

OMES Cost Report and Rate Setting Web Portal ICF-IID Provider User Guide

Medicaid Management Solutions

Version: 2.0

Version: 2/1/2023

Note: This user manual is a draft document and will continue to be updated to reflect new functionality and UI changes as a result of future releases.



Privacy and Security Rules

The Health Insurance Portability and Accountability Act of 1996 (HIPAA – Public Law 104-191) and the HIPAA Privacy Final Rule¹ and the American Recovery and Reinvestment Act (ARRA) of 2009 requires that covered entities protect the privacy and security of individually identifiable health information.

¹ 45 CFR Parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information; Final Rule

Revision History

Version #	Published/ Revised	Author	Section/Nature of Change
0.1	04/06/2022	Adam Winay	Initial creation
0.2	04/08/2022	Amy Perry and Catie Mellott	Updates
0.3	08/26/2022	Adam Winay	Updated format; updated screenshots
0.4	12/02/2022	Adam Winay	Updates screenshots; additional steps
0.5	01/03/2022	Adam Winay	Updates; additional steps
2.0	02/01/2023	Catie Mellott	Updates

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1. Access and Login to the Web Portal

Complete the steps below:

Note: The OH FI web portal is compatible with Internet Explorer (versions 8 and up), Google Chrome, Microsoft Edge, and Mozilla Firefox

1. Sign into the Ohio PNM Web Portal Using Your Account Login
2. Click on a provider via the link in the “Reg ID” or “Provider” columns, which will direct you to the **Provider Management Home**
3. Expand the **Self Service Selections** menu
4. Select **Cost Reports and Rate Setting**

The screenshot shows the 'Provider Management Home' page. At the top, there is a header with the title 'Provider Management Home' and a red circle with the number '3' next to it. Below the header is a section titled 'Registration Information' which contains five input fields: 'Provider Name', 'Medicaid ID', 'Effective Date', 'Revalidation Due Date', and 'Term Date'. Below this is a section titled 'Manage Application' with a red circle and the number '4' next to it. This section contains three expandable menus: 'Enrollment Actions' (expanded), 'Programs' (expanded), and 'Self Service' (expanded). The 'Self Service' menu is further expanded, showing two options: 'View Provider File' and 'Cost Reports and Rate Setting'. Below these menus is a section titled 'My Current and Previous Applications' with a red circle and the number '5' next to it. This section contains the text 'No Current and Previous Applications'.

5. You will be brought to the project selection landing page within the OMES Online Cost Report Tool

2. Select Project Type

Complete the steps below:

1. You are brought to the **Select a Project** page after logging into the web portal. All project types that you have access to will be displayed on this screen
2. The email you logged into the web portal displays in the top right along with your account's role
3. Select the project to access on the web portal. For example, select **NF** to access the NF provider type project.



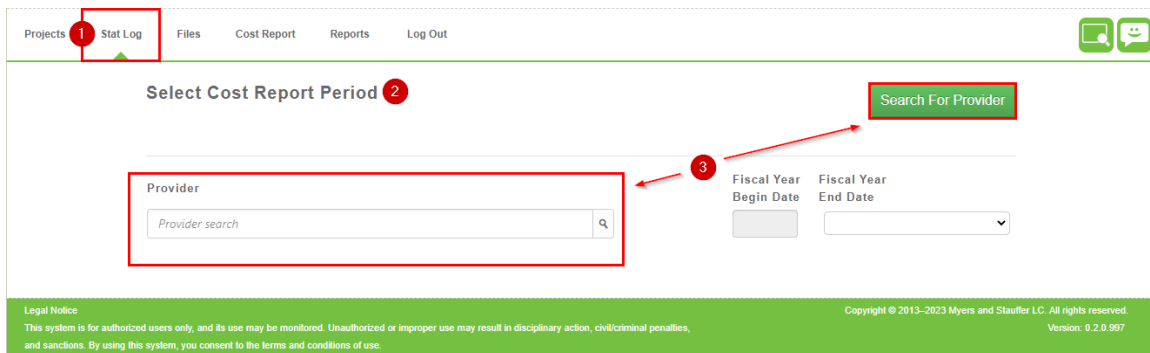
The screenshot shows the 'Select a Project' page of the Myers and Stauffer web portal. The header includes the company logo and name, and the user's email 'NFPROVIDERUSER@PROVIDER.ORG' is displayed in the top right corner, marked with a red circle and the number 2. Below the header, there is a 'Log Out' link and a green chat icon. The main content area features a 'Select a Project' dropdown menu, marked with a red circle and the number 1. The dropdown is open, showing 'Nursing Facility (NF)' as the selected option, which is also marked with a red circle and the number 3. The footer contains legal notices and copyright information.

3. Stat Log

Items on the top menu bar are driven by the project selected as well as the individual's user role. The **Files** and **Cost Report** menus are only available in the Nursing Facility and ICF-IID projects.

Each roles interaction with StatLog will vary and is based on the StatLog History Events.

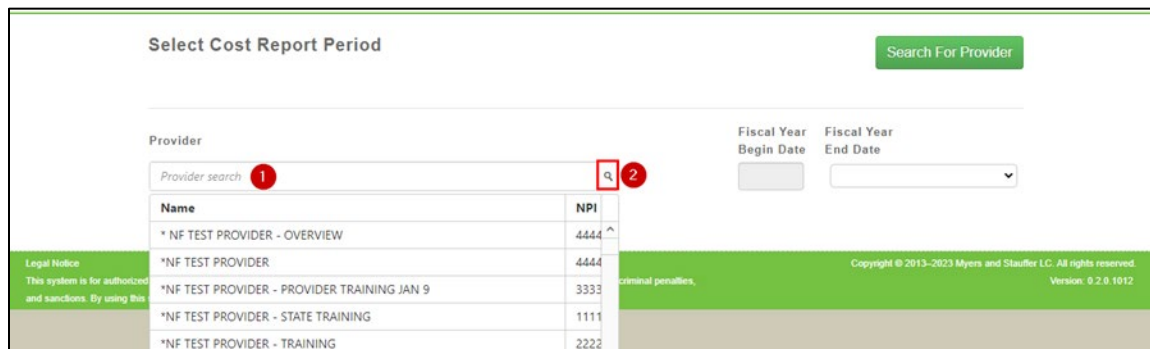
1. Select **Stat Log** on the menu bar
2. The **Select Cost Report Period** page for the StatLogs load
3. There are two options to choose a provider to open a Stat Log: **Provider Selection Dropdown** and **Search For Provider**



The screenshot shows the 'Select Cost Report Period' page. At the top, a navigation bar includes 'Projects', 'Stat Log' (annotated with a red circle 1), 'Files', 'Cost Report', 'Reports', and 'Log Out'. Below the navigation bar, the page title 'Select Cost Report Period' is followed by a red circle 2. A red box labeled 'Search For Provider' (annotated with a red circle 3) is located in the top right. Below this, there is a 'Provider' search box with a magnifying glass icon (annotated with a red circle 3) and a 'Fiscal Year' dropdown menu with 'Begin Date' and 'End Date' options.

