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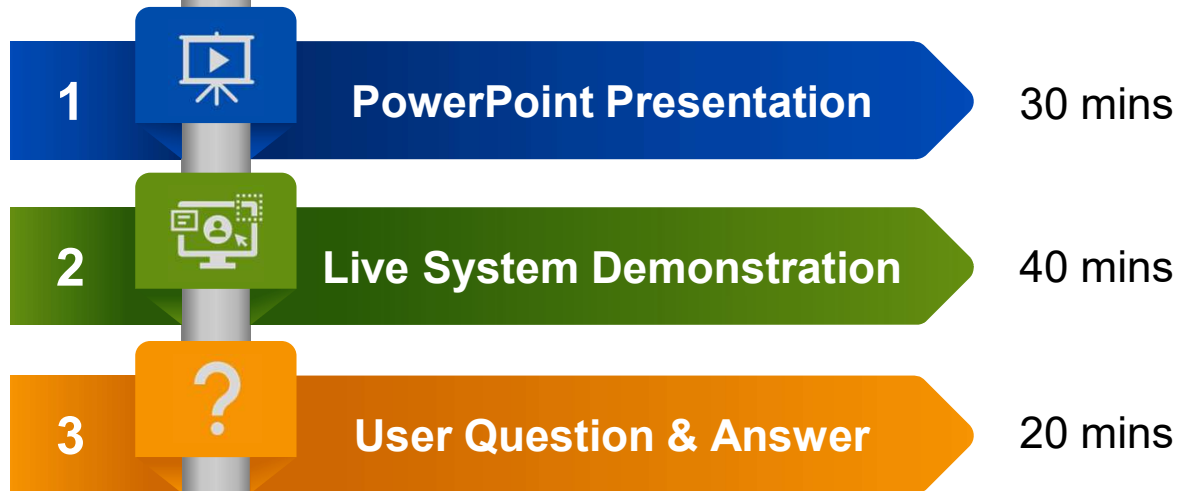cost review commission

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

1	PowerPoint Presentation	30 mins
2	Live System Demonstration	40 mins
3	User Question & Answer	20 mins

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
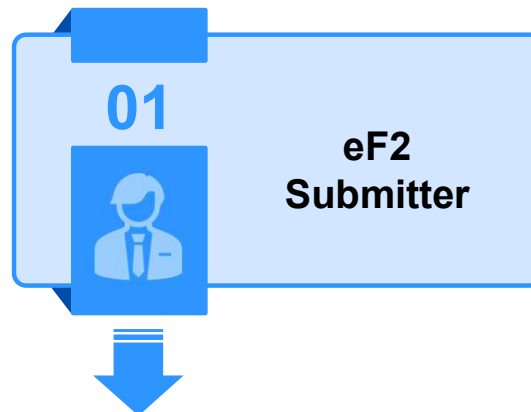
04. Submission status tracking
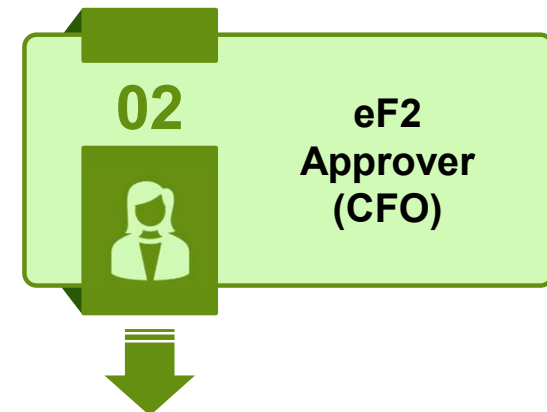
05. Simplify and expedite aggregation

User Roles & Responsibilities

All hospital users must have access to DAVE

01 eF2 Submitter

02 eF2 Approver (CFO)

