



## March 2020 – WHAIC Survey Bulletin

### Survey Deadlines During COVID-19 Pandemic

The COVID-19 pandemic has changed the way we live and work. Staff is limited and those available are working harder than ever. Due to this difficult time, WHAIC received questions about the hospital survey submission timelines.

Hospitals with January – June FYEs should already have surveys, electronic data affirmations, and a Medicare Cost Report Schedule C submitted. Hospitals with July – September FYEs should have all surveys completed with exception of the Medicare Cost Report (due June 1). That brings into question hospitals with a December FYE which are currently outstanding. The deadlines are as follows:

**Standard Deadline December FYE:** May 1

**Extended Deadline December FYE:** June 1

**Medicare Cost Report Deadline July – December FYE:** June 1

*Data submission procedures.* (see [DHS 120.12](#)):

*1. A hospital shall submit to the department, no later than 120 calendar days following the close of the hospital's fiscal year, the dollar amounts of the financial data, as specified in par. (b).*

*2. a. Except as provided in subd. 2. b., the department may grant an extension of a deadline specified in subd. 1. only when the hospital adequately justifies to the department the hospital's need for additional time. In this subdivision, "adequate justification" means a delay due to a strike, fire, natural disaster or catastrophic computer failure. A hospital desiring an extension shall submit a request in writing to the department at least 10 calendar days prior to the date that the data are due. The department may grant an extension for up to 30 calendar days.*

*b. The department may extend the deadline specified in subd. 1. for a mental health institute for up to 90 calendar days upon written request.*

The extended deadline of June 1 is put into place for situations such as this. Any further extensions could delay internal processes and data release. If hospitals feel they cannot meet the standard

deadline during this time, they are encouraged to file for an extension. Instructions can be found in the [December 2018 newsletter](#).

We will continue to monitor this situation and notify you of any changes as we see fit. Thank you for all you are doing to help during this crisis.

## **Events**

During this time, we will still be holding a 101 webinar to review the process changes, timelines, portal and survey roles. The next overview is scheduled for April 29 at 2pm. Please email the [WHA Information Center](#) to register. Call-in and webinar information is listed below.

**CALL-IN NUMBER:** 866-365-4406

**ACCESS CODE:** 5371153

**WEBEX:** [Going Green 101](#)

**Presentation:** [2020 Going Green Overview](#)

We are still looking for feedback on the new CMS process of submitting cost reports, particularly if cost reports can be downloaded in an Excel format after submission.

For a more in depth review of the changes and upcoming events refer to the [Survey Resources](#) tab on our website.

*Due to the COVID-19 outbreak, we are reconsidering the dates of our in-person training sessions. Please stay tuned for more information.*

*Click [here](#) for more information on upcoming timelines.*