maryland health services cost review commission

HSCRC Annual Filing eFiling Tool

Hospital User Manual

August 11, 2025

Table of Contents

Introduction

The Annual Filing eFiling Tool User Manual, developed by hMetrix, provides comprehensive guidance on using the eFiling Tool (eF2) to manage the Annual Filing process with the Health Services Cost Review Commission (HSCRC). This tool enables secure submission, review, and management of Annual Filing data for hospitals, HSCRC staff, and hMetrix administrators.

This User Manual contains the following sections:

1. Overview
2. eFiling Tool Workflow
3. Getting Started
4. eF2 Navigation
    a. Hospital Users
5. Hospital User Functionalities

Overview of the eFiling Tool

hMetrix developed the web-based Annual Filing eFiling Tool (eF2) as an extension of the Data Accuracy Validation Engine (DAVE) framework. hMetrix uses DAVE, an hMetrix platform that securely processes data from payers and providers, for the HSCRC's Case Mix Data Processing, and now for the HSCRC Annual Filing.

eF2 implements HSCRC's requirements for modernizing the Annual Filing process beginning with FY2025. It leverages existing capabilities in DAVE to orchestrate the submission process, automate the processing of data received, perform data quality checks, initiate resubmissions as required, and track the status of these activities.

The eF2 web application creates tasks for Annual Filing submissions and triggers data quality checks when data is submitted. The data to be submitted and data quality checks are built into eF2 in a template-driven approach, allowing HSCRC to update the data collected and the automated checks performed each fiscal year without reprogramming the system. Potential defects identified in the data quality checks are then made available in the web application to allow the HSCRC and the hospitals to review the defects and correct them as required.

Key Features of eF2

The eFiling Tool simplifies the submission process and improves data quality. Its key features include secure login, automated task creation, submission tracking, data quality validation, extension requests, reporting, and data export.

1. **Secure Login**: Two-factor authentication ensures that only authorized users can access the system and submit data.

2. **Automated Task Creation**: Tasks are automatically created based on the filing type and due dates, streamlining the submission workflow.

3. **Submission Tracking**: Easily track the status of submissions, including acknowledgments and any potential errors.

4. **Data Quality Validation**: Built-in validation checks help ensure that the data meets the required standards before submission. After submission, eF2 enforces the same standards, allowing HSCRC to govern the data quality process in a scalable and automated manner.

5. **Extension Requests**: Submit extension requests directly through the tool for direct communication to the HSCRC administrator and for a clear audit trail.

6. **Reporting and Data Export**: Generate comprehensive reports and export your data in various formats for analysis and record-keeping.

eF2 Workflow

eF2 tracks the progress of the HSCRC Template and Hospital data submission through tasks. Tasks are created and updated with task status and status reasons at each stage of the process. Additionally, these statuses drive actions from both Hospital users and HSCRC users. The figure below displays the possible high-level transitions and status of a task.
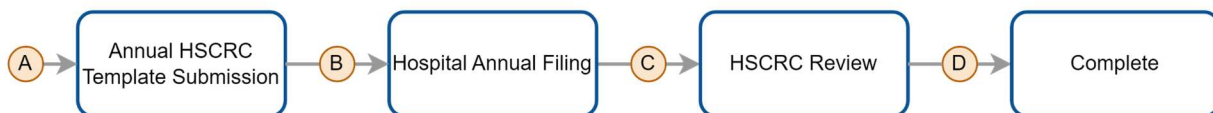
Figure 1. eF2 Workflow

A. eF2 creates the HSCRC Template task according to the production schedule.
B. The HSCRC completes the HSCRC Template submission. eF2 creates the Hospital Input Template automatically.
C. The Hospital(s) download, fill out, and submit the Hospital Input Template. The tool allocates across schedules based on the rules programmed into the HSCRC Template. The hospital reviews the allocation and attests to its accuracy.
D. The HSCRC will review and finalize the submission, including the allocation across schedules.

Getting Started with eF2

As a secure web application, eF2 allows role-based access to authorized personnel only. This section describes the process of:

1. One-time activation of access to the application and setting the password.
2. Subsequent login.
3. Password reset.

Account Activation

Authorized users of eF2 will receive an activation email notifying them to activate their account, as shown in the screenshot below. Users click on the link provided in the email to activate their account.

DAVE Account Activation Inbox ×

hMetrix Team ✓   Thu, Jan 16, 1:22 AM   ☆ ↩ ⋮
hMetrix to [___]

Dear [___],

To activate your DAVE account, please click here . Please note that this link will expire in 7 days. If you are unable to click on the link, please copy and paste the following URL into your browser. https://hscrclogonce1.hmetrix.com/#account/activate-user/488/24a75185e373448ba3627adfe7f38b33

Please use the following guidelines to set a secure password:

- Minimum length of 8 characters
- Must contain at least one uppercase character
- Must contain at least one lowercase character
- Must contain at least one number or symbol

The DAVE web application is supported on Google Chrome version 57 and above, Microsoft Edge 12, Internet Explorer 11, Firefox version 45 and above, Safari version 9 and above, and Opera version 43 and above.

