




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



**MassHealth
Long Term Care Facility Bulletin 106
August 2012**

TO: Nursing Facilities and Chronic Disease and Rehabilitation Inpatient Hospitals
Participating in MassHealth

FROM: Julian J. Harris, M.D., Medicaid Director 

RE: Annual Accounting for Personal Needs Allowances (PNA)

Background

MassHealth requires that nursing facilities and chronic disease and rehabilitation inpatient hospitals account for the balances of personal needs allowances (PNA) (see 130 CMR 456.615).

Providers must submit PNA forms to indicate that they maintain or do not maintain MassHealth members' PNA funds.

New for 2012

PNA forms are not currently available online. These forms will be made available online on a secure website in August 2012. The new format will enable the sharing of protected health information (PHI) and other sensitive data in a secure manner.

To access the forms and instructions needed to fulfill the annual requirement, go to <https://secure.chcf-umms.org> and do the following.

1. Enter your MassHealth provider number and location code as the Login ID.
 2. Enter the default password of "1Welcome."
 3. Click the Login button. You will be prompted to change your password at the first login. Your new password must contain at least eight characters, which must include at least one alpha character, one capital letter, and one numeric character. The initial screen will display an instruction file containing details for filing. Please refer to these instructions when filing your PNA accounting.
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Deadline for PNA Submissions

The PNA form seeks information about PNA funds managed by the provider, including members' names and MassHealth ID numbers, the amount of petty cash held in the facility for the members, the amount held in individual bank accounts for the members, the balance held in the trustee account for the members, and information about any other money being held for the members by the facility as of April 30, each year.

Providers must also provide copies of bank statements and a reconciliation of the trustee account (if one is used) electronically. If electronic submission is not possible, faxed or mailed copies will be accepted.

The reconciled bank balance **must agree** with the total PNA balance on the PNA form. If providers do not handle PNA funds for any members, they must state this on the PNA form.

All PNA filings must be dated and signed electronically by the administrator, under the pains and penalties of perjury, and submitted via the secure website.

The PNA forms must be submitted by the requested date each year. MassHealth will issue a provider bulletin or another issuance annually, informing you of any changes to the process or to establish the due date for the year.

Penalties

For 2012, if a provider does not submit the PNA form by September 15, 2012, or if the filing is incomplete and not reconciled to the bank statement, the provider may be subject to administrative sanction.

Questions

If you have any questions about the information in this bulletin or have difficulty accessing the website, please contact the MassHealth Financial Compliance Unit at PNAReview@umassmed.edu.
