ILLINOIS DEPARTMENT OF Healthcare and Family Services

JB Pritzker, Governor
Elizabeth M. Whitehorn, Director

CNA Quarterly Notification Memo

Date: 06/13/25

RE: Fiscal Year 2026; Quarter 01

Q4 CNA Pay Scale Spreadsheets will be posted by COB 06/13/25 at https://ilgov.sharepoint.com/sites/hfs-ltc-exchange/.

Pay Scale Details:

HFS Fiscal Year 2026 – Found in the name of the spreadsheet.

Ex. 123456789001_cnalist_**2026**01

HFS Quarter 01 – Found in the name of the spreadsheet.

Ex. 123456789001_cnalist_2025**01**

PBJ Employee Detail Period: 10/01/24 – 12/31/24. Found on the upper left corner of the pay scale spreadsheet.

Employee Hour Data Source: Payroll Based Journal Employee Detail Data Period (10/01/2024 - 12/31/2024)				
Medicaid Provider ID:	123456789001			
CNA Incentive Period Begin:	7/1/2025			
CNA Incentive Period End:	9/30/2025			

Due Date: 07/01/2025

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 (09/30/25). 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 07/01/2025.** Previous quarter files can be made available upon request to HFS.LTC.CNAInitiative@Illinois.gov.

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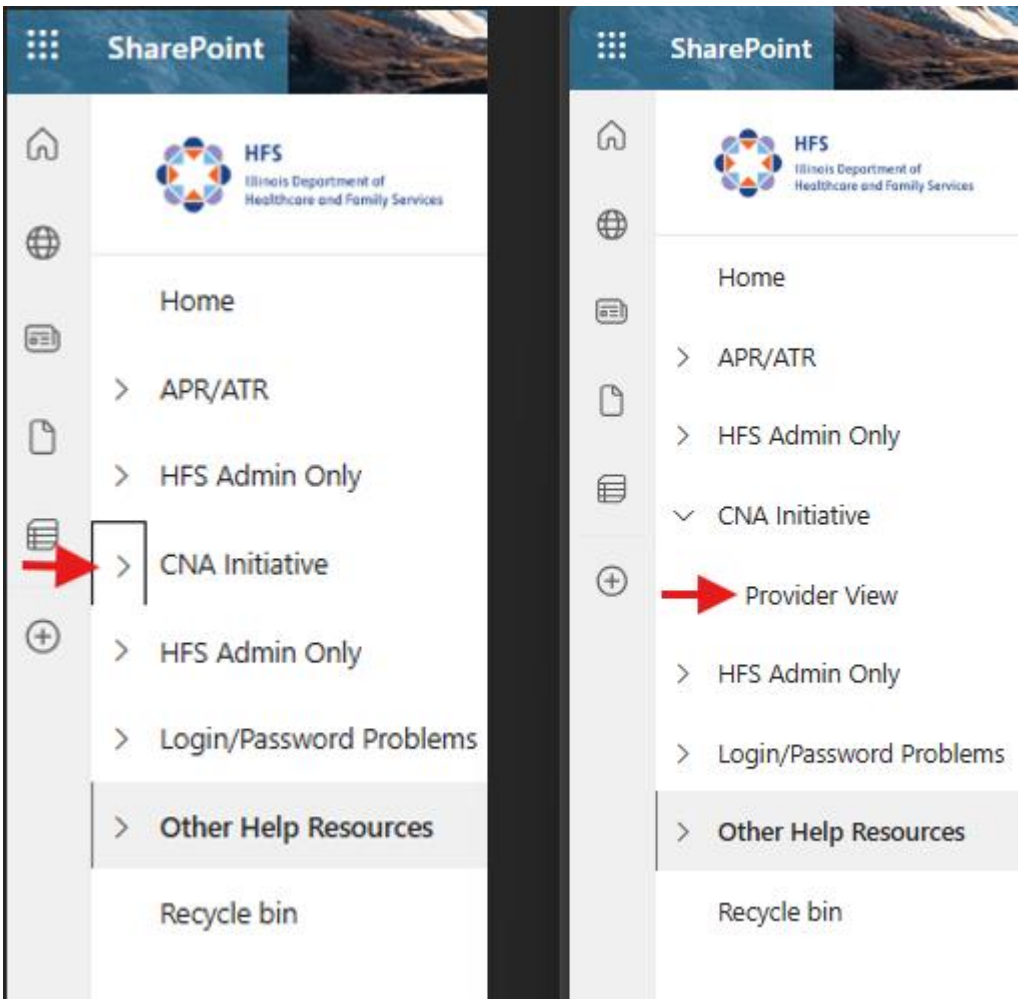
CNA SharePoint Site Enhancements