Please contact us at HSCRC.Support@hmetrix.com for assistance.
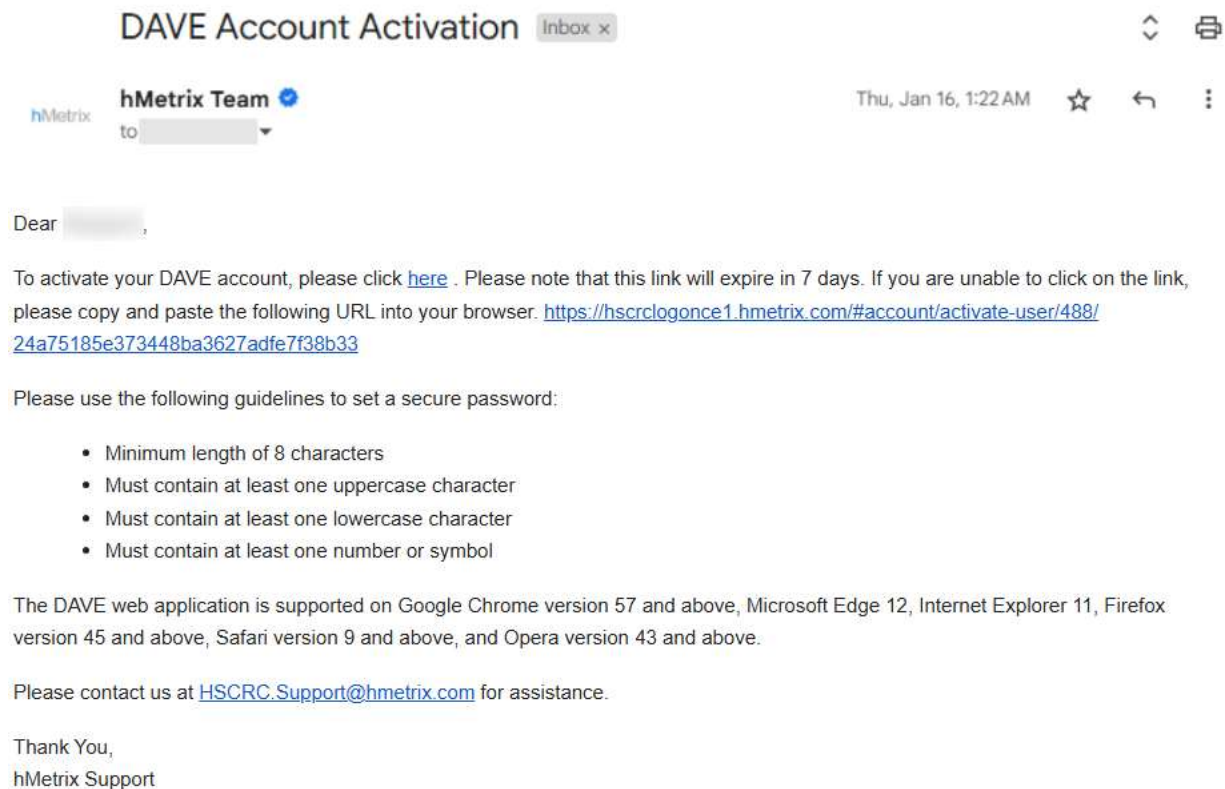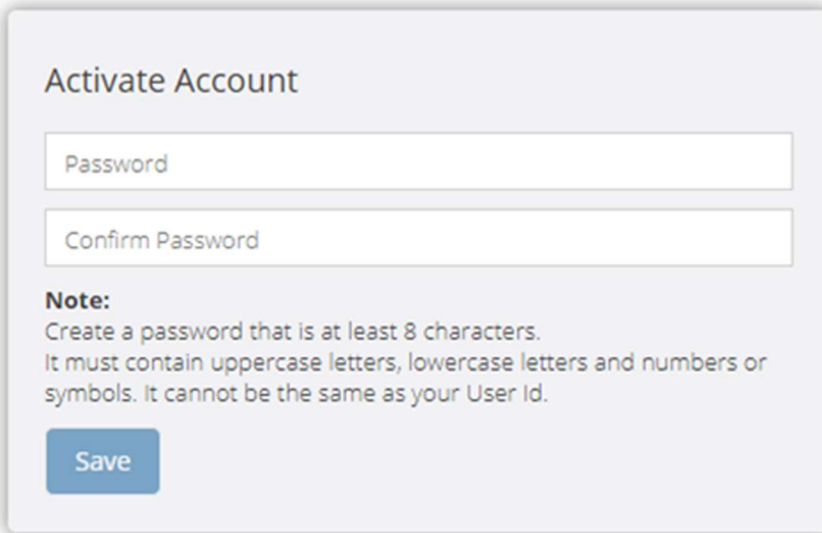
Thank You,
hMetrix Support

Figure 2.   Account Activation Email

When clicking the link, users are requested to create and confirm their password, as shown in the screenshot below.

Click 'Save,' and you're ready to start using eF2.

Logging In

1. Open a modern web browser like Chrome, Edge, or Safari.

2. Users submit Annual Filing data to the HSCRC using the Production system. The Production application is accessible at https://hscrcdave1.hmetrix.com/. Enter the web application's address in the URL window and press Enter. **It is good practice to bookmark the URL for future reference.**

3. The eF2 Login page will be displayed:
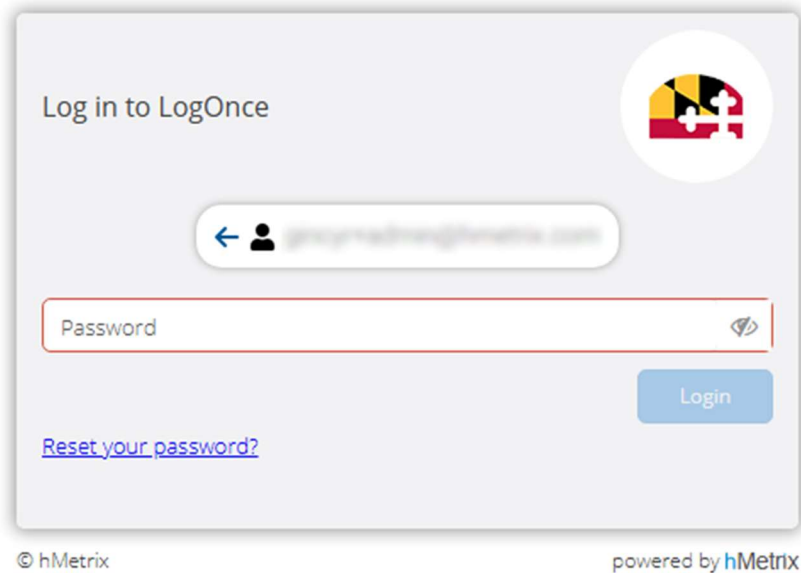
Figure 4.   Log In Page

4.   Enter the email address where you received the activation email.

5.   Click the 'Next' button to navigate to the password screen:

Figure 5.   Password

6.   Enter the password and click 'Login'.

Reset Password

Users can reset or change their password via the "Reset password" link located on the Login screen. The HSCRC or hMetrix does not have a mechanism to retrieve the user's password.

