




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



**MassHealth
Psychiatric Inpatient Hospital Bulletin 23
September 2012**

TO: Psychiatric 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 long-term-care hospitals account for the balances of personal needs allowances (PNA). This requirement is specified in the long-term-care services regulations at 130 CMR 456.615.

Public psychiatric inpatient hospital providers that have MassHealth long-term-care members as inpatients and submit an SC-1 form are also required to submit PNA forms to indicate that they either maintain or do not maintain a MassHealth member's PNA funds.

Please Note: The information in this bulletin does not apply to private psychiatric inpatient hospitals.

New for 2012

PNA forms are currently available online on a secure website. The new format enables 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, 2012.

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 should 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 October 31, 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.