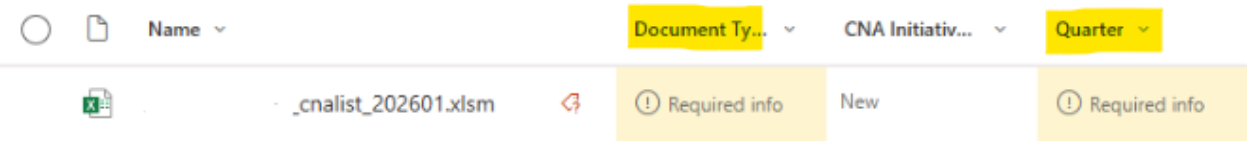
The SharePoint CNA Initiative website design has had some enhancements made to the view. The program functionality remains mostly the same, but some items have been enhanced for a more modern view and user experience. While most of these functions will not be visible to external users, the view may look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

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

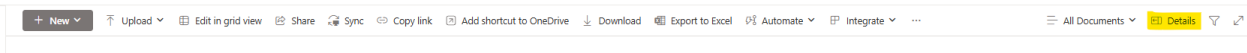


Headers and tabs will look slightly different but will function the same. In the above screen shot, users click the arrow (>) in front of the tab for CNA Initiative and then click Provider View to see the folders.

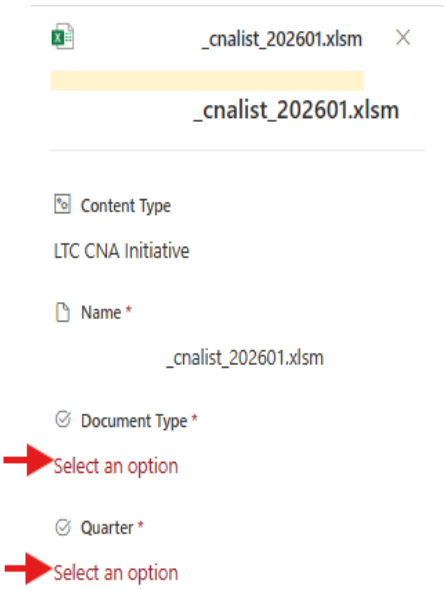
Once inside a folder, the user will see any available spreadsheets. The same ruleset applies for uploads. All spreadsheets must include the word FINAL added to the end of the name of the spreadsheet. Please do not change anything else. Example: 123456789001_cnalist_202601 FINAL. A document type and quarter 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.

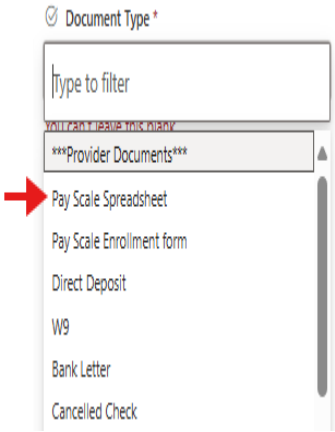


This can be resolved by clicking on the Details tab located in the upper right corner of the folder.



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.





CNA Initiative Program Changes

Fiscal Year 2026 continues to adhere to deadline submission rules to ensure timely, quarterly payment schedules. Hard submission deadlines remain in place, and extensions are not available. If a provider misses the deadline for the current quarter, their submission will be held for processing until the following quarter.

Payments are currently processed during the last week of the quarter, so payments can be received the beginning of the following quarter. Therefore, MCOs and providers should receive quarterly payments the first week of following quarter.

An email has been established that is dedicated to the CNA Initiative Program. Please use HFS.LTC.CNAInitiative@Illinois.gov for inquiries regarding SharePoint and how to enroll in the CNA program.

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

Please email HFS.LTC.CNAInitiative@Illinois.gov to receive instructions to initiate the transition from the previous ownership to current ownership.

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.

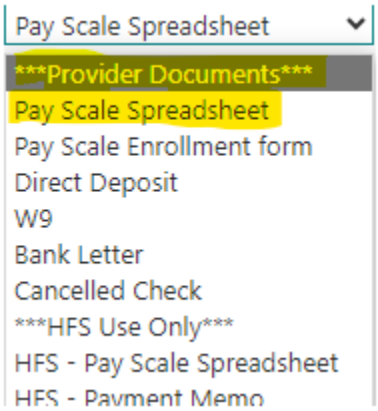
Directed Payment Data Collection Form

CNA Pay Scale Enrollment Form for All Quarters (pdf)

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 and will be given a status of "**In Progress**". Once the new spreadsheets are available, all pending spreadsheets will be pulled and removed for processing with the next quarter batch. Payments for late spreadsheets will be processed with the next quarter payments.

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.