1. Click the 'Reset Your Password?' link on the Login screen to start the password reset workflow.

2. Enter your email address on the Reset Password screen and click "Send Link".

Reset Password? ✖

Enter the email address associated with your account and we will send you a link to reset your password

test@test.com

Send Link
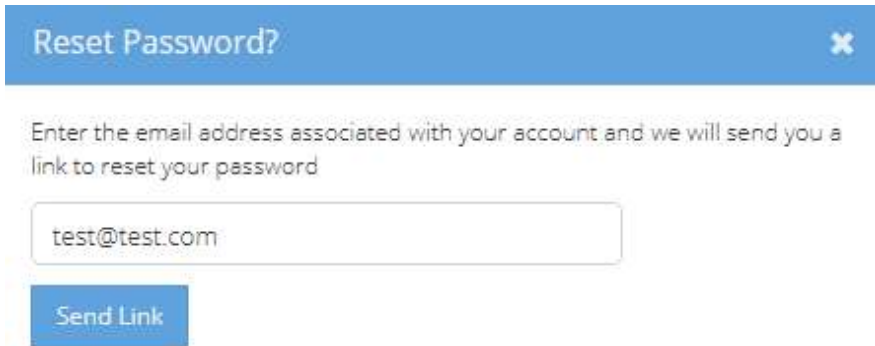
Figure 6. Reset Password

3. A confirmation window is displayed indicating that eF2 sent a reset email:

An e-mail has been sent ✖

The e-mail contains the instructions for resetting your password. If you don't receive this e-mail, please check your junk mail folder or contact us for further assistance.

Ok
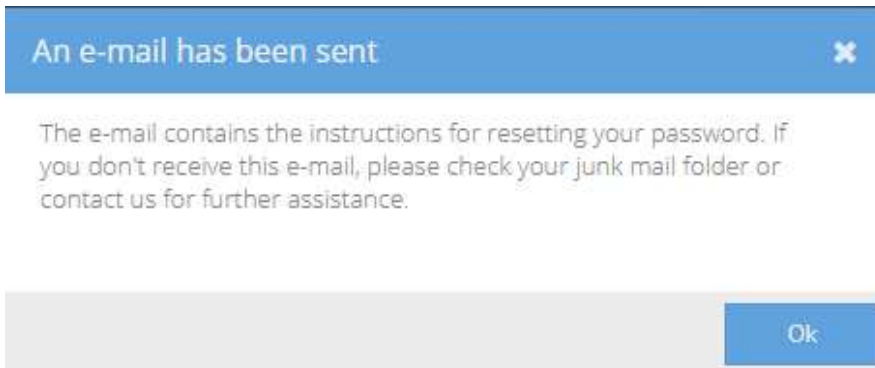
Figure 7. Reset Password Confirmation

4. You will receive an email at your registered email address with instructions on resetting the password.

5. Below is the screenshot of the email you will receive.
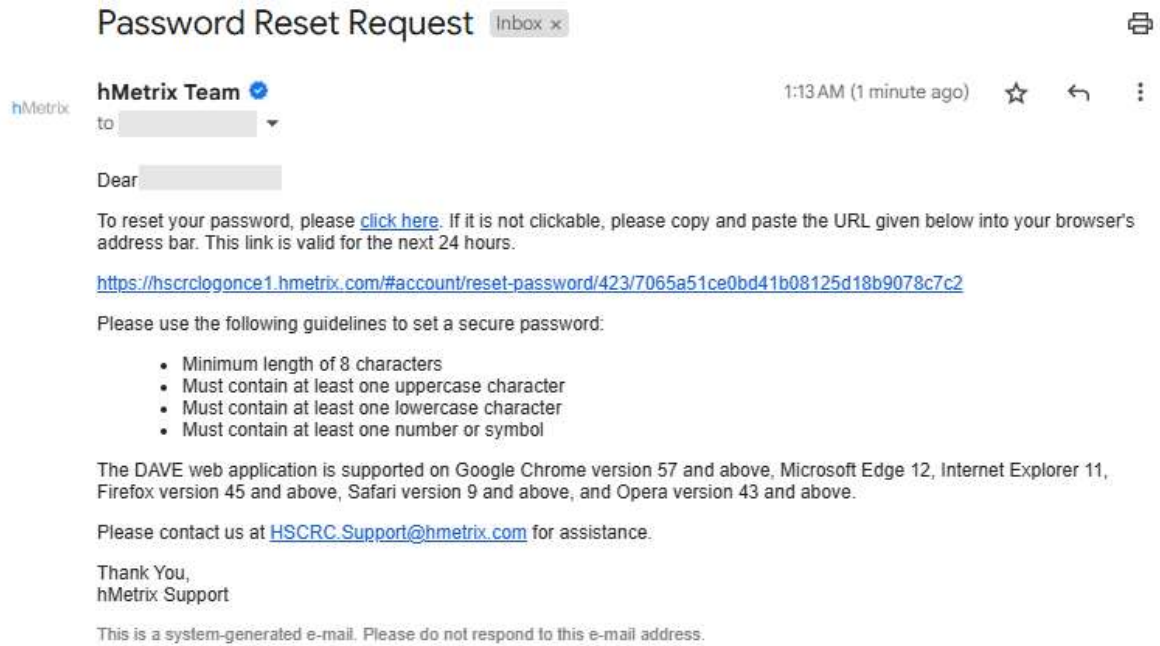
Figure 8.   Password Reset Email