3.1. Select Provider

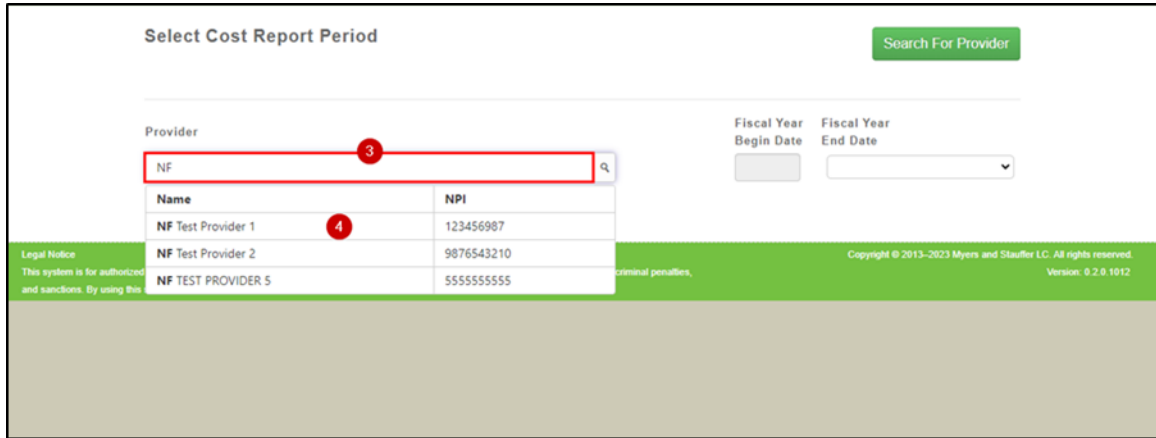
1. Click in to the search box under **Provider**
2. Click on the "search icon" to get the complete list of providers associated to the project type that you have been assigned in PNM.



The screenshot shows the 'Select Cost Report Period' page with the provider search results. The 'Provider' search box (annotated with a red circle 1) contains the text 'Provider search'. The search icon (annotated with a red circle 2) is a magnifying glass. Below the search box, a table lists providers with columns for 'Name' and 'NPI'. The table contains five rows of data.

Name	NPI
* NF TEST PROVIDER - OVERVIEW	4444
*NF TEST PROVIDER	4444
*NF TEST PROVIDER - PROVIDER TRAINING JAN 9	3333
*NF TEST PROVIDER - STATE TRAINING	1111
*NF TEST PROVIDER - TRAINING	2222

3. Begin typing the provider's name and the list of providers, associated to the project type, is refined
4. Find the provider and click on it, or continue to type in the search box until the desired provider name displays



Select Cost Report Period Search For Provider

Provider

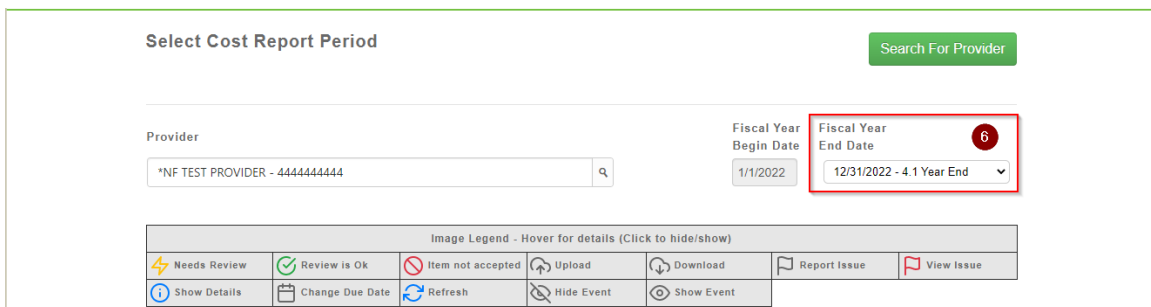
NF

Name	NPI
NF Test Provider 1	123456987
NF Test Provider 2	9876543210
NF TEST PROVIDER 5	5555555555

Fiscal Year Begin Date: Fiscal Year End Date:

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5. Select the provider
6. The Provider's Stat Log loads with the most recent stat log date and type



Select Cost Report Period Search For Provider

Provider

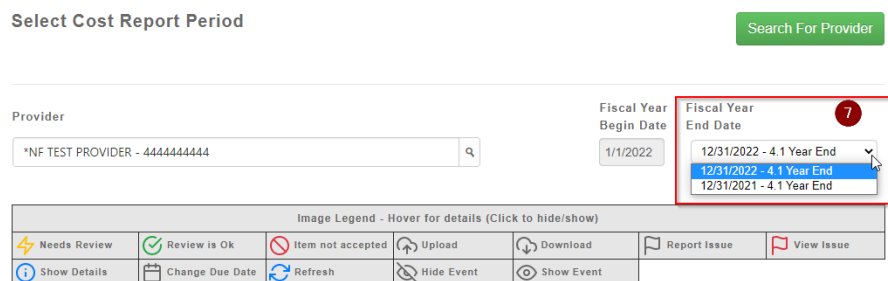
*NF TEST PROVIDER - 4444444444

Fiscal Year Begin Date: 1/1/2022 Fiscal Year End Date: 12/31/2022 - 4.1 Year End

Image Legend - Hover for details (Click to hide/show)

