<u>Collection Instrument and Instructions</u> Fiscal Soundness Reporting Requirements (FSRR) CMS-906, OMB 0938-0469

 Launch the web browser and enter the following URL for HPMS (<u>https://hpms.cms.gov/app/ng/home/</u>). Click on Login with CMS EUA. Enter CMS User ID and Password (Figure 1).

Figure 1: HPMS Home Page



2. On the HPMS Home Page, hover on the Monitoring link on the top navigation panel and select Fiscal Soundness (Figure 2).

Figure 2: Accessing Fiscal Soundness Module

HPMS Health Plan Management System	• Search Q	Sto T. E-mail Us Calendar Lo	→ g Out
Contract Management Plan Bids Plan Formularies	Monitoring Quality and Performance Risk	Adjustment Data Extract Facility User Resources	
Announcements There are no announcements to view at this time.	Marketing Review PACE Quality Monitoring Fiscal Soundness Cost Reports - ASP Cost Report Audit Cost Reports Cost Reports Complaints Tracking Module	ently Used al Soundness n Benefit Package - Test ic Contract Management NP Management Reports Coloris	
Memos There are no memos to view at this time.	AICE-FWA Compliance Activity Plan Reporting Data Validation Part D IPM Financial Audit Bid Audit	Mo	re
About HPMS Website Accessibility Web Policies File Forma UX Framework v10.0.4	Part C IPM Audit Network Management ts and Plug-ins Rules of Behavior System Re	quirements Help	MS

3. Navigate to Financials and select Submission of Financial Information. On the Submission of Financial Information page, select desired Contract Number/Name or one from the contract group. Then select Next (Figure 3).

Figure 3: Submission of Financial Information Page

E C HPMS	meet System
Fiscal Soundness 🗮	HPMS > Monitoring > Fiscal Soundness > Submission of Financial Information
Dashboard	Submission of Financial Information
Submission of Financial Information	1 2 3 4
Extensions ~	Step 1 of 4: Select a Contract Number / Name or one Contract Number / Name within a contract group.
😫 Bankruptcy 🗸	A field with an asterisk (*) before it is a required field.
 ■ Reports and Extracts ✓ ■ Documentation ✓ 	*Contract Number / Name: Select a Contract Number / Name (NAIC) (JV ID)
	Next

4. On the Select Reporting Period Page, select Submit New under the desired reporting period (Figure 4 or Figure 5).

Select Reporting P	eriod			
	1	234		
Step 2 of 4: Select a link to p navigation menu.	proceed with your submission, for the Reporting pe	rriod. If no link is available, navigate	back to Submission of Financial I	nformation page via right hand
	Contract Number: 20001			
	Contract Name: Sample Health Plan	n 1		
	NAIC#:			
	JV ID:			
The next page will display al Contract Year	I contracts associated with the contract group, if a Audited	pplicable. Reporting Period	Reporting Period	Reporting Period
	Annual	Ending 3/31	Ending 6/30	Ending 9/30
20XX	Due by 05/28/2021 Extension Due Date: 06/05/2021	Due by 05/17/2021	Due by 08/16/2021	Due by 11/15/2021

Figure 4: Select Reporting Period Page (Non-PACE)

Figure 5: Select Reporting Period Page (PACE)

		0 2	3 4		
p 2 of 4: Select a link nu.	k to proceed with your submission	, for the Reporting period. If no link	is available, navigate back to Sub	mission of Financial Information pa	ge via right hand navigation
	Contract	Number: Z0001			
	Contra	ct Name: Sample Health Plan 1			
		NAIC#:			
		JV ID:			
and a set will disal	au all contracts associated with the	a contract group if conlicable			
a second a second in fill state and	Audited Annual	Reporting Period Ending 3/31	Reporting Period Ending 6/30	Reporting Period Ending 9/30	Reporting Period Ending 12/31
Contract Year		O harden d	Submitted	Submitted	Due by 02/16/2021
Contract Year	Submitted Submission ID: 86265	Submitted Submission ID: 87067	Submission ID: 88459	Submission ID: 89254	SUDMIT New

- 5. On the New Financial Submission page (Figure 6 or Figure 7), enter data elements and upload documentation.
 - a. Total Assets This total amount is found on the Balance Sheet.