6. Click on the link provided in the email.

7. The following screen will be displayed in your web browser.

8.   Enter and confirm the new password.

9.   Click 'Save'.

10. eF2 displays a confirmation message on successful change of the password, as shown below:
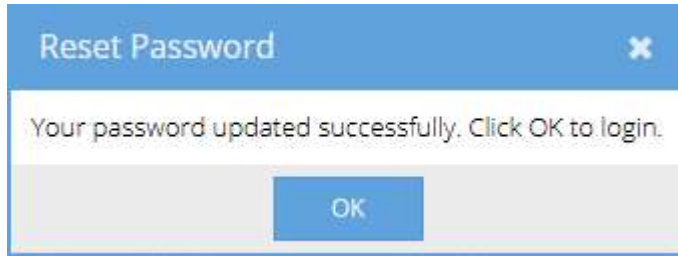
Figure 10.   Reset Password

11. Click 'OK' to continue to the login screen and log in with the new password.

eF2 Workflow for Hospital Users

The Health Services Cost Review Commission (HSCRC) receives Annual Filing data from hospitals via the Annual Filing eFiling Tool (eF2). This tool streamlines and expedites the submission process.
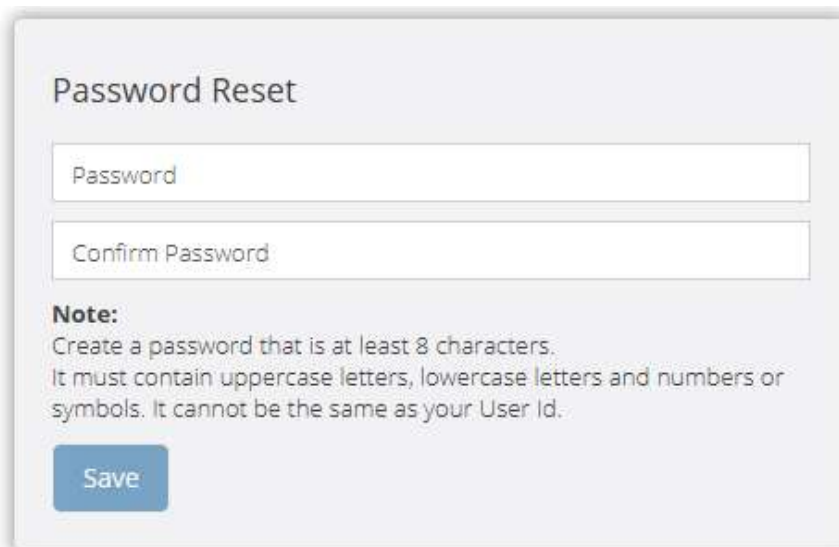
User Roles and Responsibilities

To effectively use the eF2 system for Annual Filings, it's essential to understand the defined user roles. These roles ensure a streamlined workflow for Annual Filing data submissions:

1. **Hospital eF2 Submitter**: This role is responsible for submitting hospital data and managing their submissions.
2. **Hospital eF2 Approver**: This role is responsible for attesting to hospital submissions. This user must be a hospital CFO.

eF2 notifies Hospital users when it creates tasks. Users are responsible for downloading the hospital template, completing it with the relevant data, and submitting it to HSCRC via eF2.

