Please add it below

Comments*

Submit

Download AF Submission Template

Upload AF Submission

Edit/Review AF Submission Online

Rec

Submission History

Action	Request Reason	Comments	Date	Status	Error %	Error Report
Task created as per prod schedule			07/29/2025 10:26 AM			

Handling Validation Errors


Role:

Submitter

DAVE

Tasks

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Invalid	Completion Percentage: 92.06%	07/30/2025 03:15 AM	3.0%	

Download AF Submission Template

Upload AF Submission





Edit/Review AF Submission Online

Download Only Valid AF Submission

Download Latest AF Submission

Request AF Submission Extension

Submission History

Action	Request Reason	Comments	Date	Status	Error %	Error Report
 Error Reports Created		Invalid	07/30/2025 03:15 AM	Active	3.0%	
 Hospital Annual Filing Processing		Processing the Hospital Annual Filing Received from	07/30/2025 03:15 AM			
 Hospital Annual Filing Received		Hospital Annual Filing Received from with the comment Submi...	07/30/2025 03:15 AM			
Task created as per prod schedule			07/27/2025 01:20 AM			

Completion Percentage indicates percent of required fields that are complete in the submission

Download Past Submissions

Role:

Submitter

DAVE



Submitter, Hospital

Logout

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Invalid	Completion Percentage: 92.06%	07/30/2025 03:15 AM	3.0%	

Download AF Submission Template

Upload AF Submission

Edit/Review AF Submission Online

Download Only Valid AF Submission

Download Latest AF Submission

Request AF Submission Extension



Submission History

Action	Request Reason	Comments	Date	Status	Error %	Error Report
Error Reports Created		Invalid	07/30/2025 03:15 AM	Active	3.0%	
Hospital Annual Filing Processing		Processing the Hospital Annual Filing Received from	07/30/2025 03:15 AM			
Hospital Annual Filing Received		Hospital Annual Filing Received from with the comment Submi...	07/30/2025 03:15 AM			
Task created as per prod schedule			07/27/2025 01:20 AM			

Review Data Online

Role:

Submitter

DAVE



Submitter, Hospital

Logout

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Invalid	Completion Percentage: 92.06%	07/30/2025 03:15 AM	3.0%	

Download AF Submission Template

Upload AF Submission

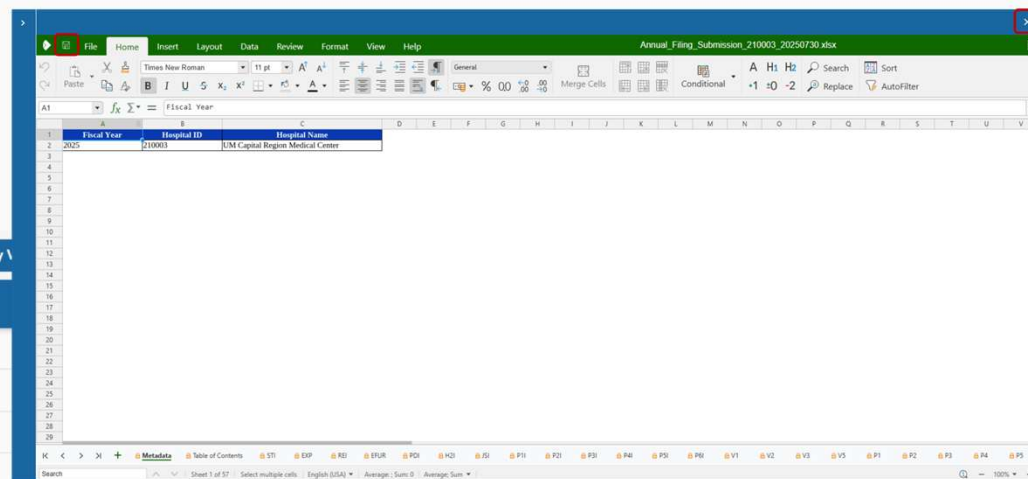
Edit/Review AF Submission Online

Download Only

Submission History

Action	Request Reason
Error Reports Created	
Hospital Annual Filing Processing	
Hospital Annual Filing Received	

Task created as per prod schedule



07/27/2025 01:20 AM

Confirm Submission

Role:

Submitter

DAVE



Submitter, Hospital

Logout

Tasks

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Submitter Review		07/30/2025 03:18 AM		

Submit Annual Filing

You are about to submit the Annual Filing for 210003 - UM Capital Region Medical Center FY 2025. This will send it to the CFO for final attestation. A comment is required to proceed.