Needs Review	Review is OK	Item not accepted	Upload	Download	Report Issue	View Issue
Show Details	Change Due Date	Refresh	Hide Event	Show Event		

7. Select the correct stat log end date and type by clicking on the “Fiscal Year End Date” dropdown



Select Cost Report Period Search For Provider

Provider

*NF TEST PROVIDER - 4444444444

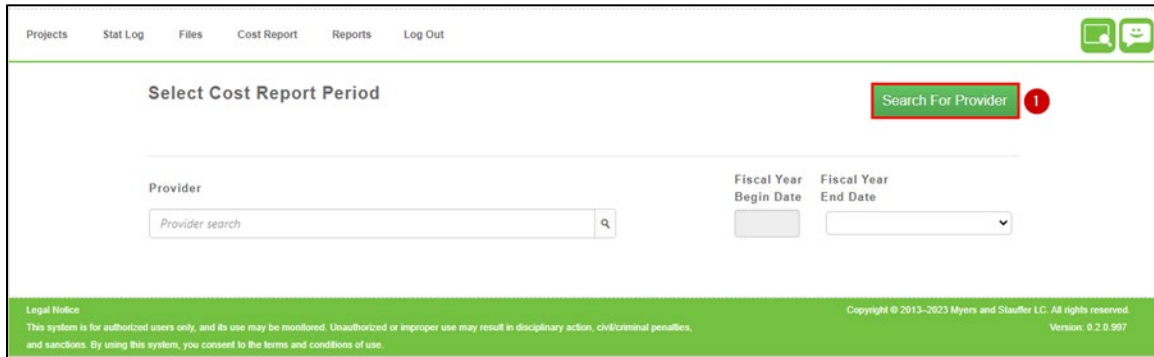
Fiscal Year Begin Date: 1/1/2022 Fiscal Year End Date: 12/31/2022 - 4.1 Year End

Image Legend - Hover for details (Click to hide/show)

Needs Review	Review is OK	Item not accepted	Upload	Download	Report Issue	View Issue
Show Details	Change Due Date	Refresh	Hide Event	Show Event		

3.2. Search for Provider

1. Click Search For Provider



Projects Stat Log Files Cost Report Reports Log Out

Select Cost Report Period

Search For Provider 1

Provider

Provider search

Fiscal Year Begin Date

Fiscal Year End Date

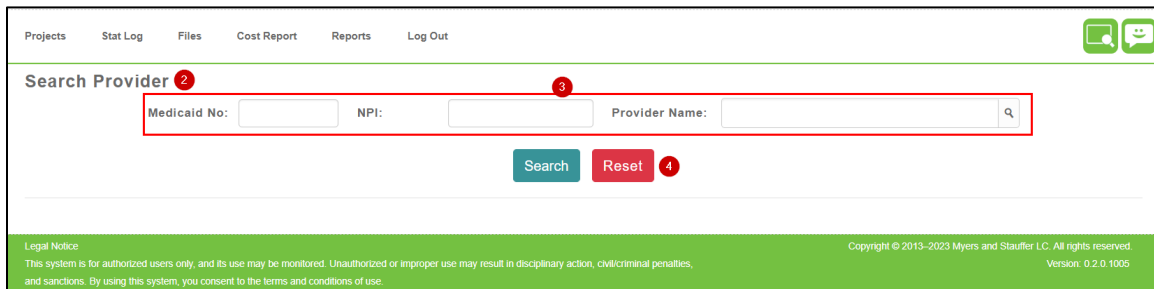
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Version: 0.2.0.997

2. The Search Provider page loads

3. Enter either of the following: Medicaid Number, NPI, or Provider Name

4. Click Reset to reset search criteria



Projects Stat Log Files Cost Report Reports Log Out

Search Provider 2

Medicaid No: NPI: 3 Provider Name: 4

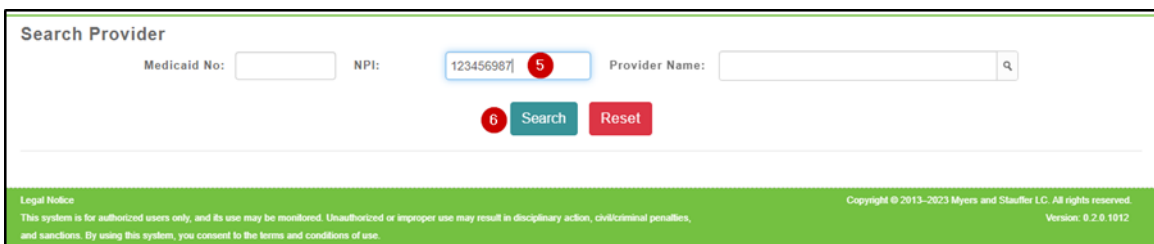
Search Reset

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Version: 0.2.0.1005

5. Enter the Medicaid number and click Search

6. Providers will begin to generate once typing into the Provider Name text box, select the Provider, and click Search



Search Provider

Medicaid No: NPI: 123456987 5 Provider Name:

6 Search Reset

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Version: 0.2.0.1012

7. Results generate based on the search criteria. The results will show all Stat Log Cost Report periods for the specific provider.
8. Click on the icon under **Access Stat Log** to access the desired Stat Log

Search Provider

Medicaid No: NPI: Provider Name:

Stat Logs found for NF Test Provider 1 - 123456987














Access Stat Log	Type	Cost Report Begin Date	Cost Report End Date	Create Date
 8	Annual	01/01/2025	12/31/2025	04/19/2022
	Annual	01/01/2024	12/31/2024	04/19/2022
	Annual	01/01/2023	12/31/2023	04/18/2022
	Annual	01/01/2022	12/31/2022	04/18/2022
	4.1	01/01/2022	12/31/2022	05/13/2022
	4.5	01/01/2022	12/31/2022	05/13/2022
	4.1	01/01/2022	12/31/2022	08/18/2022
	4.1	01/01/2022	12/31/2022	10/24/2022
	4.1	01/01/2021	12/31/2021	05/13/2022
	4.6	01/01/2021	12/31/2021	05/13/2022
	Annual	01/01/2018	12/31/2019	04/19/2022

9. The Provider's Stat Log loads



3.3. Refresh Stat Log Event History

1. Click the **Refresh** icon next to the Send Email icon

Image Legend - Hover for details (Click to hide/show)

 Review is Ok	 Item not accepted	 Upload	 Download	 Report Issue	 View Issue
 Show Details	 Change Due Date	 Change Auditor	 Refresh	 Send Email	 Hide Event
			 Show Event		

History


 **1**

2. The page will reload and show new events or uploads

3.4. Stat Log History Table

The Stat Log History table lists all events available to the user. These events can range from uploading documentation to reviewing a file.