The workflow is illustrated on the following page.
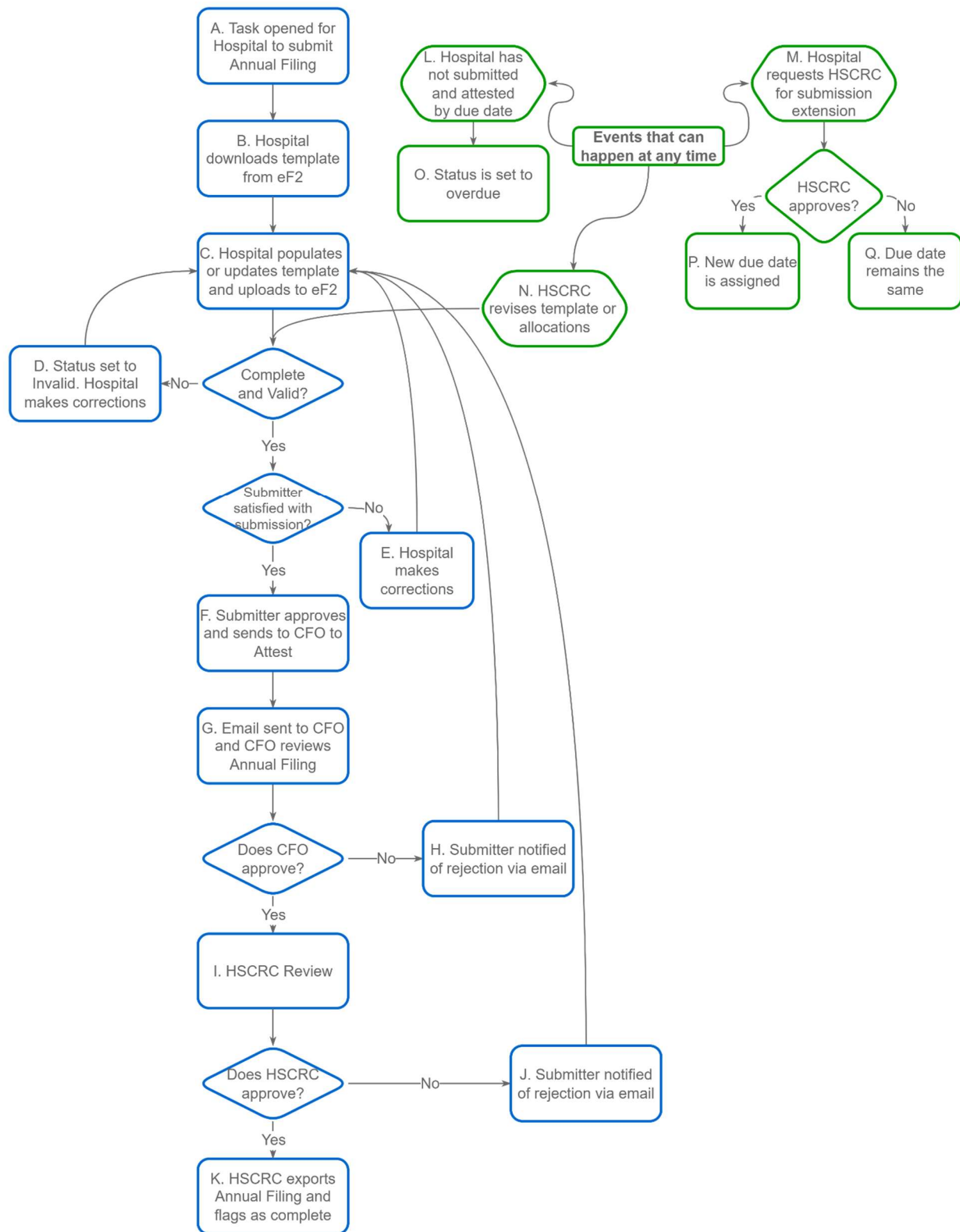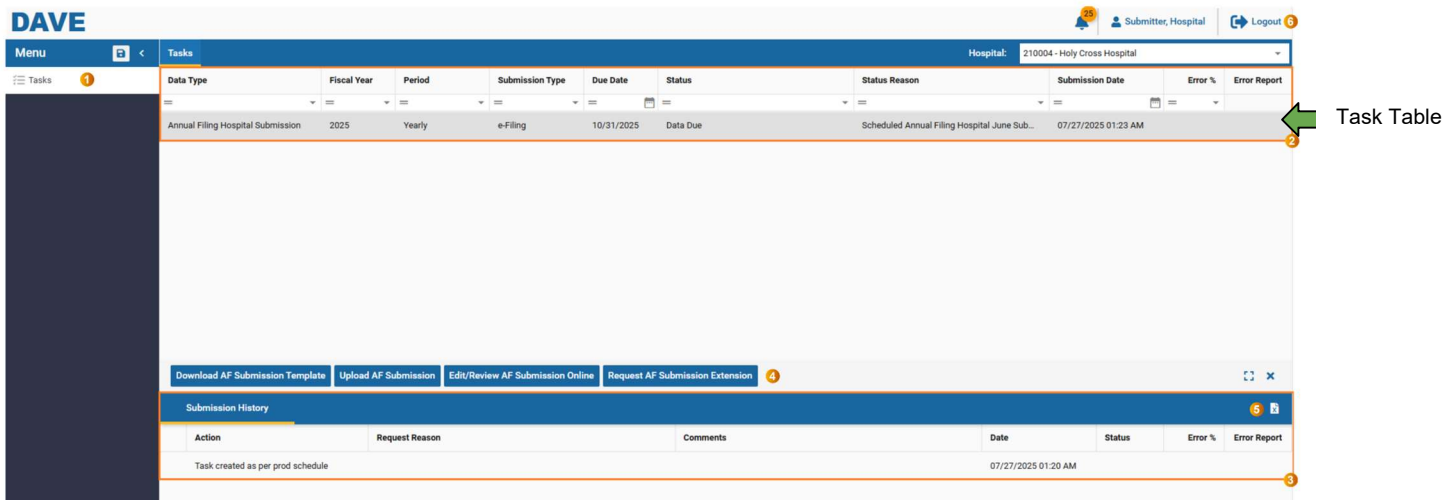
Figure 11. eF2 Workflow for Hospital Users

eF2 for Hospital Users

Upon successful login, the eF2 displays the home page. This page allows Hospital users to navigate through the application.

eF2 Home Page Layout

After logging in, the HSCRC user is presented with the eF2 home page, as shown in the screenshot below:

Figure 12. eF2 Home Page Layout for Hospital Users

1. Tasks – Click to view the tasks page
2. Tasks Table
3. Submission History Table
4. Use action buttons
5. Export Submission History
6. Logout – Click to exit from eF2

Data Submission Task Table

The tasks table, labeled '2' in the eF2 home page layout, contains the hospital's Annual Filing submission task.

The tasks table contains the following fields:

1. Data Type - this variable indicates the Type of Data submitted. For Annual Filing submissions, this is "E-Filing Hospital Submission"
2. Fiscal Year – Fiscal Year of the data submission

3. Period – the period within the fiscal year of the data submission.
4. Submission Type – the "Ad hoc" submission type is used for the hospital's Annual Filing submissions.
5. Due Date – the deadline for data submission.
6. Status - the current status of the submission.
7. Status Reason – the reason for the status of the task.
8. Error Percent – the Error Percent from the error percentage from the Error Report generated after the data quality checks
9. Error Report – a link to download the Error Report generated after the data quality checks

Tasks Table Controls

Filtering options are displayed when the arrow that appears while hovering over a column header in the tasks table (2) is selected. These options allow for sorting of the column and filtering of table rows based on column values.

Sorting the Tasks Table

Click the dropdown arrow ▾ on the column header to display the table controls and select the desired sort option to arrange the entries in the Tasks table. The presence of an arrow next to the column header indicates that the specific field sorts the table. An up arrow ↑ indicates ascending order, while a down arrow ↓ represents descending order.

Filtering the Tasks Table

The Tasks table contains controls that allow you to filter the table entries. To view these controls, click the icon ▾ in the column header. Hover over the "Filter" option to display the filter text box. Type in or click the value you want to filter the table by, as shown below:

Figure 13. Tasks Table Filtering

When a column is filtered, eF2 italicizes its header.

