



HFS

Illinois Department of
Healthcare and Family Services

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CNA Quarterly Notification Memo

Date: 06/12/26

RE: Fiscal Year 2027; Quarter 01 Pay Scale Spreadsheets will be posted by COB 06/12/26 and are due back **07/01/26**.

Pay Scale Details:

This spreadsheet kicks off Quarter 1 of the HFS Fiscal Year 2027 – 07/01/26 – 09/30/26.

The PBJ Employee Detail Period is Calendar Year 2025, Quarter 4, 10/01/25 – 12/31/25.

Employee Hour Data Source: Payroll Based Journal Employee Detail Data Period (10/01/2025 - 12/31/2025)				
Medicaid Provider ID:	0			
CNA Incentive Period Begin:	7/1/2026			
CNA Incentive Period End:	9/30/2026			

(Snippet of spreadsheet Incentive Periods and PBJ Data Period)

Please download a copy of the spreadsheet to your computer. Update it accordingly. **Please do not change or alter the name of the document from the format it is in.** File names should remain in the following format with the word “FINAL” added to the end when it is completed and reuploaded:

123456789001_cnalist_202501_FINAL. Upload the completed copy to the facility folder located at <https://ilgov.sharepoint.com/sites/hfs-ltc-exchange/>

Be advised that **HFS** uploaded files will remain available through the end of the quarter (09/30/26). Files must be removed prior to the next quarter posting for tracking and to maintain file storage threshold limits. **Please be sure to login and obtain your copy of the spreadsheet from the site prior to the due date 07/1/2026.** Previous quarter files can be made available upon request to HFS.LTC.CNAInitiative@Illinois.gov.

SharePoint Security

The SharePoint site is a secure platform used to share sensitive data electronically. The email addresses used to register on the SharePoint site must be individual email accounts that are accessible by only the user it is assigned to and cannot be reused for a different user at any time. Emails that can be assigned to, or shared with multiple users cannot be used. The person accessing the information contained in the spreadsheets will be the individual responsible in the event of a data breach. The SharePoint site limits each folder to 3 users, so that in the event of a data breach, there are only 3 possible individuals responsible. These security measures are in place to keep sensitive employee data secure. The users

that are given access to this data must maintain employee privacy and be accountable for the data they are given access to. HFS asks that participating facility administrators very carefully select the users that will access this data to limit the potential for data breaches. Please request user changes or removal of any staff that are no longer employed at the facility at HFS.LTC.CNAInitiative@Illinois.gov. As of 07/01/26 HFS and Meyers and Stauffer have not determined that external payroll companies can be added as users to the SharePoint site due to the limitations described above. HFS reserves the right to revoke access to SharePoint folders at any time, for any reason.

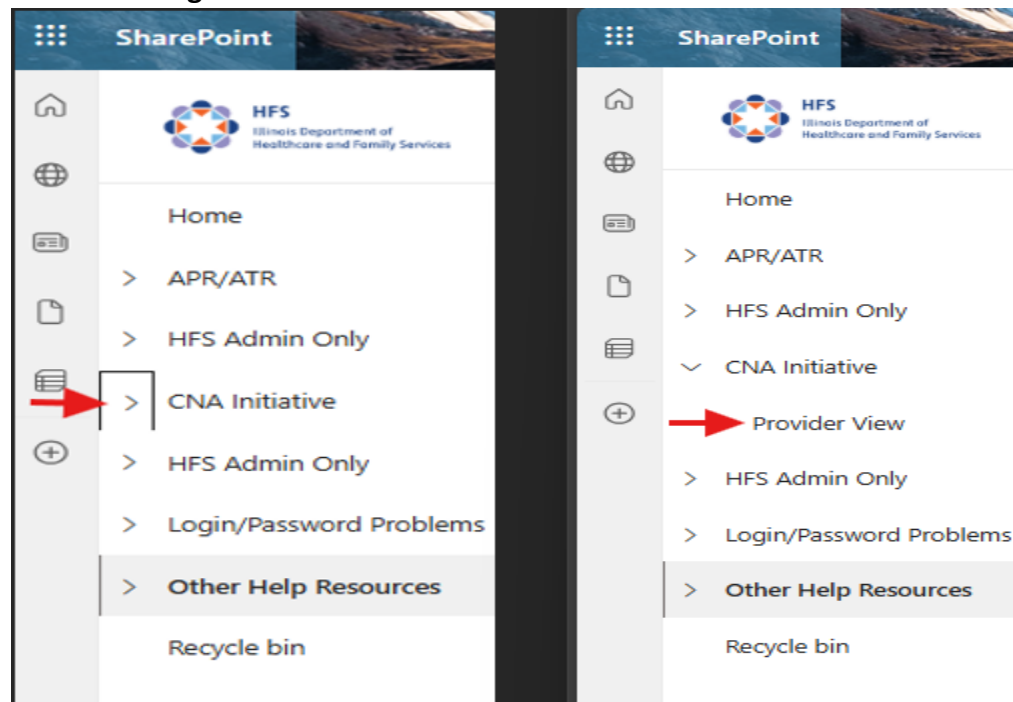
CNA Payment Review Requests

Please submit requests for missing CNA payments to HFS.LTC.CNAInitiative@Illinois.gov. Please submit your request on an excel spreadsheet and provide the facility name, Building ID code, NPI, or Provider ID, and the **fiscal year and quarter** that is missing. The fiscal year and quarter are found in the name of the spreadsheet: Example 123456789001_cnalist_202701. Do not include any HIPPA protected information, or employee data including any PII or PHI.