The Stat Log History table has seven columns:

1. **Event Date** – shows the date the event was created
2. **Event** – the name of the event
3. **Due Date** – the expected due date of the event
4. **Response Date** – the date a user responded to the event
5. **User ID** – the username of the user who created the event
6. **Action** – actions which can be taken for the specific event
7. **Details** – any notes or notifications about a specific event

History						
Event Date	Event	Due Date	Response Date	User ID	Action	Details
05/13/2022	4.1 Home Office Cost Allocation			aperry@mslc.com		
05/13/2022	4.1 Quality Document			aperry@mslc.com		
05/19/2022	Upload		05/19/2022	aperry@mslc.com		
05/13/2022	4.1 Medicaid Cost Report	03/31/2022		aperry@mslc.com		
05/13/2022	4.1 Medicaid Cost Report Backup	03/31/2022		aperry@mslc.com		
05/13/2022	4.1 Trial Balance	03/31/2022		aperry@mslc.com		
05/13/2022	4.1 Depreciation and Amortization	03/31/2022		aperry@mslc.com		
05/13/2022	Upload		05/13/2022	aperry@mslc.com		
05/13/2022	Final Checkbox Submission Approval	03/31/2022	05/13/2022	system@mslc.com		
05/13/2022	Submitter's Certification/Rejection	03/31/2022	05/13/2022	system@mslc.com		
05/13/2022	Subsequent Cost Report Submission			system@mslc.com		
05/13/2022	Subsequent Home Office Cost Allocation			system@mslc.com		
05/13/2022	Subsequent Medicaid Cost Report			system@mslc.com		

3.4.1.Upload File to Stat Log

Depending on your user role, you may be able to upload documents to the StatLog events.

1. Locate a Stat Log Event in the history table
2. The event has an upload icon

History						
Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/18/2023	4.1 Initial Submission			system@mslc.com		
01/18/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/18/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/18/2023	4.1 Home Office Trial Balance			system@mslc.com		
01/18/2023	4.1 Medicaid Cost Report	04/15/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Medicaid Cost Report Backup	03/31/2027		system@mslc.com		
01/18/2023	4.1 Trial Balance ¹	03/31/2027		system@mslc.com	²	
01/18/2023	4.1 Depreciation and Amortization	03/31/2027		system@mslc.com		
01/18/2023	Other Documents (NO PHI)			user@medicaid.ohio.gov		

1 of 1 pages (10 items)

3. The **Upload File** window displays

4. Click **Choose File** to browse for the file to upload to the event

Upload File - 4.1 Trial Balance ³
NF Test Provider 1
FYE: 12/31/2026

File: TestPDF.docx ⁴
Notes:

Upload

Close

5. A confirmation message displays confirming the Cost Report upload

6. A new child event appears under the event with the new uploaded file

File Upload Successful. 5

Select Cost Report Period Update Due Date(s)

Provider

Fiscal Year Begin Date

Fiscal Year End Date

Image Legend - Hover for details (Click to hide/show)

Needs Review	Review is OK	Item not accepted	Upload	Download	Report Issue	View Issue
Show Details	Change Due Date	Refresh	Hide Event	Show Event		

History Mass-Download

Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/18/2023	4.1 Initial Submission			system@mslc.com		
01/18/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/18/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/18/2023	4.1 Home Office Trial Balance			system@mslc.com		
01/18/2023	4.1 Medicaid Cost Report	04/15/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Medicaid Cost Report Backup	03/31/2027		system@mslc.com		
01/18/2023	4.1 Trial Balance	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		6

3.4.2. Download File from Event

Depending on your user role, you may be able to download files from the StatLog events.

1. Find the event in which a document can be downloaded
2. Click on the download icon under **Action**

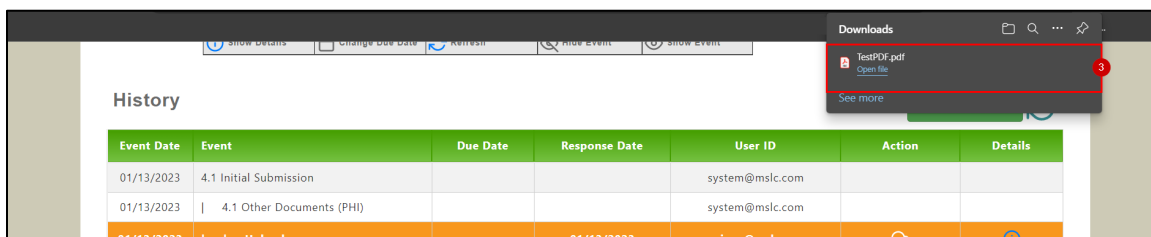
History Mass-Download

Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/13/2023	4.1 Initial Submission			system@mslc.com		
01/13/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/13/2023	Upload		01/13/2023	awinay@mslc.com	1	
01/13/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/13/2023	4.1 Home Office Cost Allocation			system@mslc.com		
01/13/2023	Upload		01/13/2023	awinay@mslc.com		
01/13/2023	4.1 Quality Document			system@mslc.com		
01/13/2023	4.1 Medicaid Cost Report	04/15/2024		system@mslc.com		
01/13/2023	Upload		01/13/2023	awinay@mslc.com		
01/13/2023	4.1 Medicaid Cost Report Backup	04/01/2024		system@mslc.com		
01/13/2023	4.1 Trial Balance	04/01/2024		system@mslc.com		
01/13/2023	4.1 Depreciation and Amortization	04/01/2024		system@mslc.com		

1
25

1 of 1 pages (12 items)