IP Addresses must be provided by all users with a submitter role
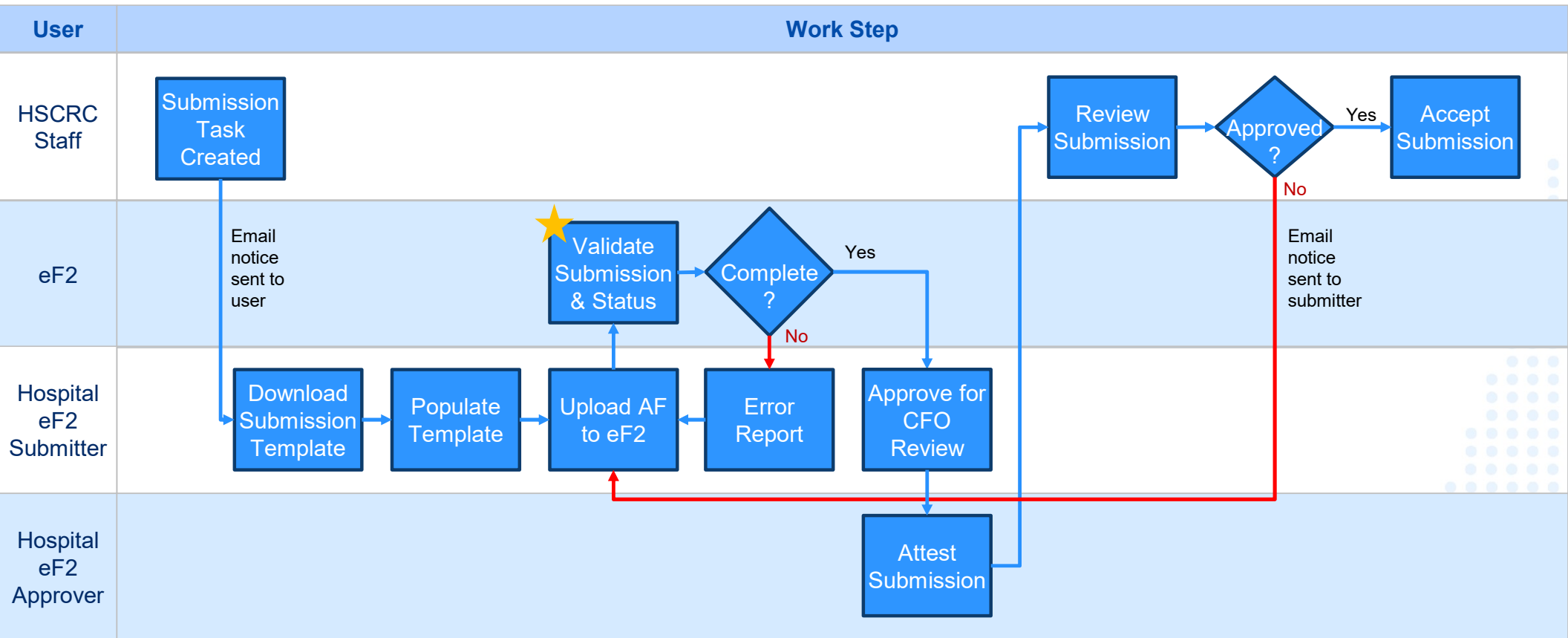
Responsible for Annual Filing submission and management

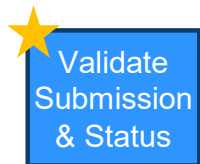Responsible for attesting to (approving) the Annual Filing

eF2 Workflow

User	Work Step
HSCRC Staff	Submission Task Created → ... → Review Submission → Approved? —Yes→ Accept Submission
eF2	Email notice sent to user / Validate Submission & Status → Complete? —Yes→ / —No→ / Email notice sent to submitter
Hospital eF2 Submitter	Download Submission Template → Populate Template → Upload AF to eF2 → Error Report / Approve for CFO Review
Hospital eF2 Approver	Attest Submission

eF2 Workflow – Status Definitions

Validate Submission & Status

01	Invalid	The submitted file failed validation checks.
02	Valid	The submission passed validation.
03	Overdue	The Annual Filing was not received by the due date.
04	Submitter Review	The file is 100% valid and awaits confirmation from the submitter.
05	Hospital Review	Ready for CFO Attestation.
06	HSCRC Review	The filing has been attested and is with HSCRC for final review.
07	Completed	HSCRC has accepted the Annual Filing

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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

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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/

Navigating the Home Screen

Download the Template

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

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 Unit
	1320.0				
		$3,333.0			
			dd		$0.0
					$0.0
					$0.0
					$0.0
					$0.0

Invalid entry

Error: Data type mismatch. This field accepts numeric values only.

OK

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.

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Submitting a Template

Handling Validation Errors

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

Download Past Submissions

Review Data Online

Confirm Submission

Review Data Online

Attestation

Request a Resubmission

Request Submission Extension

Questions, Comments & Other Suggestions?

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