<u>EOHHS FY22 Workforce 10% Rate Enhancements – Reporting & Attestation FAQs</u>

1. **What supplemental funding do these FAQs apply to?**
   a. These FAQs apply to the reporting and attestation for the FY22 10% rate enhancement payments made to providers to support their workforce authorized through CMR 447 (HCBS Services), CMR 448 (other services), and the relevant MCE Bulletins (Bulletins 71, 72, 86, and 87).
2. **If I received funds from both CMR 447 and CMR 448, do I need to submit multiple reports?**
   a. No – all providers will submit a single report that accounts for all eligible funds received.
3. **If I received funds from multiple state agencies, do I need to submit multiple reports?**
   a. No – funds received will be aggregated into a single report but broken out by state agency on the funds received tab for your information
4. **If I provide multiple services, do I need to submit multiple reports?**
   a. No – when selecting services in the reporting and attestation form you can select all the services you provide
5. **If my organization only received a small amount of funding, do we still need to report?**
   a. Organizations who received less than $1,000 across ALL funding sources, contracts, and activity codes do not need to submit a report. To check your organization's total fund receipt from the state you can begin your application and proceed to the Funds Received page. Please note – if you received funds from a Managed Care Entity that amount will have to be provided by your organization and should be included when determining if you fall below the $1,000 cutoff.
6. **How do I submit the attestation form?**
   a. The attestation form is on the final page of the report and will be completed and submitted electronically in the same submission.
7. **When is the deadline to submit the report and attestation?**
   a. All reporting and attestation forms should be submitted by 11:59pm on 12/31/2022.
8. **If my organization is receiving additional rate enhancement funding in FY23 as part of the rate bridge, do we include that in the report?**
   a. No. All FY23 funding will be addressed in a separate report at a later date; this report should only cover FY22.
9. **How do I access the reporting and attestation form?**
   a. The form can be accessed through the MassGrants portal here: https://maanfgrants.force.com/s/loginpage
10. **What do I need to register an account?**
    a. To register an account, provider organizations should use their Vendor Code and the last four digits of their TIN. This is the same login credentials as used for Vendor Web.
11. **What happens if someone from my organization has already registered an account?**
    a. Only one account can be created using a VC and TIN. If someone has already created an account for your organization, you cannot create a new one. In that case, the system will inform you that someone in your organization has created an account and provide their email address. Ask that person to add you as an account user. Once they do, you will receive an email to set up your own login credentials for the account.
12. **Who do I contact if I'm having issues registering my account?**

a. If you are having issues setting up a password or getting errors from the system, please contact the MTX Help Desk at 1-866-406-2170 or send an email to MassGrantsSupport@mtxb2b.com.

13. **How do I find my Vendor Code?**
    a. Your vendor code is a 12-digit code beginning with "VC". If you do not know your vendor code, please contact the state agency you contract with or consult with your organization's finance staff.

14. **How do I find the 10% report and attestation form in the MassGrants system?**
    a. On the homepage, click the "Grants Management" option from menu on the left-hand side of the screen. On the following page, search "10% Report and Attestation" and select the result. Additional instructions and screenshots are found in the login/registration guide.

15. **Can more than one person from my organization work on the report?**
    a. Yes – multiple people from your organization can be added as users to the account and will be able to access and edit the report while it is in draft mode. After submitting, your organization will not be able to edit unless EOHHS staff request further information or clarification.

16. **What if I don't know exactly how much funding my organization received?**
    a. Agency finance staff have provided a build-up of how much funding was expended through these initiatives for each organization which has been uploaded to each individual report.

17. **How will I know I successfully submitted my report?**
    a. On the final screen you will see "Report and Attestation submitted successfully" along with a reference number.

18. **Can I download a copy of my submission for my records?**
    a. Yes – you can download a PDF copy from the submission page or at any time by going back to your homepage and clicking on "submitted grants" and searching for the reference number.

19. **Is this the same platform being used for other EOHHS grant submissions?**
    a. Yes – your organization can apply for eligible grants using the same account created for this Report and Attestation form, or vice versa.