3. The document downloads



4. Open the document

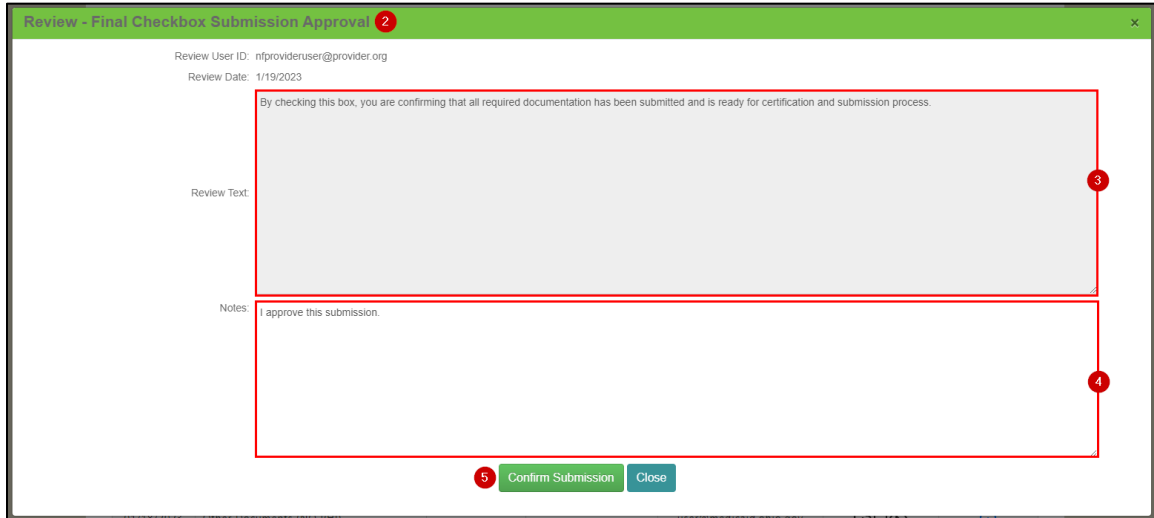
3.4.3. Review Event or File

1. Click on the review icon for the event

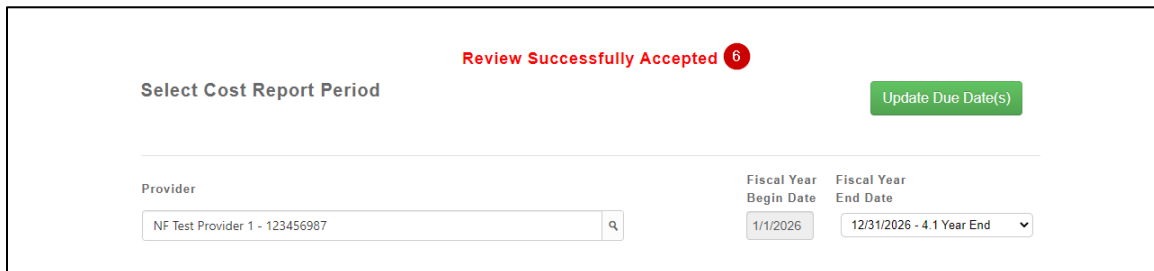
History							Mass-Download 
Event Date	Event	Due Date	Response Date	User ID	Action	Details	
01/18/2023	4.1 Initial Submission			system@mslc.com			
01/18/2023	4.1 Other Documents (PHI)			system@mslc.com			
01/18/2023	4.1 Other Documents (No PHI)			system@mslc.com			
01/18/2023	4.1 Home Office Trial Balance			system@mslc.com			
01/18/2023	4.1 Medicaid Cost Report	04/15/2027		system@mslc.com			
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org			
01/18/2023	4.1 Medicaid Cost Report Backup	03/31/2027		system@mslc.com			
01/18/2023	4.1 Trial Balance	03/31/2027		system@mslc.com			
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org			
01/18/2023	4.1 Depreciation and Amortization	03/31/2027		system@mslc.com			
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org			
01/19/2023	Final Checkbox Submission Approval	03/31/2027		system@mslc.com			
01/18/2023	Other Documents (NO PHI)			user@medicaid.ohio.gov			

1 of 1 pages (13 items)

2. The Review window opens
3. A **Review Text** box displays. Depending on what you are reviewing, you may see review text to read before confirming submission.
4. Enter the notes for the review, if needed
5. Click Confirm Submission



6. A message will state that the review was successfully accepted













7. A green checkmark will appear in the Details column in the History table

01/18/2023		4.1 Depreciation and Amortization	03/31/2027		system@mslc.com		
01/19/2023		Upload		01/19/2023	nfprovideruser@provider.org		
01/19/2023		Final Checkbox Submission Approval	03/31/2027	01/19/2023	system@mslc.com		 7
01/19/2023		Submitter's Certification/Rejection	03/31/2027		system@mslc.com		
01/18/2023		Other Documents (NO PHI)			user@medicaid.ohio.gov		

1 of 1 pages (15 items)

3.4.4. Report Issue on Event

1. Click the “flag” issue icon, to mark an issue with an event, such as a request that is not applicable for your submission.


History						
						Mass-Download 
Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/18/2023	4.1 Initial Submission			system@mslc.com		
01/18/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/18/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/18/2023	4.1 Home Office Trial Balance			system@mslc.com		
01/18/2023	4.1 Medicaid Cost Report	04/15/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Medicaid Cost Report Backup	03/31/2027		system@mslc.com		
01/18/2023	4.1 Trial Balance	03/31/2027		system@mslc.com		

2. The **Issue** window opens
3. Enter notes about the issue
4. Click **Save**

Image Legend - Hover for details (Click to hide/show)

Issue - 4.1 Other Documents (PHI) 

Notes: This is a test reporting of an issue.

