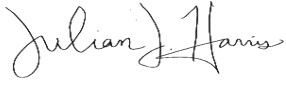




**MassHealth
Long-Term Care Facility Bulletin 107
April 2013**

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 Account (PNA) Funds**

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

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

PNA Submissions PNA forms and instructions needed to fulfill the annual filing requirement are available online. To access the forms, 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 alphabet, one capital letter, and one number. 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, amount of petty cash held in the facility, amount held in individual bank accounts, balance held in the trustee account, and information about any other money being held for the members by the facility as of **February 28, 2013**. These forms must be submitted by **May 31, 2013**.

(continued on next page)

Deadline for PNA Submissions
(cont.)

Providers also must 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 should be dated and signed electronically by the administrator, (under the pains and penalties of perjury,) and submitted via the secure web site.

Penalties

If a provider does not submit the PNA form by May 31, 2013, 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 web site, please contact the MassHealth Financial Compliance Unit at PNAReview@umassmed.edu.