Submission History Table

The Submission History Table (3) displays the actions performed on submitted data. The table includes the following information:

1. Action: The specific action performed on the data submission
2. Comments: User-entered notes and documentation
3. Date: The date the action occurred
4. Status: Indicates whether the Error Report is active; eF2 assigns this status to reports from the most recent submission before the due date.
5. Error Percent: The percentage of errors found after data quality checks
6. Error Report: Downloadable error reports generated after data quality checks

Submission History						
Action	Request Reason	Comments	Date	Status	Error %	Error Report
Task created as per prod schedule			01/30/2025 09:51 AM			

Figure 14. Submission Tasks Table

Hospital User Functionality

eF2 offers a user-friendly interface for hospital users to efficiently manage their data submissions, ensuring timely and accurate reporting. This manual provides a comprehensive overview of the tool's functionalities, empowering hospital users to navigate the platform effectively and fulfill their reporting requirements. With its intuitive design and robust features, the eF2 streamlines the submission process, making it easier for hospitals to meet regulatory deadlines and contribute to the success of the Maryland healthcare system.

Downloading and Using the Hospital Input Template

The applicable Hospital user(s) will receive a notification when eF2 creates the Annual Filing submission task. To begin filing, log in and download the latest Hospital Input Template by clicking the "Download AF Submission Template" button. If you have access to multiple hospitals, a pop-up window will appear. This window lists all the hospitals you can access. You can then select the specific hospital(s) for which you need a template. By default, all hospitals will be pre-selected in the list. After making your selections, click "Export" to download the hospital input template.

- If you select multiple hospitals, you'll download a single ZIP archive containing all the templates for those hospitals.
- If you select only one hospital, that hospital's Hospital Input Template will download directly without creating a ZIP archive.

Figure 15. Bulk Hospital Input Template Export

Note: If you only have access to a single hospital, the pop-up window won't appear. Instead, clicking the "Download AF Submission Template" button will directly download that hospital's Hospital Input Template.

Using the most recent Hospital Input Template for each Fiscal Year is mandatory.

This Hospital Input Template includes a "Status" column on all schedule-specific sheets. This column features a dropdown list with the following options: "Open," "Hold," "In Progress," "In Review," and "Complete." For quick visual tracking, the cell's fill color will automatically change based on the selected status, giving you an immediate overview of your schedule's progress.

Additionally, to help you easily manage and analyze your data, Excel's AutoFilter feature is available on the relevant data ranges within the hospital template, allowing you to filter the data based on various criteria. This template is also designed with built-in formulas to calculate the required outputs. If a column in the hospital Template needs to pull information from the experience data defined by HSCRC, those values will automatically appear in the hospital Template. To ensure data accuracy and streamline the filing process, we've implemented real-time validation, as defined by HSCRC. This validation provides immediate feedback, allowing you to identify and correct errors as you enter data.

1. **Error Identification**: Cells containing errors are highlighted in red. Please review and correct these cells before submitting your filing.

    a. For Input Cells You Type In: If your entry is invalid, you'll see a pop-up message detailing the error, and the cell will highlight in red.

    b. For Calculated Cells: If a result is invalid, eF2 highlights the cell in red. You will not see a pop-up message for these results. Refer to the tool tip/note attached to the cell or the data dictionary to view the validation rule explanation.

2. **Input Cell Identification**: Input cells are differentiated by a specific fill color (as defined by HSCRC). This visual cue helps ensure that all required input fields are populated, reducing the risk of missing data. Please verify that you have filled all input cells before proceeding.

The eF2 system facilitates data submission through templates and also offers real-time online data entry and review within the application's user interface. The online functionalities replicate the template's capabilities, encompassing output calculation and immediate data validation.

Important: Always paste data using 'Paste Values' (Ctrl+Shift+V). Standard paste (Ctrl+V) will overwrite formatting and remove validation rules.

To preserve embedded formulas, dropdowns, and comments in the template, always key in data or avoid using standard copy/paste. Pasting without the "values only" method can overwrite existing formatting and remove any comments in the cell.

The Hospital Input Template relies on specific cell names for its formulas. Using "Cut and Paste" can break these formulas, leading to a critical (100%) error during the eF2 data validation process. If you encounter this error:

1. Download a previous valid submission, if available.
2. Alternatively, start with a fresh Hospital Input Template.
3. Paste Values into the template.

To maintain data integrity, only the designated input cells within the table are editable to prevent accidental changes to formulas and predefined values. Hospital users can utilize the area outside the table for notes or temporary calculations.

Completing and Submitting Your Hospital File

This section will guide you through completing and submitting your Hospital Input file for annual filing. Fill out the Hospital Input Template with the necessary data.

Before submitting, verify the hospital number on the Metadata sheet is correct. eF2 uses this value to accept or reject your file.

It is understood that completing all schedules may require input from different departments or may take time. Therefore, eF2 accepts partial submissions. You can upload your partially completed template if you need to submit data for some schedules while others are still in progress, allowing you to save your progress.

