



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
www.mass.gov/masshealth

Continuous Skilled Nursing Agency Bulletin 21

DATE: September 2024

TO: Continuous Skilled Nursing Agencies Participating in MassHealth

FROM: Mike Levine, Assistant Secretary for MassHealth 

RE: **Annual Staffing Report Requirements for Continuous Skilled Nursing Agencies**

Introduction

The Executive Office of Health and Human Services (EOHHS) has established annual staffing report requirements for continuous skilled nursing (CSN) agencies under [130 CMR 438.000: Continuous Skilled Nursing Agency](#). Under 130 CMR 438.415(F), CSN agencies must annually send MassHealth or its designee a record of the gross hourly wages they paid to all contracted and employee nurses the previous calendar year and any records required by EOHHS.

This bulletin sets forth reporting and submission requirements for the staffing report due February 1, 2025, as well as for the annual CSN agency staffing report.

Reporting and Submission Requirements for Report Due February 1, 2025

The 2025 annual staffing report is due February 1, 2025. For this report, CSN agencies must submit one report for dates of service between January 1 and July 31, 2024, and a second report for dates of service between August 1 and December 31, 2024. The reports must be completed on MassHealth's [CSN Annual Staffing Report Form](#). They must be completed in their entirety with the most up-to-date and accurate information available to the provider.

Reports must be signed by the appropriate personal representative, who is the person responsible for the CSN agency's operation in the state. The annual staffing report due in 2025 must be submitted by February 1, 2025, to support@masshealthltss.com with the subject line "[Agency Name] CSN Annual Staffing Reports for CY 24."

Subsequent Annual Reporting and Submission Requirements

After the 2025 report, annual CSN agency staffing reports must still be completed on the [CSN Annual Staffing Report Form](#) issued by MassHealth. Agencies must submit a single report with data that represents the previous calendar year, rather than the two reports submitted for 2025, unless MassHealth tells them otherwise. The form must be completed in its entirety with the most up-to-date and accurate information available to the provider. The CSN agency must

submit the form to MassHealth by the end of February each year, using wage and employment information from the previous calendar year.

Forms must be signed by the appropriate personal representative, who is the person responsible for the CSN agency's operation in the state. Completed forms must be submitted to support@masshealthtss.com with the subject line "[Agency Name] CSN Annual Staffing Report for CY XX."

Noncompliance

Agencies that do not follow the requirements in this bulletin may be subject to sanctions in accordance with the sections on overpayment and sanctions in [130 CMR 450.000](#): *Administrative and Billing Regulations*.

MassHealth Website

This bulletin is available on the [MassHealth Provider Bulletins](#) web page.

[Sign up](#) to receive email alerts when MassHealth issues new bulletins and transmittal letters.

Questions?

If you have questions about the information in this bulletin, please contact us.

Long-Term Services and Supports

Phone: (844) 368-5184 (toll free)

Email: support@masshealthtss.com

Portal: MassHealthLTSS.com

Mail: MassHealth LTSS
PO Box 159108
Boston, MA 02215

Fax: (888) 832-3006



[MassHealth on Facebook](#)



[MassHealth on LinkedIn](#)



[MassHealth on X](#)



[MassHealth on YouTube](#)