CNA SharePoint Site Enhancements

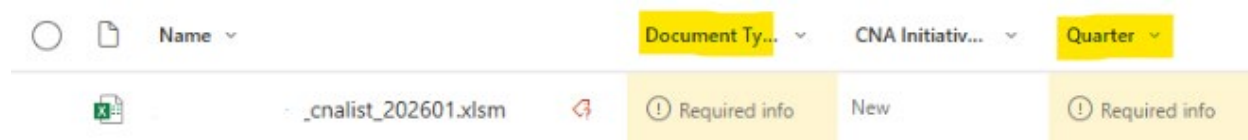
The SharePoint CNA Initiative website design has had some enhancements made to the view. The program functionality remains mostly the same, but some items have been enhanced for a more modern view and user experience. While most of these functions will not be visible to external users, the view may look different.

The Home Page now has sub-headers that must be clicked to see folders:

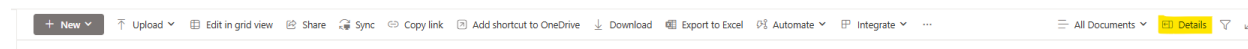


Headers and tabs will look slightly different but will function the same. In the above screen shot, users click the arrow (>) in front of the tab for CNA Initiative and then click Provider View to see the folders.

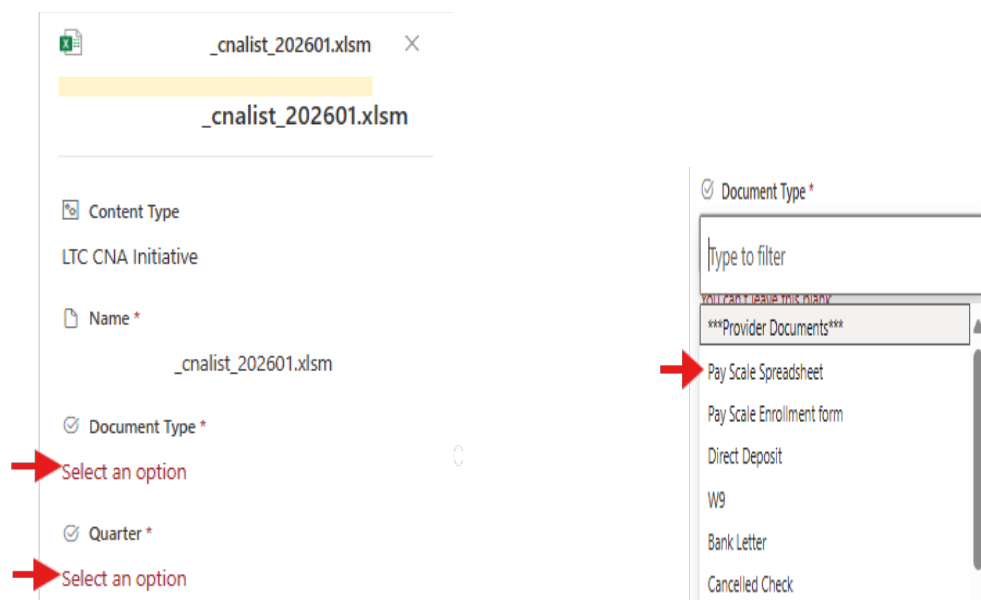
Once inside a folder, the user will see any available spreadsheets. The same ruleset applies for uploads. **All spreadsheets must include the word FINAL added to the end of the name of the spreadsheet. Please do not change anything else.** Example: 123456789001_cnalist_202601 FINAL. A document type and quarter must also be selected. The site will prompt you with a metadata error if the document is dragged and dropped into the folder without selecting a quarter or document type.



This can be resolved by clicking on the Details tab located in the upper right corner of the folder.



Then click on **Select an option** to get a drop-down list of available quarters and document types. Spreadsheets that are FINAL, should select **Pay Scale Spreadsheet** document type. Once a selection is made, it will autosave the choice that is made.



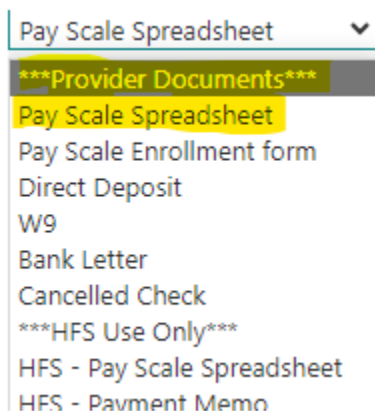
Nursing Facilities that undergo a change of ownership (CHOW):

All CHOWs require a list of new users for SharePoint and new payee information for the Managed Care Plans including a new direct deposit form, W9 (Version 2018 or above), and a bank letter or cancelled check. New ownership will also need to provide a current enrollment form for the program. Email HFS.LTC.CNAInitiative@Illinois.gov if you need a copy of the enrollment form or direct deposit form.

