Quarterly Report FAQ

My agency did not have personnel working in Missouri or I did not have personnel working in a health care facility during the requested quarter, do I still need to submit the quarterly report?

Yes.

I did not have personnel working in Missouri during the quarter requested on the survey, do I still have to submit the excel worksheet?

No. Please do not submit a blank worksheet.

Can I submit the same excel worksheet I used last quarter if nothing has changed?

No. We make updates to the worksheet every quarter. If you submit a previous quarter worksheet, your quarterly report will not be accepted and you will be required to correct it.

My agency contracts health care personnel not listed on the worksheet, do I still need to report them to DHSS?

If your agency provides personnel <u>not</u> listed below, they should not be reported to DHSS and please do not submit a blank worksheet. *If you believe personnel that is not listed below falls within MO Statute, please contact SHCSA at SHCSA@health.mo.gov

Certified Medication Technician (CMT); Certified Nursing Aide (CNA); Dietitian; Emergency Medical Tech (EMT) (ER only); Hearing Instrument Specialist; Level One Medication Aide (LIMA); Licensed Practical Nurse (LPN); Occupational Therapist; Occupational Therapist Assistant; Paramedic (ER only); Perfusionist; Pharmacy Technician; Physical Therapy Assistant; Registered Nurse (RN); Speech Language Aide.

I noticed EMT's and Paramedics are listed as a healthcare personnel, do I need to report them when they work in an ambulance?

No. Only report EMT's and/or Paramedics if they are pulled to work within a certified hospital (typically working in the emergency room).

I am not finding a health care facility on the worksheet that my personnel work at, what do I do?

If the facility is a hospital or long-term care facility (LTCF) and you are unable to find it-call 573-526-5335 or email SHCSA@health.mo.gov so we can help you. If you have personnel at a facility not certified by Medicare/Medicaid, it will not be listed. *You may verify if a hospital is Medicare/Medicaid certified here if a CMS Provider # is listed. *You may verify if a LTC facility is Medicare/Medicaid certified here if Medicare/Medicaid is listed next to Region.

Otherwise, if the facility is a dialysis clinic, ambulatory surgical center, PRTF, or other type of facility not licensed as a hospital or LTCF, they do not fall within the SHCSA statutes.

I have several RN's working at the same health care facility, do I need to list each RN's average pay in a separate column/row?

If several RN's have the same average pay and at the same health care facility only list that pay once.

My agency was approved in the middle of an open quarterly reporting period, do I still need to submit a quarterly report?

No. If your agency was not approved before a quarterly reporting survey opened on 1/1, 4/1, 7/1, or 10/1, you will not be required to submit a quarterly report during that survey period.

Where do I login or submit my quarterly report?

Agencies will receive an email from DRLNotifications1@gmail.com with a link to fill out and submit the quarterly report. The email will be sent to the Responsible Contact Person listed within the registration application, agency email address, and the Submitter email listed on the last quarterly report submitted. *Please submit a Changes to a Registered Agency form if the Responsible Contact Person or Agency email has changed so we can update your agency records: https://health.mo.gov/safety/shcsa/pdf/580-3425-changes-to-a-registered-agency.pdf