



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

MassHealth
Long-Term-Care Facility Bulletin 117
May 2022

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

FROM: Amanda Cassel Kraft, Assistant Secretary for MassHealth

RE: Annual Review of Personal Needs Allowance Account

Background

MassHealth requires that nursing facilities and chronic disease and rehabilitation inpatient hospitals account for the balances of personal needs allowance (PNA) account funds. See [130 CMR 456.615: Annual Accounting to the Division of PNA Balance](#).

Providers submit PNA forms to indicate whether they maintain PNA funds of MassHealth members.

PNA Submissions Process

To facilitate fulfillment of this annual filing requirement, PNA forms are available to providers online. To access the forms and instructions, go to <https://secure.chcf-umms.org> and take the following steps.

1. Enter your MassHealth provider number and location code as the Login ID.
2. Enter the default password "iWelcome."
3. Click the Login button. Follow the prompts to change your password at the first login. Your new password must contain at least eight characters, which must include at least one alphabetical character, one capital letter, and one numeral. The first screen will display an instruction file with details for filing. Please refer to these instructions when filing your PNA accounting.

Deadline for Submissions

The PNA form requests information about PNA funds managed by the provider, including members' names and MassHealth ID numbers, amount of petty cash held in the facility for the members, amount held in individual bank accounts for the members, 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 **January 31 of each calendar year**.

These forms must be submitted by **June 1 of each calendar year** and must contain the PNA fund information described above as of January 31 of the same calendar year.

Other Submission Requirements

With each annual submission, providers also must electronically submit copies of bank statements and a reconciliation of the trustee account, if one is used.

The reconciled bank balance must agree with the total PNA balance on the PNA form. Providers who do not handle PNA funds for any members must state this on the PNA form.

All PNA filings must be dated and signed electronically by the administrator and submitted via the secure website.

Penalties

If a provider does not submit the PNA form by **June 1 in any given calendar year**, or if the filing is incomplete and not reconciled to the bank statement, the provider may be subject to administrative sanction.

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 or have difficulty accessing the website, please contact the MassHealth Financial Compliance Unit at PNAReview@umassmed.edu.