CMS Manual System

Pub 100-06 Medicare Financial Management

Department of Health & Human Services (DHHS)

Centers for Medicare & Medicaid Services (CMS)

Transmittal 89

Date: JANUARY 13, 2006

Change Request 4172

SUBJECT: Mandated Use of Autoload Program in STAR, System Tracking for Audit and Reimbursement

I. SUMMARY OF CHANGES: This instruction mandates that contractors use the STAR Autoload Program. Use of the program ensures that contractors enter data consistently and accurately on STAR screens 6 and 9, in order that we can better estimate audit savings.

NEW/REVISED MATERIAL :
EFFECTIVE DATE : October 01, 2005
IMPLEMENTATION DATE : February 13, 2006

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)
R = REVISED, N = NEW, D = DELETED – *Only One Per Row.*

R/N/D	Chapter / Section / SubSection / Title
R	Chapter 8
N	Chapter 8/10.6/Autoload Program in STAR, System Tracking for Audit and Reimbursement

III. FUNDING:

No additional funding will be provided by CMS; contractor activities are to be carried out within their FY 2006 operating budgets.

IV. ATTACHMENTS:

Business Requirements

Manual Instruction

Unless otherwise specified, the effective date is the date of service.

Attachment - Business Requirements

Pub. 100-06	Transmittal: 89	Date: January 13, 2006	Change Request 4172

SUBJECT: Mandated Use of Autoload Program in STAR, System Tracking Audit and Reimbursement

I.   GENERAL INFORMATION

A.   Background: STAR is a program used by contractors to track the cost report settlement process. Contractors and the Centers for Medicare and Medicaid Services use STAR data to create reports for oversight of the Medicare cost report process. This instruction mandates the use of the Autoload Program to ensure that contractors are entering the same settlement and cost report line items into STAR**.**

B.   Policy: CMS requires contractors to use the STAR Program to track the settlement process of providers' cost reports. To ensure that accurate cost report data are reported in STAR, contractors shall use the STAR Autoload Program Version 8.40 to populate screens 6 and 9 for as filed, finalized, or all revised notice of program reimbursement (NPRs). Contractors shall use the Autoload Program Version 8.40 to update Screens 6 and 9 for filed, finalized, and all revised NPRs where a NPR or revised NPR is issued on or after October 1, 2005. CMS will use data on screens 6 and 9 to estimate audit savings.

II.   BUSINESS REQUIREMENTS

"Shall" denotes a mandatory requirement
"Should" denotes an optional requirement

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
4172.1	Effective October 1, 2005, contractors shall use the STAR Autoload Program Version 8.40.	X								
4172.2	Contractors shall create HCRIS files so that the Autoload Program can extract data and populate STAR using Autoload.	X								

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
4172.3	Effective October 1, 2005, contractors shall update screens 6 and 9 for any as filed, initial NPR, or revised NPRs issued on or after this date to ensure that data appearing on these screens are from the same line items of the cost report	X								
4172.4	Contractors shall create a HCRIS file if the prior HCRIS upload used a version of Autoload prior to Version 8.4 to update Screens 6 and 9.	X								
4172.5	Before posting data to Screens 6 and 9, contractors shall verify that the reimbursement amounts on Screen 5 have not changed. Vendors cost reporting software may have been updated which could affect Screen 5 amounts.	X								
4172.6	If amounts on Screen 5 change using Autoload 8.40, contractors shall restore Screen 5 amounts to their original posting or manually post the new amounts for Screen 6 and 9.	X								

III.   PROVIDER EDUCATION None

IV.   SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A.   Other Instructions:

X-Ref Requirement #	Instructions

B.   Design Considerations:

X-Ref Requirement #	Recommendation for Medicare System Requirements

C.   Interfaces: None
D.   Contractor Financial Reporting /Workload Impact: None

E.   Dependencies: None

F.   Testing Considerations: None

V.   SCHEDULE, CONTACTS, AND FUNDING

Effective Date*: October 1, 2005 **Implementation Date:** February 13, 2006 **Pre-Implementation Contact(s):** Daniel Driscoll 410 786-4555, Daniel.Driscoll@CMS.HHS.Gov **Post-Implementation Contact(s):** Daniel Driscoll 410 786-4555, Daniel.Driscoll@CMS.HHS.Gov	**No additional funding will be provided by CMS; contractor activities are to be carried out within their FY 2006 operating budgets.**

*Unless otherwise specified, the effective date is the date of service.

Medicare Financial Management Manual
Chapter 8 – Contractor Procedures for Provider Audits

Table of Contents
(Rev. 89, 01-13-06)

10.6 Autoload Program in STAR, System Tracking for Audit and Reimbursement

(Rev. 89; Issued: 01-13-06; Effective Date: 10-01-2005; Implementation Date: 02-13-06)

Effective October 1, 2005, contractors shall use the STAR Autoload Program (See Chapter 10 of the STAR Manual on how to use this program.) to update screens 6 and 9 in STAR for any as filed, finalized, or reopened cost reports entered into STAR on or after October 1, 2005. Contractors must ensure that accurate cost report data appears on those screens for filed cost reports, the initial Notice of Program Reimbursement (NPR) and all revised NPRs, as this information is utilized to estimate audit savings.

When issuing an initial NPR on or after October 1, 2005, contractors must use the Autoload Program to update screens 6 and 9 for the filed cost report and for the initial NPR. (Note: If Version 8.40 of the Autoload Program was previously used to input screens 6 and 9 for the filed cost report, this information does not have to be reloaded.) When issuing a revised NPR after on or after October 1, 2005 contractors must use the Autoload Program to update screens 6 and 9 for the prior NPR and for the revised NPR being issued. (Note: If Version 8.40 of the Autoload Program was previously used to input screens 6 and 9 for the prior NPR, this information does not have to be reloaded.).

The reimbursement amounts previously reported on screen 5 prior to running Autoload Version 8.40 should not change. If a Version of the STAR Autoload Program 8.40 or higher was not used to populate STAR, it will be necessary to re-create a HCRIS file to determine if information needs to be re-posted or re-entered on STAR screens 6 and 9. When recreating a HCRIS file to update STAR screens 6 and 9, you must verify that the previous amounts reported on screen 5 have not changed after creating the new HCRIS file. The new HCRIS file may not match the prior as filed, initial NPR, or all revised NPRs on screen 5, because cost reporting vendors may have changed their cost reporting software. Contractors must ensure that the amounts on screen 5 do not change from these previous postings. If after running the Autoload Program the amounts on screen 5 change, contractors must manually re-enter the previously reported amounts on screen 5. (Screen 6 and 9 shall reflect the revised amounts based on the Autoload Program but screen 5 will not reflect any adjustments.) This is necessary to ensure that screen 5 reflects the correct as submitted, NPR, or revised NPR amounts. Re-entering data on screens 6 and 9 will ensure that CMS can compare accurate and consistent cost data to estimate audit savings.