Uploading Hospital Input File

To submit a complete or partially complete template, Hospital submitters can initiate a file transfer through a secure File Transfer Service (FTS) by clicking the "Upload AF Submission" button. The click will open a "Comments" pop-up window. In this window, you must enter a comment or reason for your submission to help clarify the reason for each upload. After typing your comment, click "Submit". Upload files by dragging and dropping them or navigating to the file's location and selecting it.
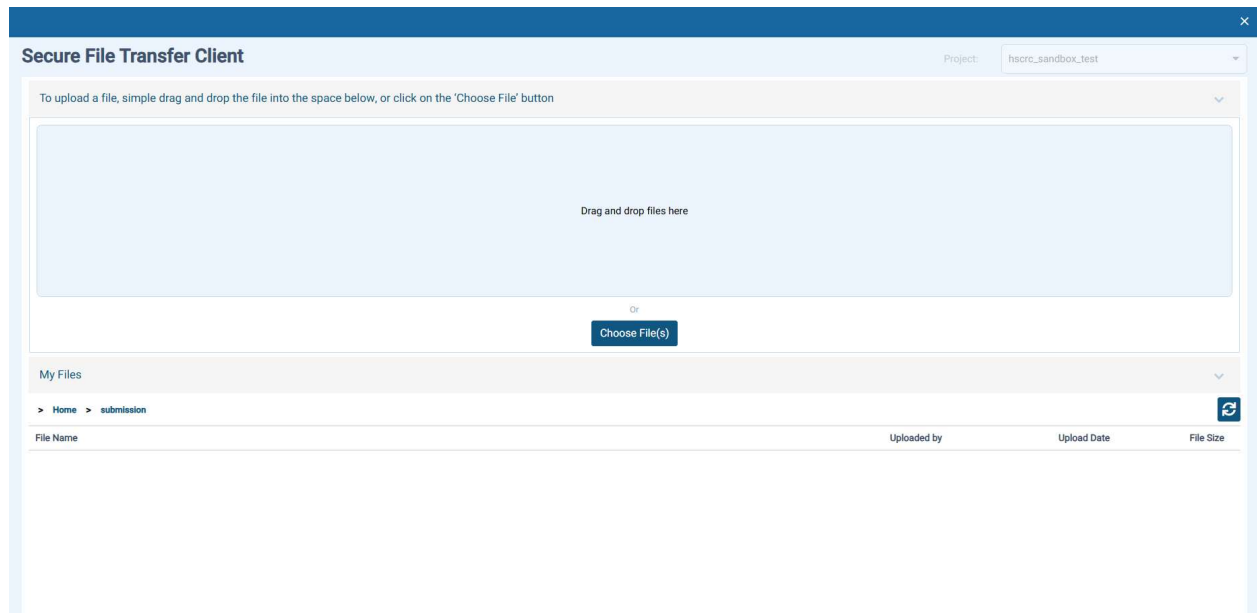
Figure 16. Secure File Transfer Client

A confirmation message, "Uploaded Successfully," will be displayed on the screen. eF2 will process the file and update the task status in a few minutes.

View/Review Error Report

After receiving the Hospital input, eF2 validates it and, if applicable, creates an error report.

For accurate comparisons in validation formulas, eF2 automatically rounds values to six decimal places before evaluating comparison operators (==, !=, >, <, >=, <=). For example, a formula like AND(A>=B, B>=C) will be processed as AND(ROUND(A,6) >= ROUND(B,6), ROUND(B,6) >= ROUND(C,6)).

eF2 will notify the Hospital user by email if the uploaded file is invalid or contains errors. To view the Error Report, log into eF2, navigate to the task corresponding to the "E-Filing Hospital Submission", and click on the link to the Error Report to download and view it. eF2 will display the completion percentage in the "Status Reason" column, allowing you to track the progress of valid Annual Filing data submitted.

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: 33.33%	07/31/2025 05:52 AM	45.3%	⬇

Figure 17. View Error Report

The Error Report assists users in identifying and resolving issues. After issues are fixed, Hospital users can resubmit corrected data to eF2 by selecting the "Upload AF Submission" button.

Hospital Submitted File Download

This section describes how to download your hospital's submitted files. We offer two convenient download options to help you manage and review your data.

Download AF Submission Template	Upload AF Submission	Review AF Submission Online	Download Only Valid AF Submission	Download Latest AF Submission	Request AF Submission Extension

Figure 18. Hospital Submitted File Download

Downloading Your Latest Submission

To download the file containing your hospital's most recent data submission, click the "Download Latest AF Submission" button. This file may incorporate data from multiple submissions, including both valid and invalid values, as well as the latest information accepted by the system.

Downloading Your Latest Valid Submission

To download the file containing your hospital's most recent **valid** data, click the "Download Only Valid AF Submission" button. This file may incorporate data from multiple submissions and reflect the latest information accepted by the system.

These downloaded files are valuable tools for reviewing your submissions. Use the "Download Only Valid AF Submission" file to fill in the missing information and resubmit it to the system, improving the accuracy and completeness of your Annual Filing.

Review Hospital Submission Online

The eF2 system makes it easy to review your data submissions online using Collabora Calc, a web-based spreadsheet application that works just like Excel. Instead of downloading files, simply click "Review AF Submission Online" to view and edit your submitted data directly in the spreadsheet, allowing for real-time validation as you work.

You can save your changes by clicking the save button within Collabora. Your data will also autosave when you navigate away by clicking "Tasks." This action will open a "Comments" pop-up window. In this window, you must enter a comment or reason for your submission to help clarify the reason for your submission.

After saving, eF2 processes the data, and your task status will update within a few minutes. eF2 also validates the data and generates an error report, which will be available for your review.

CFO Attestation

After the hospital submitter successfully uploads the annual filing data file to eF2 with a 100% completion rate and no errors, the status within eF2 will update to "Submitter Review." The status indicates that the submitter needs to confirm the submission is complete. The submitter should click the "Confirm AF Submission" button to continue.

| Download AF Submission Template | Upload AF Submission | Review AF Submission Online | Download Only Valid AF Submission | Download Latest AF Submission | Confirm AF Submission | Request AF Submission Extension |

Figure 19. Submitter Confirm Submission

This action will trigger a pop-up requiring a mandatory comment to proceed, and the filing will then automatically progress to the CFO Attestation stage. The status within eF2 will update to "Hospital Review," indicating that the filing is ready for CFO review and approval.

Simultaneously, the hospital approver (CFO) will receive an email informing them of the pending filing. The approver should log into eF2 to review the submitted data. The approver can either approve or reject the Annual Filing attestation request.

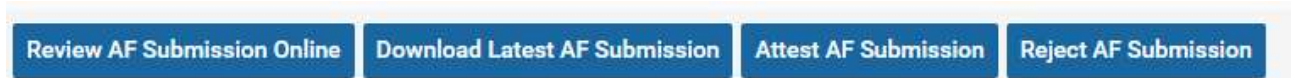| Review AF Submission Online | Download Latest AF Submission | Attest AF Submission | Reject AF Submission |

Figure 20. CFO Attestation

CFO Rejects the Annual Filing

The approver should click the "Reject AF Submission" button to reject a filing. This action will trigger a pop-up screen requiring the approver to provide a mandatory comment explaining the reason for the rejection.

