

CNA Quarterly Notification Memo

Date: 03/11/2024

RE: Fiscal Year 2024; Quarter 04 - CNA Incentive Program Guidance

CNA Pay Scale Spreadsheets have been posted for download at <https://ilgov.sharepoint.com/sites/hfs-ltc-exchange/>.

Pay Scale Details:

HFS Fiscal Year 2024 – Found in the name of the spreadsheet.

123456789001_cnalist_202404

HFS Quarter 04 – Found in the name of the spreadsheet.

123456789001_cnalist_202404

PBJ Employee Detail Period: 07/01/23 – 09/30/23. Found on the upper left corner of the pay scale spreadsheet.

Employee Hour Data Source: Payroll Based Journal Employee Detail Data Period (07/01/2023 - 09/30/2023)

Medicaid Provider ID:	123456789001		
CNA Incentive Period Begin:	4/1/2024		
CNA Incentive Period End:	6/30/2024		

Due Date: 04/01/24

Due Date Details:

During the initial rollout of this program, HFS was intentionally flexible on timelines for submission, which also had the effect of delaying payments. Given that this program is entering its third year, providers should be accustomed to the data and submission needed, and HFS is trying to adhere to a quarterly payment schedule; therefore, HFS will be putting hard submission deadlines in place. If a provider misses the deadline for the current quarter, their submission will be held for processing until the following quarter. Our goal is to process payments the last week of the quarter, so payments can be received the beginning of the following quarter. Therefore, MCOs and providers should receive Q4 payments the first week of SFY25 Q1. Please notify HFS.LTC@Illinois.gov of any reasons for delay in submission of the spreadsheet for tracking purposes.

Payment Inquiries:

All payment inquiries must include the following information:

- Building ID Code
- Provider Number or NPI
- HFS Quarter in question
- Payment Amount
- Payor (HFS or MCO)
- Program (CNA or Quality Incentive)

Inquiries should be sent to HFS.LTC@Illinois.gov.

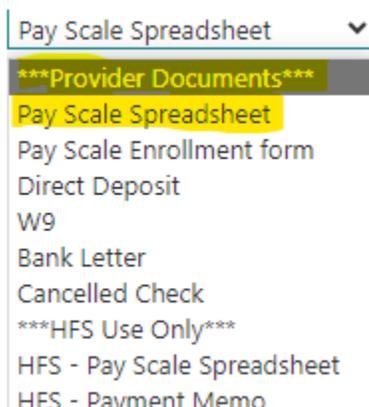
Spreadsheet Uploads & Downloads:

Please download a copy of the spreadsheet to your computer. Update it accordingly. 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 only be available from 03/11/24 – 04/12/24. Files must be removed periodically for tracking and to maintain file storage threshold limits. **Please be sure to login and obtain your copy of the spreadsheet at your earliest convenience.** Files can be made available upon request to HFS.LTC@Illinois.gov.

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.

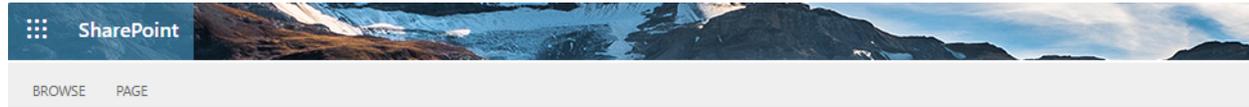
In addition to a document type, you will be required to select a quarter. The quarter we are referencing is the HFS Quarter per the Fiscal Year – Not the PBJ quarter (see page 1 of this memo for information on how to make this determination). The quarter selection is part of how documents are pulled 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.



LTC Exchange

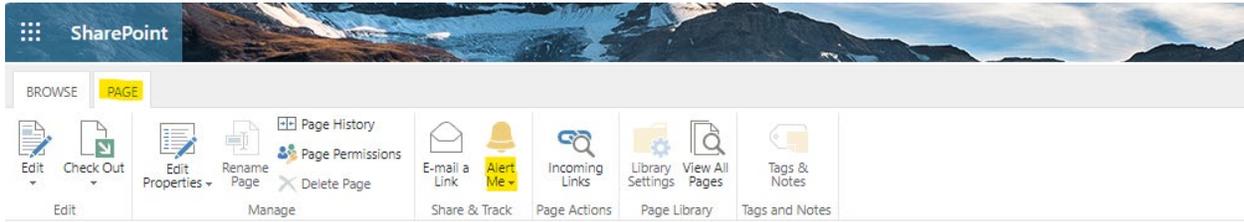
[Welcome to the HFS Long Term Care Provider Exchange](#)

Announcements

- 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)

✓	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

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