

Nursing Home Facility
Quality Assessment Fee
Instructions

Nursing home facilities are now required to pay a monthly quality assessment fee and report patient day data. See the instructions below for registration, reporting and payment processes. The go live date for the new system is April 27, 2009. However, you can now access the Quality Assessment Fee website at, <http://nfqa.ahca.myflorida.com/>, for useful information that will be updated often. Nursing home facilities should visit the site at least weekly. General information to be provided on the website include: a link to ss. 409.9082, F.S., data reporting and payment instructions; and nursing home assessment rates.

Additionally, the Agency has a one-time request that each nursing home facility provide their net patient revenues for the most recent 12 months. The information should be e-mailed to nfqa@ahca.myflorida.com no later than May 1, 2009.

I. To Register

In order to comply with ss. 409.9082, F.S., it is imperative that each licensed nursing home begin registering April 27, 2009, even if exempt from the assessment. Registration is a two part process initiated by the nursing home facility and finalized by the Agency. To register, the nursing home facility must first complete the registration form online at: <http://nfqa.ahca.myflorida.com/>. Upon completion of the registration form, a User Agreement Form must be printed out for signature by the nursing home administrator. Return the signed User Agreement Form by fax to 850/922-3659 or e-mail to nfqa@ahca.myflorida.com.

Upon receipt of the nursing home facility's User Agreement Form, the Agency will approve the nursing home facility's registration. An e-mail will be sent confirming registration approval and the nursing home facility will then be able to report net patient revenue and patient day data to the Agency. Each nursing home facility must register between April 27 and May 1, 2009.

How to register:

- a. Go to website: <http://nfqa.ahca.myflorida.com/>
- b. Complete "New User Registration", click <Submit>
- c. Print the User Agreement Form
- d. Have the nursing home facility administrator sign the User Agreement Form
- e. Fax/e-mail the signed User Agreement Form to Finance & Accounting
c/o NFQA at 850/922-3659 or email to nfqa@ahca.myflorida.com.
- f. Receive registration confirmation e-mail from Agency

II. Report Data

Once the registration confirmation has been received, nursing home facilities shall submit **monthly**: net patient revenues, Medicaid patient days, private/other non-Medicare patient days and Medicare patient days through the online data collection form found at: <http://nfqa.ahca.myflorida.com/>.

How to report revenue and patient day data:

- a. Go to website: <http://nfqa.ahca.myflorida.com/>
- b. Choose reporting month
- c. Report net patient revenues
- d. Report patient days:
 1. Medicaid patient days
 2. Private/other non-Medicare patient days
 3. Medicare patient days
- e. Verify information, click <Submit>

III. Remit Payment

Nursing home facilities will enter net patient revenues and patient day data. The system will automatically calculate the nursing home facility's monthly assessment amount by multiplying the number of non-Medicare resident days by the assessment rate. If an amount is due, the remittance document is to be printed, signed and submitted with payment. If a facility is exempt the rate will be zero and no remittance page will print. Payments are due by the 15th day of the following calendar month (e.g. April 2009 assessment shall be paid by May 15, 2009). Delinquent payments are subject to fines, liens against medical assistance payment, and/or licensure action.

How to calculate and remit payment:

- a. After patient day data submission, click on <View Latest Submission>
- b. Monthly assessment automatically calculated on remittance document
- c. Print remittance document
- d. Administrator sign monthly remittance document
- e. Remit payment and remittance document to:

Agency for Health Care Administration
Finance & Accounting - NHQAF
2727 Mahan Drive, MS#14
Tallahassee, Florida 32308

If you have any questions, please contact us via email at nfqa@ahca.myflorida.com.