 Save  Close

Trial Balance 03/31/2027 system@mslc.com 

5. A red-flag now appears under **Details** for the event

History Mass-Download						
Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/18/2023	4.1 Initial Submission			system@mslc.com		
01/18/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/19/2023	Issue		01/19/2023	nfprovideruser@provider.org		5
01/18/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/18/2023	4.1 Home Office Trial Balance			system@mslc.com		

3.4.5. Show Details on the Event

4. Click the “information” **Show Details** icon under the **Details** icon

History Mass-Download						
Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/13/2023	4.1 Initial Submission			system@mslc.com		
01/13/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/13/2023	Upload		01/13/2023	awinay@mslc.com		1
01/13/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/13/2023	4.1 Home Office Cost Allocation			system@mslc.com		
01/13/2023	Upload		01/13/2023	awinay@mslc.com		
01/13/2023	4.1 Quality Document			system@mslc.com		
01/13/2023	4.1 Medicaid Cost Report	04/15/2024		system@mslc.com		
01/13/2023	Upload		01/13/2023	awinay@mslc.com		

5. The **Event Notes** window opens displaying information about the event

6. Click **Close** to close out of the **Event Notes** window

File Information - 4.1 Other Documents (PHI) 2

File: TestPDF

Modified Date: 1/13/2023 3:30:16 PM

Size: 144476

Uploaded By: user@testprovider.org





Notes:

Close 3

3.4.6. Hide Events

1. Click the Hide event icon

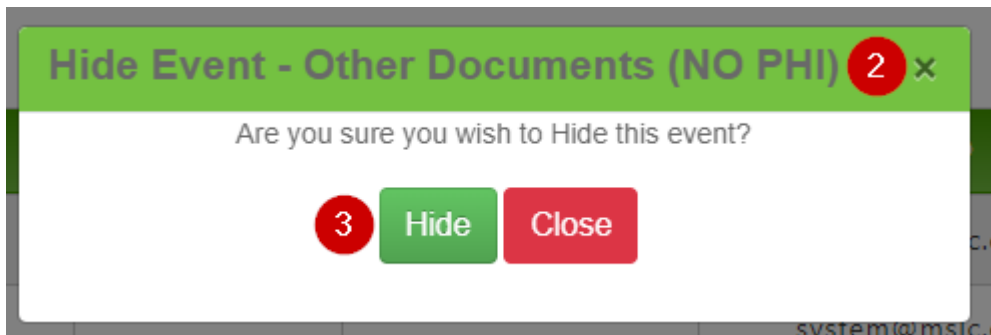
History Mass-Download 

Event Date	Event	Due Date	Response Date	User ID	Action	Details
01/18/2023	4.1 Initial Submission			system@mslc.com		
01/18/2023	4.1 Other Documents (PHI)			system@mslc.com		
01/19/2023	Issue		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Other Documents (No PHI)			system@mslc.com		
01/18/2023	4.1 Home Office Trial Balance			system@mslc.com		
01/18/2023	4.1 Medicaid Cost Report	04/15/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Medicaid Cost Report Backup	03/31/2027		system@mslc.com		
01/18/2023	4.1 Trial Balance	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Depreciation and Amortization	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/19/2023	Final Checkbox Submission Approval	03/31/2027		system@mslc.com		
01/18/2023	Other Documents (NO PHI)			user@medicaid.ohio.gov	 	


1 of 1 pages (14 items)

2. The Hide Event – [event name] window displays


3. Click **Hide**



4. A message will say the event was successfully hidden

Event Successfully Hidden 

Select Cost Report Period Update Due Date(s)

Provider: 

Fiscal Year Begin Date: Fiscal Year End Date:

5. The event will now appear to be greyed out. If hidden by a provider user, state users will not be able to see this in the stat log, and anything hidden by a state

user will not be visible to the provider users. You will only have permission to hide events for those events you have permission to upload a file.

01/18/2023	4.1 Depreciation and Amortization	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/19/2023	Final Checkbox Submission Approval	03/31/2027		system@mslc.com		
01/18/2023	Other Documents (NO PHI)			user@medicaid.ohio.gov		

1 of 1 pages (14 items)

3.4.7. Show Events

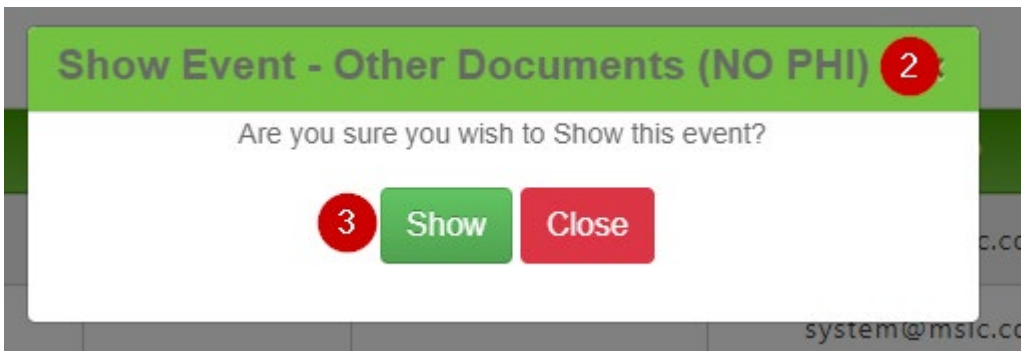
1. Click the Show event icon

01/18/2023	4.1 Depreciation and Amortization	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/19/2023	Final Checkbox Submission Approval	03/31/2027		system@mslc.com		
01/18/2023	Other Documents (NO PHI)			user@medicaid.ohio.gov		

1 of 1 pages (14 items)

2. The Show Event – [Event Name] window displays

3. Click **Show**



4. A message will state the event was successfully activated

Event Successfully Activated 4

Select Cost Report Period Update Due Date(s)

Provider:

Fiscal Year Begin Date: Fiscal Year End Date:

- The event will no longer be greyed out, and all users, state or provider, will see the item again.