- b. Total Liabilities This total amount is found on the Balance Sheet. For PACE or 1876 Cost Plan contracts, this amount includes Subordinated/Guaranteed Debt.
- c. Subordinated Debt/Guaranteed Debt (Included in Total Liabilities) PACE or 1876 Cost Plan contracts only.

Subordinated debt is defined as an unsecured debt whose repayment to its Parent Organization ranks after all other debts have been paid when the subsidiary files for bankruptcy. An example of subordinated debt is when the Parent Organization loans money to the PACE organization or Cost Plan to pay its debts. The PACE organization or Cost Plan only needs to repay the Parent Organization after all of its other liabilities have been satisfied.

Guaranteed debt is defined as secured debt in which another entity promises to pay a loan or other debt if the organization that borrowed the money fails to pay. An example of guaranteed debt is when the PACE organization or Cost Plan obtains a loan from a bank and another entity signs on to guarantee payment of all (or a portion of) the loan. In the event of bankruptcy or default, the other entity will make payments on the loan on behalf of the PACE organization or Cost Plan to ensure the debt is satisfied.

Note:

• When a value of zero is entered, the system will alert the user.

• When entering a numeric value other than zero, users are expected to include a signed Subordinated/Guaranteed Debt Attestation Form zipped with their file upload. The form can be accessed by selecting Subordinated/Guaranteed Debt Attestation Form at the bottom of the page or in the module navigation menu.

- d. Net Income (Loss) This is the portion of revenue remaining after all the expenses and taxes have been deducted. This amount is found as a line item on the Revenue and Expense Statement. This amount can also be a negative number; in that case, it's called a Net Loss.
- e. Cash Flow from Operations This amount is found on the Cash Flow Statement. It is the first sub-totaled amount before accounting for cash flow from investing and financing activities.

f. File – Upload the applicable financial statement(s). Click 'Choose file to upload or drag the file here' to upload a file OR drag and drop the file into the location.

Note:

• Accepted file types are .DOC, .DOCX, .PDF, and .ZIP. Filename cannot contain any of the following characters: pound (#), percent (%), semi-colon (;), plus (+), ampersand (&), and double periods (..).

- Maximum file size allowed is 20MB.
- Uploaded file name length should not exceed 150 characters.
- g. Subordinated/Guaranteed Debt Attestation PACE contracts only. When entering a numeric value other than zero, users are required to indicate that the Subordinated/Guaranteed Debt Attestation form has been included in their submission by selecting the Subordinated/Guaranteed Debt Attestation checkbox.

Note:

• 1876 Cost Plans should contact CMS regarding Subordinated/Guaranteed Debt Attestation.

Figure 6: New Financial Submission Page (Non-PACE)

		00	3 4		
field with an asterisk (*) be	Step 3 of fore it is a required field.	4: Provide your financial detail:	s and upload your financial statement.		Definitions and Instructio
	Contract Year: Submission Type: Joint Venture Name: NAIC#: FYED:	20XX Audited Annual 12/31			
Contract Information:	A	0. (. D	Development of the News	D	
Contract Number	Contract Name	Region Responsible	Parent Organization Name	Parent Org NAIC#	Joint Venture ID
20001	EXAMPLE CONTRACT	Kenese City	Example Org		
20002	EXAMPLE CONTRACT	Dallas	Example Org		
	"Total Assets(in S): "Total Liabilities(in S): "Net Income (Loss)(in S): "Cash Flow from Operations(in S):				
	Notes:	Accepted File Types: .doc, Maximum of 20 MB per fil Uploaded File Name lengt	.docx, pdf, zip. e. h should not exceed 150 characters.		

