



TO: Acute Care Hospital CFO's
CC: Hospital CEO's, Hospital Reporting System Contact Persons, CHA
FROM: Kimberly Martone, Deputy Director/Chief of Staff, OHS
DATE: January 26, 2022
RE: FY 2021 Annual Reporting and Twelve Months Actual Filing

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, 2020, to September 30, 2021 ("FY 2021"), to the Office of Health Strategy ("OHS"). Pursuant to Section 19a-643-206(b) and (c) of OHS's Regulations, the annual filings contain information for FY 2021 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, and the Hospital Reporting System ("HRS") reports.

Specific instructions, including affidavits and checklists needed to complete the filing requirements for the FY 2021 Annual Reporting and Twelve Months Actual Filing can be found on the OHS 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 OHS's HRS email contact list, please email the new information to the hospital's assigned OHS 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 OHS by the close of business on the following dates:

- **Monday, February 28, 2022:** Submission of the electronic FY 2021 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.

- **Thursday, March 31, 2022:** Submission of the electronic FY 2022 Twelve Months Actual Filing HRS reports plus related support, the hospital's and hospital parent corporation's IRS Form 990, and a signed, dated and notarized filing affidavit.

If you foresee any difficulties with meeting these statutory due dates, you must schedule a conference call with me or my designee. 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. A formal time extension letter will also need to be submitted after the conference call. Please be aware that OHS will only be considering time extension requests for rare and extenuating circumstances that have been discussed with OHS in advance. Please be advised that pursuant to Section 19a-653 of the Connecticut General Statutes, OHS 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 2021 Annual Reporting and Twelve Months Actual Filing should be *emailed to the hospital's assigned OHS analyst*.

Please be advised that OHS 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 OHS publications. Thank you in advance for your cooperation concerning these annual hospital filing requirements.