Reject Attestation

Comments*

Reject Attestation   Cancel

Figure 21. CFO Rejects Hospital Attestation

After entering the comment, the approver must confirm the rejection. Upon confirmation, the hospital submitter will receive a notification informing them of the rejection. The notification allows the submitter to take the necessary action and resubmit the Annual Filing.

CFO Accept the Hospital Attestation

To approve the filing, the approver should click the "Attest AF Submission" button. A pop-up window will appear. In this window, the approver must confirm that the information in the annual filing is true, complete, and accurate by checking the boxes and clicking "Submit Filing".

Annual Filing Attestation
Chief Financial Officer Certification

Filing Summary

| Filing Year: | 2025 | Hospital ID: | 210004 | Facility Name: | Holy Cross Hospital |

Submission Date: Aug 1, 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.

← Back to Review   Submit Filing

Figure 22. CFO Accept Hospital Attestation

After a final confirmation, eF2 will notify the hospital submitter of the successful attestation.

HSCRC Review and Completion

Once the hospital has attested the filing, eF2 will automatically assign it to HSCRC for their review. The eF2 status will change to "HSCRC Review" to indicate this assignment. eF2 will notify Hospital users by email of the decision taken by HSCRC.

1. **HSCRC Rejection**: If HSCRC rejects the filing, the Hospital submitter must make the necessary corrections noted by HSCRC and resubmit the filing through eF2.

2. **HSCRC Acceptance**: If HSCRC accepts the filing, the Annual Filing process is complete. The Hospital submission task status in eF2 will change to "Completed."

Hospital Request for Resubmission

Even after the approval of the Annual Filing, hospitals may request a resubmission. To initiate a resubmission request, the hospital user should click on the "Request AF Resubmission" button. This action will open a pop-up window where the user must provide a valid reason for the resubmission request. After entering the reason, the user should confirm the resubmission request.

Upon confirmation, the following actions occur:

1. eF2 Status Update: The eF2 status will change to "HSCRC Review."

2. Status Reason Update: eF2 will update the status reason to "Hospital data resubmission request."

3. The appropriate HSCRC user will be notified via email and in eF2 the Hospital requested resubmission.

4. The HSCRC user will accept or reject the request for resubmission.

eF2 will notify the applicable hospital user of HSCRC's decision via email and in eF2.

1. HSCRC Accepts Resubmission: If HSCRC approves the resubmission request, the hospital can upload the updated hospital file. The eF2 status reason will change to "Final resubmission request approved," indicating that the hospital has an opportunity to make corrections. The hospital must complete the submission process as outlined in the previous sections.

2. HSCRC Rejects Resubmission: If HSCRC rejects the request, eF2 will change the status to "Completed," and the status reason to "Final resubmission request rejected." The Hospital cannot take further action on that Annual Filing.

Hospital Request for Due Date Extension

If a hospital anticipates being unable to complete the annual filing before the due date, it can request an extension from HSCRC. To request a due date extension, the hospital user should click on the "Request AF Submission Extension" button located in the Detail section of the filing. eF2 will then prompt the user to choose a new due date, request reason, and provide comments on the extension request.

Important: The new due date must be within 30 days of the current due date. eF2 will not allow extension requests beyond this period. After completing the required information, the user should click "Extend".
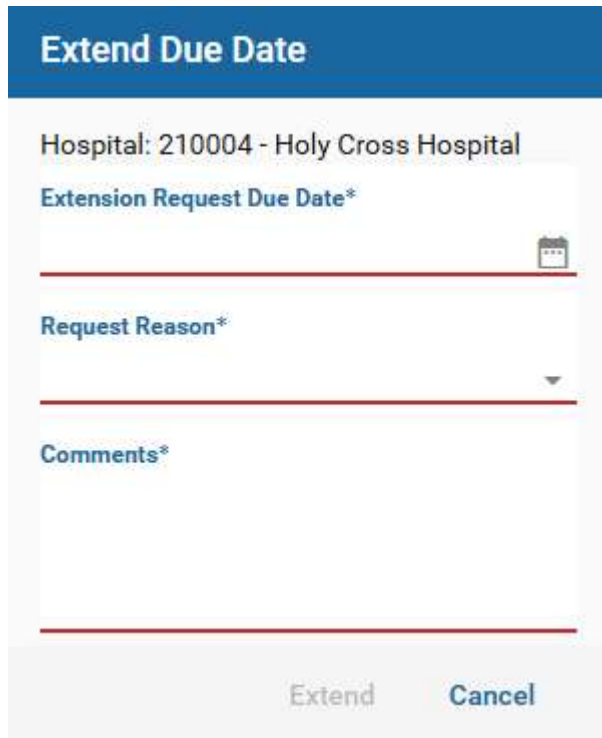
HSCRC will review the hospital's extension request and make a decision. eF2 will notify the applicable hospital user(s) of HSCRC's decision via email, and eF2 will be updated accordingly.

If no extension is requested and the due date passes, the submission will be marked as incomplete and subject to fines from HSCRC.

HSCRC Approves Extension

If HSCRC approves the extension request, eF2 will:

1. Update the due date to the approved extended date.

2. Update the status to "Data Due."

3. Update the status reason to "Extension Approved."

eF2 will also communicate the HSCRC's approval to the applicable hospital user(s) via email.

HSCRC Rejects Extension:

If HSCRC rejects the extension request, eF2 will:

1. If the original due date has passed, update the status to "Data Overdue."

2. Update the status reason to "Extension Rejected."

eF2 will also communicate the HSCRC's rejection to the applicable hospital user(s) via email.

Data Quality Support

For data quality support, please contact HSCRC Staff at HSCRC.annual@maryland.gov during business hours (Monday through Friday, 8:00 AM - 4:00 PM ET).

Technical Support

For technical support, contact the HSCRC Team at hMetrix (hscrcteam@hmetrix.com) or call (610) 668-1961 during business hours (Monday through Friday, 9:00 AM - 5:00 PM ET).