

Date: April 21, 2025

To: Hospital Chief Financial Officers and Financial Data Contacts

From: Claudine Williams, Principal Deputy Director, HDM

Re: Notice of Changes to Financial Data Submission Process

The Health Services Cost Review Commission (HSCRC) and hMetrix are issuing this memorandum to inform hospital staff of upcoming changes in financial data submission processes. As part of our continuous effort to streamline financial data collection and improve data accuracy, HSCRC will implement new processes for data submission and validation. These enhancements aim to simplify the submission process and provide more robust data quality checks. **Changes to the financial data submission process begin with financial data submissions on and after August 1, 2025.**

Key Changes

1. Centralized Data Submission Platform:

- a. **We will consolidate all financial data submissions into one platform. The <https://rates.hsrc.maryland.gov/> website will be retired on August 1, 2025.**
- b. Hospitals will submit all financial data to HSCRC using the DAVE file transfer platform. This platform is currently used for Case Mix and Uncompensated Care (UCC) data submissions.
- c. The data submission method (e.g., Secure Web Protocol (HTTPS), Secure File Transfer Protocol (SFTP)) chosen by each hospital for the Case Mix and UCC data submissions will also be used for Financial Data submissions. If you are uncertain of your hospital's submission method, please contact your Case Mix data submission Primary Point of Contact to understand the current method of Case Mix and UCC data submission.
- d. hMetrix will provide each hospital with error reports available in DAVE following the data submissions and processing. We discuss the error checks and criteria for submission acceptance later in this memo.

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2. Contacts, Reminders, and Notifications:

- a. hMetrix will distribute an Excel workbook to each hospital requesting contact information for staff who should receive communications from DAVE. **The workbook will be sent to the hospitals on June 2, 2025. The hMetrix team will create an account for your hospital and each user prior to the Hospital Testing Phase starting on July 1, 2025.**
- b. After hMetrix establishes your hospital's financial submission account, the DAVE platform will send email notifications to your hospital financial submission users with submission reminders and processing updates. DAVE will create tasks when a submission window for a given report opens and send reminder emails to the hospitals to ensure timely data submission. These are similar to the reminders and notifications DAVE sends for the Case Mix and UCC submissions.

2. Real-Time Data Validation:

- a. Enhanced data validation mechanisms will provide immediate feedback, reducing financial data reporting errors and improving accuracy.
- b. hMetrix has developed self-validating templates that will allow the hospitals to check errors when populating data in the templates. Coloring, coding, and pop-up messages in Excel will indicate errors in the data even before submitting the files. **These templates will be available for the Hospitals to download from the HSCRC website from May 15, 2025.** After data submission, DAVE will also perform secondary validation to ensure that there are no errors in the submitted data. Hospitals can either use the self-validating templates or excel workbooks containing the same tabs and variable names as outlined in the template.

3. New Reporting Formats:

- a. HSCRC will provide updated templates and guidelines for financial data reporting. We are making minor changes to the file submission formats to facilitate validation before data submission and to make the file processing more efficient and straightforward. More details are provided later in this memo.

4. Timeline for implementation

- May 15, 2025:** Self-validation templates available for download from HSCRC site
- June 25, 2025:** Hospital training
- July 1, 2025:** Hospital start testing
- August 1, 2025:** Production cut over for Rates website:
<https://rates.hscrc.maryland.gov>

5. Hospital Submissions:

HSCRC will require hospitals to submit the following data sets for Fiscal Year 2026, beginning August 1, 2025:

A. Six-Month and Twelve-Month Revenue Projection

Hospitals will continue to submit the Six-Month and Twelve-Month Revenue Projection. Forms will be available in DAVE to enter the GBR projections.

- a. Hospitals must submit the Six-Month Projection, covering July to December, by the end of August each year. Hospitals can submit projections for the full year at this time.
- b. Hospitals must submit the Twelve-Month Projection, covering January to June, by the end of December each year. Hospitals may continue to update this data on a monthly basis as necessary for any changes.

B. Financial Experience Data

Hospitals will submit the monthly financial experience data to the HSCRC through the DAVE data submission tool. Hospitals must submit this data for a given month within 30 days of the end of the month.

Beginning with the August 2025 submissions, HSCRC has made the following minor changes to the data submission template:

- a. We added a metadata tab to the data template. This tab documents the month of submission (report_date), the hospital ID, and the name of the hospital.
- b. Hospitals will add the financial data to the “experience_data” tab. Please refer to the attached data submission requirements for the details of the validations embedded in the template.
 1. The report_date variable has been removed from the current template and added to the metadata tab; all other variables remain the same as the previous template used by the HSCRC.
 2. All data validation performed currently on the financial experience data will continue to be performed using the DAVE platform as well.
- c. Attached to this memo is the Financial Experience Data Submission Requirements.
- d. The hospital submissions should not contain any of the fatal errors listed in the data submission requirements. Any fatal errors will result in the rejection of the submission.