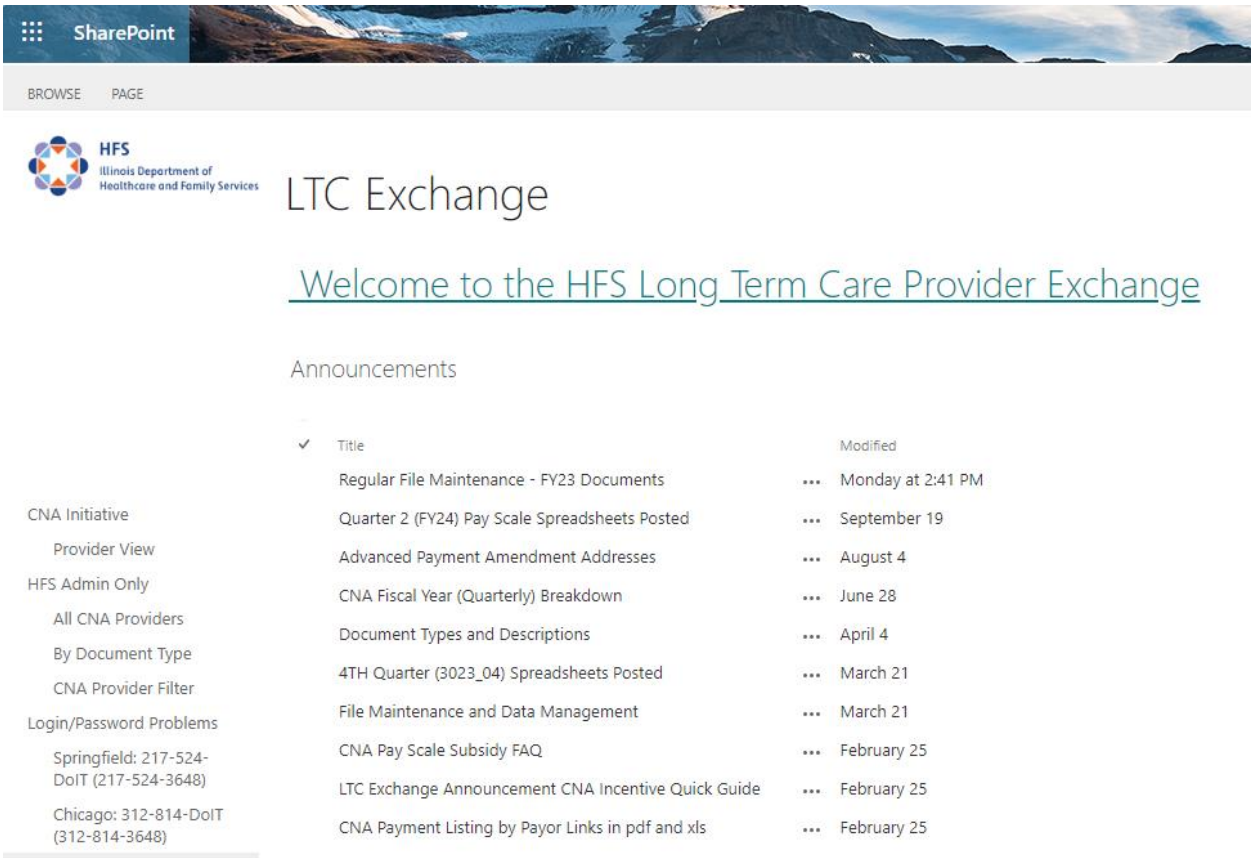
In addition to a document type, you will be required to select a quarter. The quarter we are referencing is the HFS Quarter per the Fiscal Year – Not the PBJ quarter (see page 1 of this memo for information on how to make this determination). The quarter selection is part of how documents are pulled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

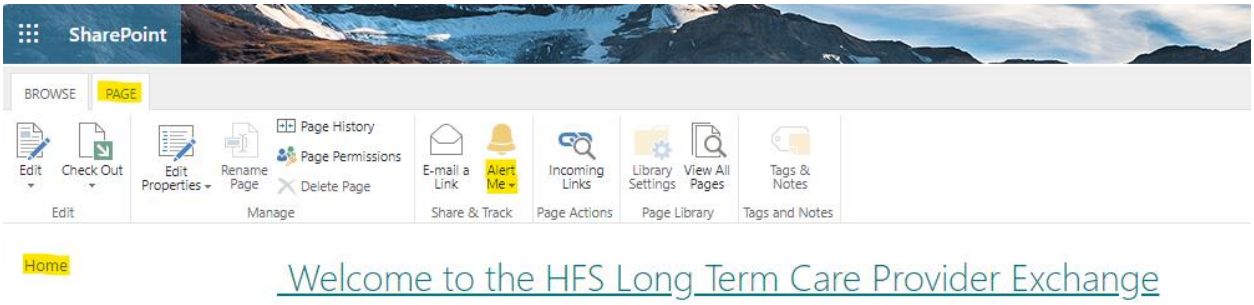
Failing to follow these steps could result in payment delays due to lost or missing files.

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.



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:



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