Comments*

Download AF Submission Template

Upload AF Submission

Attest AF Submission

Confirm AF Submission

Request AF Submission Extension

Submission History

Action	Request Reason	Submit	Cancel	Date	Status	Error %	Error Report
+ Completed for Review		Complete		07/30/2025 03:18 AM			
+ Hospital Annual Filing Processing		Processing the Hospital Annual Filing Received from		07/30/2025 03:18 AM			
+ Hospital Annual Filing Received		Hospital Annual Filing Received from	with the comment Sub...	07/30/2025 03:18 AM			

Review Data Online

Role: CFO Approver

DAVE



Approver, Hospital

Logout

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Hospital Review	Submitted for Hospital Review	07/30/2025 10:01 AM		

Review AF Submission Online

Download Latest AF Submission

1

2

The screenshot shows a spreadsheet titled "Annual_Filing_Submission". The first row contains headers: "Fiscal Year", "Hospital ID", and "Hospital Name". The second row contains data: "2025", "210003", and "UM Capital Region Medical Center". The spreadsheet is displayed in a window with a standard menu bar (File, View, Help) and a toolbar. The status bar at the bottom indicates "Sheet 1 of 57", "Select multiple cells", "Average: Sum: 0", and "Read-only".

Attestation

Role: CFO Approver

DAVE



Approver, Hospital

Logout

Hospital: 210003 - UM Capital Region Medical Center

Tasks

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Hospital Review

Review AF Submission Online

Download Latest AF Submission

Attest AF Submission

Reject AF Submission

Annual Filing Attestation

Chief Financial Officer Certification

Filing Summary

Filing Year: 2025 Hospital ID: 210003 Facility Name: Um Capital Region Medical Center
Submission Date: Jul 29, 2025

CFO Attestation

Important: By submitting this attestation you are certifying under penalty of perjury that the information contained in this annual filing is true, complete, and accurate to the best of your knowledge and belief

☐ I attest that this annual filing is complete and accurate. *
I certify that all financial data, operational metrics, and regulatory information submitted are true and complete.

☐ Please confirm that the hospital's square footage, as reported in the Annual Filing, has remained unchanged from the previous filing. *
Alternatively, if there have been any modifications to the square footage, please confirm that the current Annual Filing accurately reflects these changes. Your confirmation is appreciated to ensure the accuracy of our submission.

☐ I have the authority to submit this filing on behalf of the organization. *

Back to Review

Submit Filing





Maryland
health services
cost review commission

Request a Resubmission

Role:

Submitter

DAVE

 Submitter, Hospital  Logout

Hospital: 210003 - UM Capital Region Medical Center

Tasks

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Completed	Submission Approved by HSCRC	07/30/2025 03:18 AM		

Request Resubmission

Hospital: 210003 - UM Capital Region Medical Center

Comments*

Download Latest AF Submission

Request AF Resubmission

Request Resubmission

Cancel

Request Submission Extension

Role:

Submitter

DAVE



Submitter, Hospital

Logout

Hospital: 210003 - UM Capital Region Medical Center

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Annual Filing Hospital Submission	2025	Yearly	e-Filing	10/31/2025	Invalid	Completion Percentage: 92.06%	07/30/2025 03:15 AM	3.0%	Download

Extend Due Date

Extension Request Due Date*



Request Reason*



Comments*

Extend

Cancel

Download AF Submission Template

Upload AF Submission

Edit/Review

Download Latest AF Submission

Request AF Submission Extension



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Questions, Comments & Other Suggestions?