

State of Maryland
Department of Health



Nelson J. Sabatini
Chairman

Joseph Antos, PhD
Vice-Chairman

Victoria W. Bayless

James N. Elliott, M.D.

John M. Colmers

Adam Kane

Jack C. Keane

Katie Wunderlich
Executive Director

Allan Pack, Director
Population Based
Methodologies

Chris Peterson, Director
Payment Reform and Provider
Alignment

Gerard J. Schmith, Director
Revenue & Regulation
Compliance

William Henderson, Director
Medical Economics and Data
Analytics

Health Services Cost Review Commission

4160 Patterson Avenue, Baltimore, Maryland 21215
Phone: 410-764-2605 · Fax: 410-358-6217
Toll Free: 1-888-287-3229
hsrc.maryland.gov

To: Hospital CFOs, MHA, and Hospital Industry Consultants
From: Amanda Vaughan, Associate Director Financial Data Administration *AV*
Date: March 15, 2019
Re: Annual Report of Revenue, Expenses, and Volumes – Data Availability and
Dissemination

This memorandum serves to inform interested parties of the submission requirements and data availability timelines for the Annual Report of Revenues, Expenses, and Volumes (“Cost Report”).

The annual Cost Reports are due to the Commission 120 days after the end of the hospital’s fiscal year. The submission includes two paper copies of all schedules hand delivered, or mailed so it is received by the due date, and an electronic excel version in the format prescribed by the Commission. For example, the due dates for FY 2018 are:

1. FYE June 30: Due October 28, 2018
2. FYE August 31: Due December 29, 2018
3. FYE December 31: Due April 30, 2018

The same naming convention must be used for all excel files submitted to the hsrc.annual@maryland.gov mailbox with the schedule (CDEFHPV, REV5PDA) in the title, the 6 digit hospital number (21-00XX), the four digit fiscal year (fy20XX), and revision number (1, 2, 3), and the revision submission date (MMDDYYYY), if applicable. For excel schedules: (hospid_schedule_FY20xx.xlsx) or (hospid_schedule_fy20xx_Rev2_MMDDYYYY.xlsx)
Ex.: 210001_CDEFHPV_FY2018, or 210001_CDEFHPV_fy2018_rev2_03152019.xlsx

NEW DATA AVAILABILITY PROCESS

Beginning with FY 2018, the Commission will make available the electronic version of the Cost Report, under “Financial Data”, on its website. This data will be posted and subsequently

updated on a quarterly basis, as follows:

1. FYE June 30: First post date: January 31, and updated quarterly for one year.
2. FYE August 31 and December 31: First post date: July 30 and updated quarterly thereafter for a period of one year.

NEW DATA SUBMISSION REQUIREMENT

Also beginning with FY 2018, a PDF of the final version (after all revisions have been submitted and accepted) of the Cost Report, in its entirety, shall be submitted to HSCRC, 60 days before the next reporting year ends. This version will be posted to the HSCRC website for public perusal under “Financial Data”.

This version shall include all schedules in the order of the checklist on the Table of Contents/Attestation page of the Annual Cost Report. Additional reports, including Schedule UR6-A, and all supplemental schedules are to be included. The due dates are:

1. FYE June 30: Due May 1st of the following year;
2. FYE August 31: Due July 2nd of the following year;
3. FYE December 31, Due November 1st of the following year.

All revisions to the Cost Report, and the final version of the Cost Report are to be submitted in PDF format electronically to the mailbox: hsrc.acr-revisions@maryland.gov.

Please note: In order for a revision to be accepted after six months from the end of the fiscal year, hospitals must submit a written request to Dennis Phelps for approval. Any revisions submitted after six months without approval will not be accepted.

Any questions regarding the Cost Report process may be addressed to me at Amanda.Vaughan@maryland.gov, Ms. Andrea Strong at Andrea.Strong@maryland.gov, or Ms. Marcella Guccione D’Anna, at Marcella Guccione@maryland.gov.