01/18/2023	4.1 Medicaid Cost Report Backup	03/31/2027		system@mslc.com		
01/18/2023	4.1 Trial Balance	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/18/2023	4.1 Depreciation and Amortization	03/31/2027		system@mslc.com		
01/19/2023	Upload		01/19/2023	nfprovideruser@provider.org		
01/19/2023	Final Checkbox Submission Approval	03/31/2027		system@mslc.com		
01/18/2023	Other Documents (NO PHI)			user@medicaid.ohio.gov		

1 of 1 pages (14 items)

3.5. Mass-Download

- Click **Mass-Download** above the Stat Log Event **History** table

History

Event Date	Event	Due Date	Response Date	User ID	Action	Details
09/07/2022	4.1 Home Office Cost Allocation			awinay@mslc.com		
09/07/2022	Medicaid Cost Report			awinay@mslc.com		
09/07/2022	Trial Balance	11/07/2022		awinay@mslc.com		
09/07/2022	Depreciation and Amortization	03/31/2023		awinay@mslc.com		
09/07/2022	Final Checkbox Submission Approval			awinay@mslc.com		

1 of 1 pages (5 items)

-- Select an event to Add --

- The **File Downloader** window opens displaying all of the documents available to download
- Select the specific files or all of the files
- Click Download

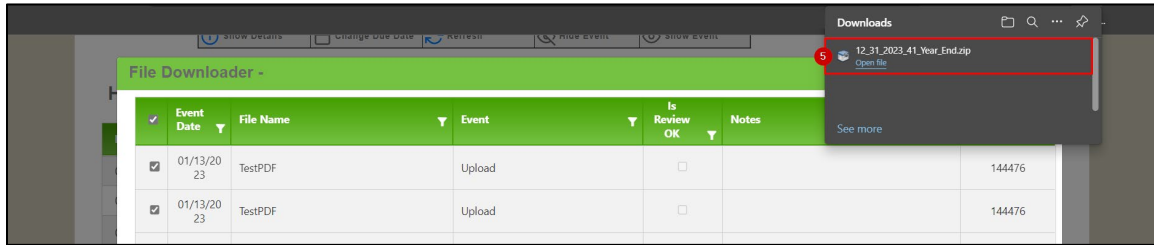
File Downloader - 2

	Event Date	File Name	Event	Is Review OK	Notes	File Size (bytes)
<input checked="" type="checkbox"/>	01/13/2023	TestPDF	Upload	<input type="checkbox"/>		144476
<input checked="" type="checkbox"/>	01/13/2023	TestPDF	Upload	<input type="checkbox"/>		144476
<input checked="" type="checkbox"/>	01/13/2023	Test1	Upload	<input type="checkbox"/>		1

1 of 1 pages (3 items)

Selected File Size: 288953 (bytes)

5. All files download as a zip file. The zip file's naming convention is *FYEmm_dd_yyyy_StatlogType Number_StatLog Type*

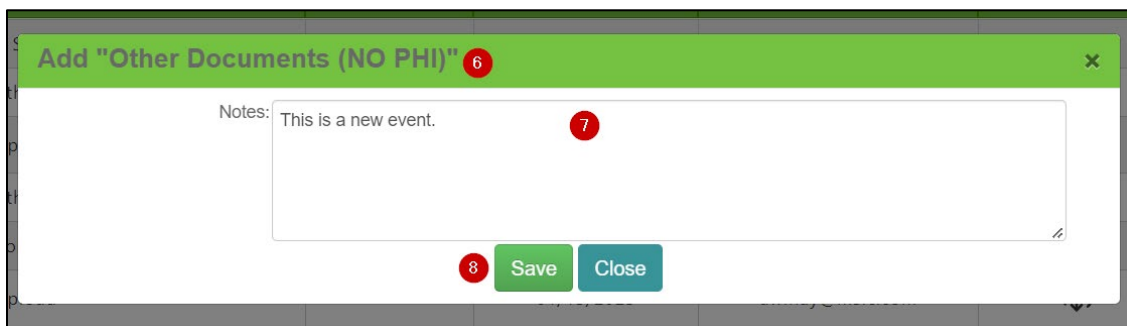


3.6. Add Event

1. Scroll to the bottom of the Stat Log page
2. Click the Select an event to Add dropdown
3. The dropdown will show events to add based on the user's permissions
4. Select an event
5. Click the **Add Event** button



6. A window open with the event name
7. Add notes if needed
8. Click Save



- A message appears at the top stating “Event Successfully Added”

Event Successfully Added 9

Select Cost Report Period Search For Provider

Provider

NF Test Provider 1 - 123456987

Q

Create New Stat Log

Fiscal Year
Begin Date

Fiscal Year
End Date

1/1/2026

12/31/2026 - 4.1 Year End ▼

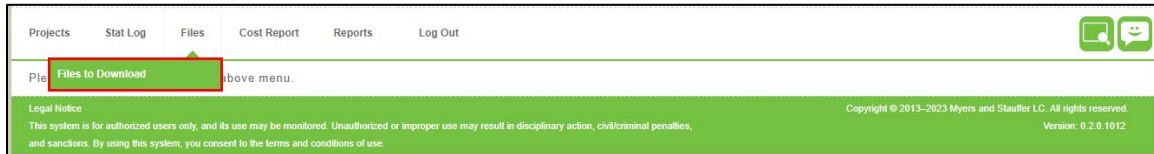
Edit Selected Stat Log

Image Legend - Hover for details (Click to hide/show)

	Needs Review		Review is Ok		Item not accepted		Upload		Download		Report Issue		View Issue
	Show Details		Change Due Date		Refresh		Hide Event		Show Event				

4. Files

The **Files** feature contains options for uploading, transferring, and storing of files on the OMES Cost Report and Rate Setting application, including Rate Packages, Long Term Care Cost Report Packages, and MDS Reports. This feature offers users the option to download Provider specific files. Only state users have the permission to upload files. This feature is only applicable to LTC providers.

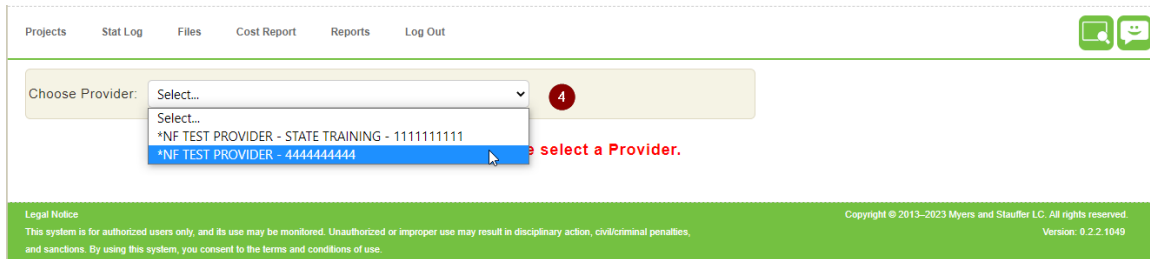


4.1. Files to Download

- Hover over **Files**
- Click Files to Download



- Files to Download page loads
- Select a provider in the **Choose Provider** dropdown



Choose Provider: Select... 4 select a Provider.