Status Drop-down: SharePoint files are currently posted as 'New' status. Beginning with Quarter 1 of Fiscal Year 2025, once a spreadsheet is posted by the facility and pulled by HFS staff, the status of the original document will be updated to 'Moved to HFS Internal Files'. This will serve as the facility's notification of the status of the spreadsheet and confirm receipt on HFS's end. Spreadsheets submitted after the due date will be held until the following quarter for processing.

Useful Tips:

Uploads to SharePoint require a document type and quarter to be selected from a drop-down box. Please select documents that are marked **Provider Use**.



Document types **preceded with an HFS acronym** are for internal use only. Please note that if you only update the spreadsheet as it is on the site, we do not know when it is completed, or that it is any different than the original upload. **It is imperative to download a copy to your computer so that you can be prompted to select a document type and quarter when uploading the final copy.** Please add the word **"Final"** to the completed spreadsheet before uploading. No other changes to the file name should be added or made.

In addition to a document type, you will be required to select a quarter. The quarter we are referencing is the HFS Quarter per the Fiscal Year – Not the PBJ quarter (see page 1 of this memo for information on how to make this determination). The quarter selection is part of how documents are pulled from the site for processing. Entering the incorrect quarter could result in pulling the wrong quarter, or not pulling the document at all because we are not pulling for the quarter selected.

If either of the above steps are missed, the document will remain checked out to the person that uploaded it. Documents in a checked-out status cannot be viewed by anyone else and cannot be pulled

from the site for processing. The person uploading must always select the document type and quarter, then click Check In.

Failing to follow these steps could result in payment delays due to lost or missing files.

SharePoint Notifications:

The SharePoint Home page contains Announcements and other useful information. You can view any of the notifications found on this page as a SharePoint user. You can also receive notifications when this section of the site is updated.

SharePoint

BROWSE PAGE

HFS
Illinois Department of
Healthcare and Family Services

LTC Exchange

Welcome to the HFS Long Term Care Provider Exchange

Announcements

✓	Title	Modified
	Regular File Maintenance - FY23 Documents	... Monday at 2:41 PM
	Quarter 2 (FY24) Pay Scale Spreadsheets Posted	... September 19
	Advanced Payment Amendment Addresses	... August 4
	CNA Fiscal Year (Quarterly) Breakdown	... June 28
	Document Types and Descriptions	... April 4
	4TH Quarter (3023_04) Spreadsheets Posted	... March 21
	File Maintenance and Data Management	... March 21
	CNA Pay Scale Subsidy FAQ	... February 25
	LTC Exchange Announcement CNA Incentive Quick Guide	... February 25
	CNA Payment Listing by Payor Links in pdf and xls	... February 25

CNA Initiative

Provider View

HFS Admin Only

All CNA Providers

By Document Type

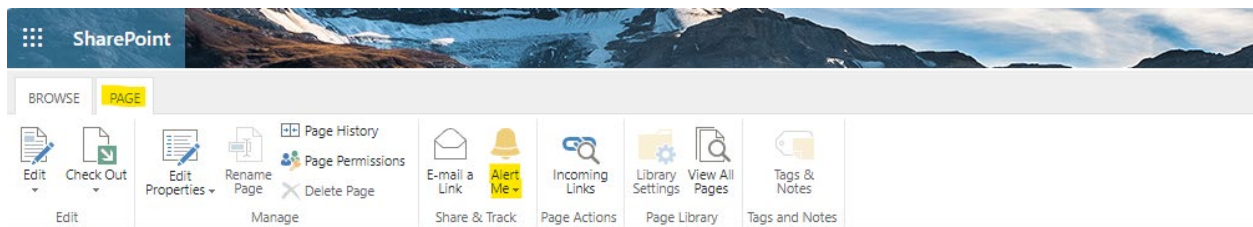
CNA Provider Filter

Login/Password Problems

Springfield: 217-524-
DoIT (217-524-3648)

Chicago: 312-814-DoIT
(312-814-3648)

To receive SharePoint notifications, login to SharePoint and navigate to the home page. Then click “Page” located at the top left of the webpage. Once the menu opens, click on Alert Me, then click on set an Alert on this Page:



Home

Welcome to the HFS Long Term Care Provider Exchange

The notification window will allow the user to select notification settings. Notifications will be sent directly from SharePoint to the user based on these selections. The notifications setting is available in the facility folders as well. You can set up notifications to be alerted anytime there is activity in the folder.

Site Pages: Home.aspx - New Alert



OK

Cancel

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Site Pages: Home.aspx

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

☒ Anything changes

☐ Someone else changes a wiki page

☐ Someone else changes a wiki page created by me

☐ Someone else changes a wiki page last modified by me

☐ Someone changes an item that appears in the following view:

Created By Me

When to Send Alerts

Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

☒ Send notification immediately

☐ Send a daily summary

☐ Send a weekly summary

Time:

Thursday

10:00 AM

OK

Cancel