

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Raul Pino, M.D., M.P.H.  
Commissioner



Dannel P. Malloy  
Governor  
Nancy Wyman  
Lt. Governor

### Office of Health Care Access

TO: Acute Care Hospital CFO's  
CC: Hospital CEO's, Hospital Reporting System Contact Persons, Hospital Auditors, Stephen Frayne, Al Pinard, Mary Lyon  
FROM: Kimberly Martone, Director of Operations, OHCA  
DATE: January 23, 2018  
RE: FY 2017 Annual Reporting and Twelve Months Actual Filing

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Section 19a-643-206 of the Regulations of Connecticut State Agencies requires hospitals to report annually on their actual operating results for the previous fiscal year, October 1, 2016 to September 30, 2017 ("FY 2017"), to the Department of Public Health, Division of Office of Health Care Access ("OHCA"). Pursuant to Section 19a-643-206(b) and (c) of OHCA's Regulations, the annual filings contain information for FY 2017 including audited financial statements, Medicare Cost Reports, hospital and parent corporation legal charts of corporate structure, hospital uncompensated care policies and procedures, hospital financial data, hospital utilization statistics, the Report on Applying Agreed-Upon Procedures and the Hospital Reporting System ("HRS") reports.

Specific instructions, including affidavits and checklists needed to complete the filing requirements for the FY 2017 Annual Reporting and Twelve Months Actual Filing can be found on OHCA's website. A link to those instructions will be emailed to the HRS contact persons for your hospital. If you would like to add any new names to OHCA's HRS email contact list, please email the new information to the hospital's assigned OHCA analyst and include the name, title, email address, phone number and fax number of the hospital staff member.

All filing requirements concerning the two annual filings will be due at OHCA by the close of business on the following dates:



Phone: (860) 418-7001 • Fax: (860) 418-7053  
410 Capitol Avenue, MS#13HCA  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

*Affirmative Action/Equal Opportunity Employer*

- **Wednesday, February 28, 2018:** Submission of the electronic FY 2017 Annual Reporting HRS reports plus related support, Audited Financial Statements, Medicare Cost Reports, legal chart of corporate structure, current lists of officers and directors for each legal entity, hospital uncompensated care policies and procedures, and a signed, dated and notarized filing affidavit.
- **Monday, April 2, 2018:** Submission of the electronic FY 2017 Twelve Months Actual Filing HRS reports plus related support, a copy of the hospital's DPH license, the Report of Independent Accountants on Applying Agreed-Upon Procedures to Report 600, the hospital's and hospital parent corporation's IRS Form 990 (or the IRS time extension request Form 8868 or an approval letter for the time extension request from the IRS), and a signed, dated and notarized filing affidavit.

Due to the Financial Accounting Standards Board (FASB) update 2011-07 requiring bad debts to be recorded as a deduction from revenues and not an operating expense, OHCA is waiving bad debts regulation 19a-643-201(B)(3) for the FY 2017 Filings.

If you foresee any difficulties with meeting these statutory due dates, you must schedule a conference call with me. During the call, you will need to explain the specific reasons why the Hospital cannot file the data in a timely manner, a list of the specific items which the Hospital requests an extension for and the date(s) by which the Hospital expects to submit the required documents. The conference call should be scheduled well in advance of the filing deadlines. Please be aware that OHCA will only be considering time extension requests for rare and extenuating circumstances that have been discussed with OHCA in advance. Please be advised that pursuant to Section 19a-653 of the Connecticut General Statutes, OHCA may assess a civil penalty of up to \$1,000 per day for each day that required data or information is missing, incomplete or inaccurate.

All non-HRS related filing requirements should be submitted as PDF files. All questions regarding any aspect of the FY 2017 Annual Reporting and Twelve Months Actual Filing should be emailed to the hospital's assigned OHCA analyst.

Please be advised that OHCA will be relying on the Hospital's accurate filing of the information and that it is specifically intended that the information will be used in OHCA publications. Thank you in advance for your cooperation concerning these annual hospital filing requirements.