C. Financial Income data (FSA)

Hospitals will submit the monthly financial income data to the HSCRC through the DAVE data submission tool. Hospitals must submit this data for a given month within 30 days of the end of the month. Minor changes have been made to the data submission template. Listed below are the changes:

- a. We added a metadata tab to the data template. This tab documents the month of submission (report_date), the hospital ID, and the name of the hospital.
- b. Hospitals will add the financial data to the “fsa_data” tab. Please refer to the attached data submission requirements for the details of the validations embedded in the template.
 1. The report_date and the revision description variable has been removed from the current template; all other variables remain the same as the previous template used by the HSCRC.
 2. All data validation performed currently on the financial experience data will continue to be performed using the DAVE platform as well.
- c. Hospitals will submit the FSA data in a separate file from the Financial Balance Sheet (FSB) data.
- d. Attached to this memo is FSA Data Submission Requirements.
- e. The hospital submissions should not contain any of the fatal errors listed in the data submission requirements. Any fatal errors will result in the rejection of the submission.

D. Financial Balance Sheet Data (FSB)

Hospitals will submit the monthly financial balance sheet data to the HSCRC through the DAVE data submission tool. The HSCRC is in the process of making changes to FSB reporting requirements. Further information will be forthcoming in a subsequent memo.

E. Nine-Month and Twelve-Month Experience Report Attestation

The Hospital's Chief Financial Officer (CFO) must submit an attestation twice a fiscal year confirming that, to the best of the CFO's knowledge, the reports are compliant with the Commission's uniform accounting and financial reporting system as detailed in the HSCRC's Accounting and Budget Manual. The first attestation is due in May after submission of data for the first 9 months of the fiscal year, and the second is due in September after submission of data for the full 12 months of the fiscal year.

- a. **Beginning on May 1, 2026, DAVE will send an email to the CFO for a digital signature of this attestation.** Please let your CFO know about this change.

6. Submitting Revisions

A. Financial Experience Data

Hospitals will be allowed to submit revisions to their financial experience data submissions through DAVE without approval from the HSCRC if the revisions are made before the CFO has completed the Nine-Month or Twelve-Month attestations.

In cases when the financial experience data needs to be revised **after** completion of the Nine-Month attestation, hospital staff should submit a request in DAVE for the HSCRC to approve the revision of the financial experience data. When making this request, the Hospital staff must provide a detailed explanation for the reason for resubmission. Once the HSCRC approves the request for revision submission, hospital staff may submit the data through DAVE. Hospitals will be required to complete a new CFO attestation after hMetrix has processed the resubmission.

B. Financial Income Data

Hospitals will be allowed to submit revisions to their financial income data submissions through DAVE without approval from HSCRC if the revisions are made before the end of the fiscal year.

In cases when the financial income data must be revised **after** the submission window of a given fiscal year has been closed, hospital staff should submit a request in DAVE for the HSCRC to approve the revision of the financial experience data. When making this request, the Hospital staff must provide a detailed explanation for the reason for resubmission. Once the HSCRC approves the request for revision submission, hospital staff may submit the data through DAVE.

C. Financial Balance Data

Hospitals will be allowed to submit revisions to their financial balance data submissions through DAVE without approval from the HSCRC if the revisions are made before the end of the fiscal year.

In cases when the financial income data must be revised **after** the submission window of a given fiscal year has been closed, hospital staff should submit a request in DAVE for the HSCRC to approve the revision of the financial balance

data. When making this request, the Hospital staff must provide a detailed explanation for the reason for resubmission. Once the HSCRC approves the request for revision submission, hospital staff may submit the data through DAVE.

Actions to Submit Financial Data to DAVE for Fiscal Year 2026

Hospital Action	Details	Deadline
Review new templates	hMetrix will publish the financial data templates to the HSCRC website on May 15, 2025	
Update user provisioning workbook	Provider hMetrix with the updated user provisioning workbook, to request access to the financial data submission module. hMetrix will send over the user provisioning workbooks on June 2, 2025	June 23, 2025
Register for Hospital training session	Register for Hospital Training session of Financial data submissions using the registration link that will be sent on June 2, 2025	June 25, 2025
Attend Hospital Training	Training will be held on June 25, 2025	June 25, 2025
Hospital Testing	Hospitals are required to update their data submission templates to match the new data submission templates and test their submissions using the test site	July 1, 2025, to July 31, 2025
Production Cut Over	Use DAVE for all financial data submission for Fiscal Year 2026	August 1, 2025

We appreciate your cooperation in implementing these important changes. For questions or assistance, please contact the following:

HSCRC Data Contacts	
Case Mix Data	Financial Data
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