Figure 7: New Financial Submission Page (PACE)

New Financial Submission						
		1	2 3	4		
	Step 3 of	4: Provide your fina	ancial details and upload y	our financial statement.		
field with an asterisk (*) before it is a required fiel	ld.				Defi	nitions and Instructi
		2022				
Su	contract rear:	Audited Appual				
loint	Venture Name:	Audited Annoa				
	NAIC#:					
	FYED:	08/31				
and the former time.						
Contract Number Con	tract Name		Region Responsible	Parent Organization Name	Parent Org NAIC#	Joint Venture ID
Z0001 EXAMP	LE CONTRACT		Philadelphia	Example Org		
"Total I Subordinated / Guaranteed Debt (Included in Tota "Net Inco "Cash Flow from O	Liabilities(in \$): al Liabilities)(in \$): me (Loss)(in \$): perations(in \$):	0				
	Notes:	 Accepted File Maximum of 2 Uploaded File 	Types: .doc, .docx, .pdf, .z 20 MB per file. Name length should not e	ip. exceed 150 characters.		
	*File:	Choose f	file to upload or drag and c	drop here		
		By checking completed and upl submission. [This t included, you must	this box, I attest that I hav loaded the <u>Subordinated /</u> form can be found under F t complete the Subordina	re reported Subordinated / Guaran Guaranteed Debt Attestation Form Fiscal Soundness: Documentation, ted / Guaranteed Debt Attestation	teed Debt above and the <u>n [PDF_118KB]</u> with my fi If Subordinated / Guard Form.	refore I have inancial inteed debt is
Next						

- 6. After completing all information, select Next.
- 7. Review the information entered on the New Financial Submission Verification page (Figure 8 or Figure 9).
 - a. If changes need to be made, select Back.
 - b. If the information is correct, select Submit.

Figure 8: Verify Financial Information Page (Non-PACE)

Verify Financial I	nformation								
			0	0	0	4			
		Step 4 o	f 4: Venty	your informat	ion provided	before submitting.			Drive
	Con	tract Year: 20XX							CL15
	Submis	sion Type: Audib	ed Annual						
	Joint Vent	ure Name:							
		NAIC#:							
		FYED: 12/31							
Contract Information:	Contract Name		Berina	Beenseelble	Der	ent Occanization Name	Parent Ore NAICE	Inint Venture ID	
20001	Sample Health Plan 1	A	0	kover	Sample	e Health Plan 1	12890	Juin remove to	
	Total As	sets (in \$): 5000	0						
	Total Liabil	ities (in \$): 5000	0						
	Net income (L	osa) (in \$): 7400	00						
	Cash Flow from Operat	ions (in \$): 4568	52						
		File: 1400	le file size	less than -20	mb IDOCX	19.5MBI			
		Dauk C	-						
		DOCK	uomit						

Figure 9: Verify Financial Information Page (PACE)

Verify Financial In	formation					
		0 0	3 4			
		Step 4 of 4: Verify your info	ormation provided before submitting.			
	Contract Ye	ar: 20XX				P
	Submission Ty	pe: Reporting Period Ending	12/31			
	Joint Venture Nar	ne:				
	NAI	C#:				
Contract Information:	FY	ED: 12/31				
Contract Number	Contract Name	Region Responsible	Parent Organization Name	Parent Org NAIC#	Joint Venture ID	
Z0001	Sample Health Plan 1	Philadelphia	Sample Health Plan 1			
	Total Assets (in	\$): 250000				
	Total Liabilities (in	\$): 50000				
Subordinated / Guarante	ed Debt (Included in Total Liabilities	(in 0 \$):				
	Net Income (Loss) (in	\$): 740000				
	Cash Flow from Operations (in	\$): 456852				
	F	ile: sample file (DOCX_112K)	81			
		By checking this by completed and uploaded submission. [This form c included, you must comp	ox, I attest that I have reported Subord d the <u>Subordinated / Guaranteed Debt /</u> an be found under Fiscal Soundness: I plete the Subordinated / Guaranteed D	inated / Guaranteed Debt at Attestation Form (PDF, 119K) Documentation.] If Subordin ebt Attestation Form.	bove and therefore I have 3] with my financial ated / Guaranteed debt is	1
	Back	Submit				

8. An attestation of the submission is required (Figure 10). Select OK.

Figure 10: New Submission Attestation Popup (Audited Annual)



9. Upon submission, the Confirmation page is displayed (Figure 11).

Figure 11: Confirmation Page

Confirmation	
Aud	ited Annual financial information for contract(s) ²⁰⁰⁰¹ is successfully submitted with Submission ID 89974.
	Exit to Home Page