Select...

*NF TEST PROVIDER - STATE TRAINING - 111111111

*NF TEST PROVIDER - 444444444


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This system is for authorized users only, and its use may be monitored. Unauthorized or improper use may result in disciplinary action, civil/criminal penalties, and sanctions. By using this system, you consent to the terms and conditions of use.

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Version: 0.2.2.1049

- The files made to download will appear in a table for the selected provider
- Click the download icon to download individual files

Choose Provider: NF Test Provider 1 -




Select All Select None

Select	Type	Version	Period	File Name	Source	Create Date	Size	Download
<input type="checkbox"/>	Rate Setting	N/A	N/A	TestPDF	Provider Upload	01/18/2023 05:53:30 PM	141.1KB	 6

1 of 1 pages (1 items)

- Select multiple checkboxes, or click **Select All** to queue up multiple files to download
- Click Download Files

Select All Select None 8 Download Files

Select	Type	Version	Period	File Name	Source	Create Date	Size	Download
<input checked="" type="checkbox"/>	Rate Setting	Rate Packages	N/A	TestPDF	Provider Upload	01/12/2023 03:27:15 PM	141.1KB	
<input type="checkbox"/>	Rate Setting	Rate Packages	N/A	TestPDF	Provider Upload	01/12/2023 03:26:37 PM	141.1KB	
<input checked="" type="checkbox"/>	Rate Setting	Rate Packages	N/A	TestPDF	Provider Upload	01/12/2023 02:41:31 PM	141.1KB	

1 of 1 pages (3 items)

- The files will download as a zip file



5. Reports

The OMES Cost Report and Rate Setting application allows for NF and ICF Provider users to download reports which monitor StatLog Activity.

5.1. StatLog Activity Report

The StatLog Activity Report displays all activity across all Provider StatLogs the user has access.

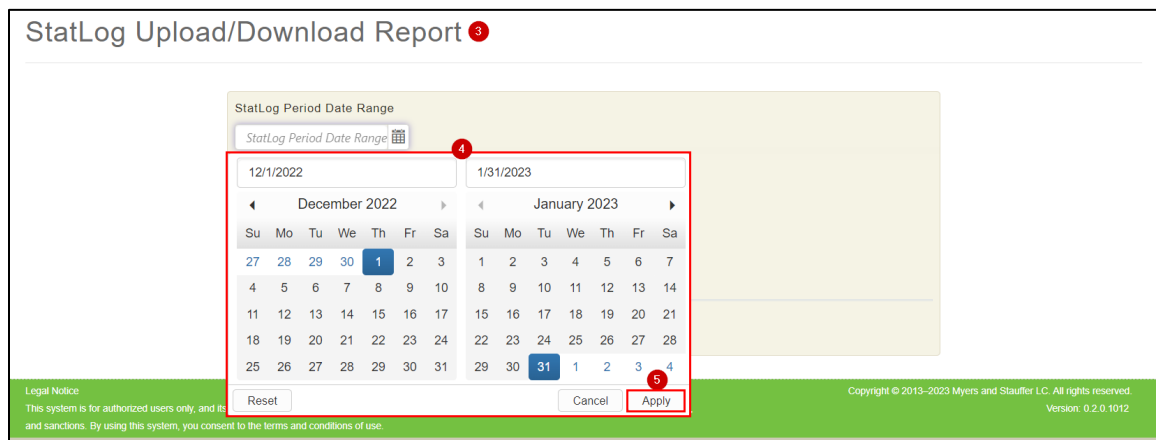
1. Hover over **Reports** on the navigation menu
2. Click StatLog Activity Report



3. The StatLog Activity Report (StatLog Upload/Download Report) page will load
4. Select the Period Date Range to pull the stat log history for stat log period end dates that fall between the date range

NOTE:

5. Click **Apply** to apply the date range to the report



6. The page also allows users to select the identifiers to include within the report. Keep all identifiers selected to have them have fields in the report. Uncheck identifiers not needed in the report generated. The identifiers include:
 - a. National Provider ID Number
 - b. Medicare Number
 - c. Medicaid ID
 - d. Federal Tax ID Number
 - e. ODH ID Number
 - f. Entity_ID
7. Click **Run Report** once all necessary identifiers are selected

StatLog Upload/Download Report

StatLog Period Date Range

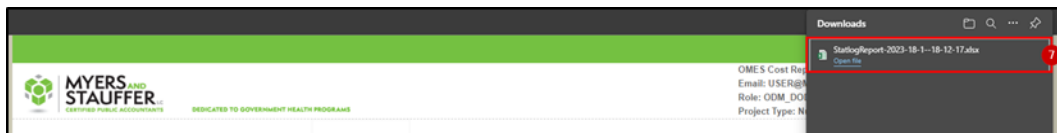
12/1/2022 - 1/31/2023

Select the identifiers you want included in the report:

<input checked="" type="checkbox"/> National Provider ID Number	<input checked="" type="checkbox"/> Federal Tax ID Number
<input checked="" type="checkbox"/> Medicare Number	<input checked="" type="checkbox"/> ODH ID Number
<input checked="" type="checkbox"/> Medicaid ID	<input checked="" type="checkbox"/> Entity_ID
<input checked="" type="checkbox"/> Federal Tax ID Number	

Run Report

8. The report will download as an .xlsx file



9. The report will display all the selected identifiers in addition to the following fields:
- a. Provider Name
 - b. Provider Type
 - c. Year Begin
 - d. Year End
 - e. Stat Log Type
 - f. Stat Log Event Name
 - g. Stat Log Event Date
 - h. Event Last Updated by
 - i. Event Notes
 - j. Event Response Date
 - k. Event Due Date
 - l. Upload File Name
 - m. File Last Updated
 - n. File Size
 - o. Reviewer Username
 - p. Date of Review
 - q. Date of Accepted Review
 - r. Review Notes
 - s. First User to Download File
 - t. Date of Download

Appendices: Provider Type Specific User Role Permissions and StatLog Event Guides