CENTER FOR HEALTH

INFORMATION AND ANALYSIS

USER GUIDE:

TOP TEN HIGHEST COMPENSATED

EMPLOYEES REPORT

AUGUST 2016

CHIA**.**

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PURPOSE

The Top Ten Highest Compensated Employees Report must be submitted to the Center for Health Information and Analysis (CHIA) using its online submission platform, CHIA Submissions. This document contains step-by-step instructions on how to open and use the Top Ten Highest Compensated Employees Application. It also contains "Sample Filing Process" and "Frequently Asked Questions" sections.

SAMPLE FILING PROCESS

STEP I: Access CHIA's online submission platform at https://chiasubmissions.chia.state.ma.us. Then log-in with a valid username and password. Massachusetts Hospital Cost Report filers have been granted access to the system. If system access is needed, please complete a User Agreement for Hospitals and email the completed form to CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us. For technical issues, please call 617-701-8217 or email CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us.
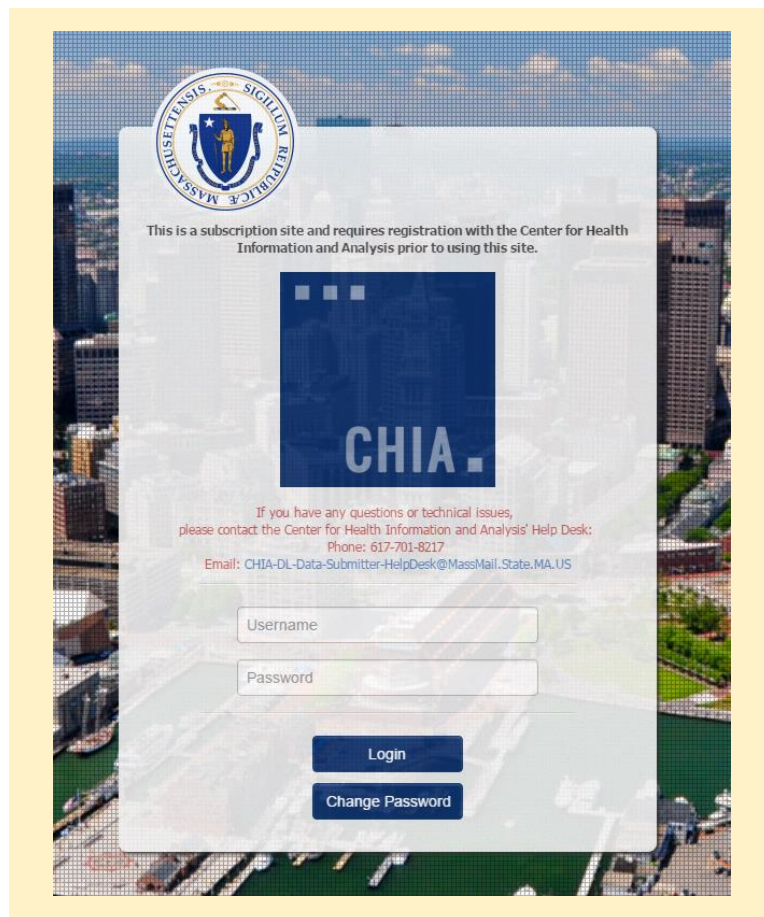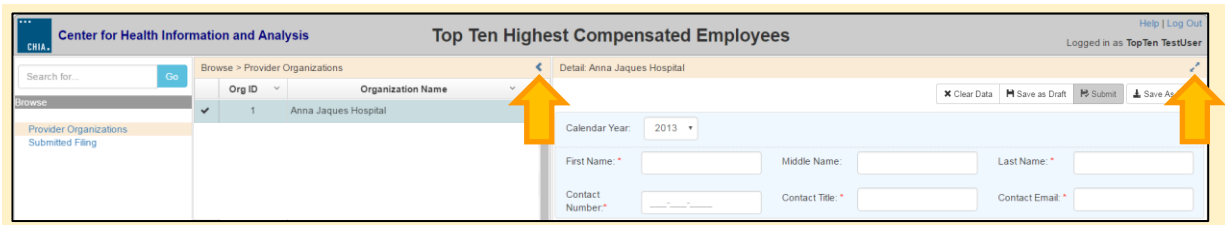
STEP II: Choose the "Top Ten Compensated Employees" application, which will automatically bring the user to the homepage shown in Step III.

STEP III: Select the "Organization Name" from the left hand tab. In the example below, Anna Jaques Hospital has been selected.
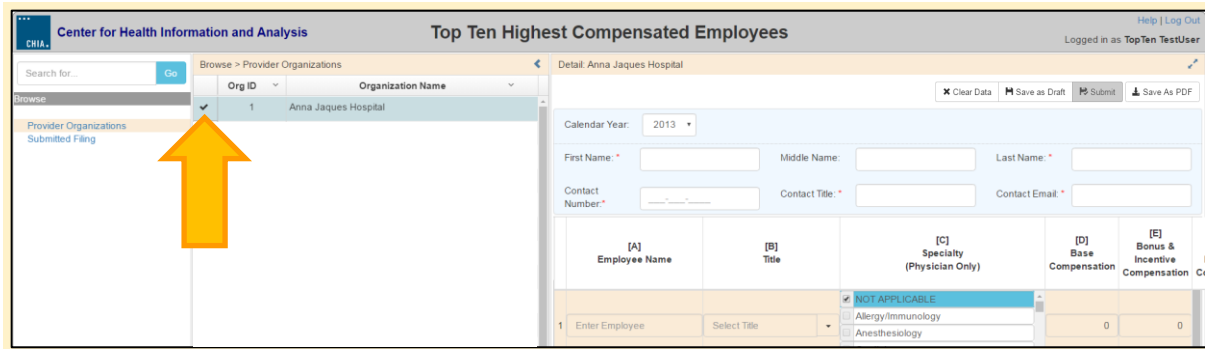
NOTE: Users have the option to hide the Organization Name tab and maximize the grid using the arrows in the top right corner of each tab.

STEP IV: Fill out all the required fields in the grid for the top ten highest compensated employees. For explanations on what should be entered into each field, see the Filing Instructions. For the initial year, hospitals are required to file data for calendar years 2013 and 2014.

Reporting "Title" and "Specialty:"

If an employee has multiple titles, users are able to add a title by clicking on the red [Action ▼] button and selecting "Add Title." For example, Anna Smith is a Board of Directors Member. If Anna Smith also receives compensation as the Chief Financial Officer, the "Add Title" option allows users to add another title for Anna Smith.

> **NOTE:** Up to five titles can be added for each employee. All titles must have a corresponding compensation value.

To remove a title, click on the red "Action" button and then select the "Remove Title" option. This option will only appear once a 2nd title is added.

Select/highlight the title you want to remove. In the example below the second title, Chief Academic Officer, has been selected to be removed.
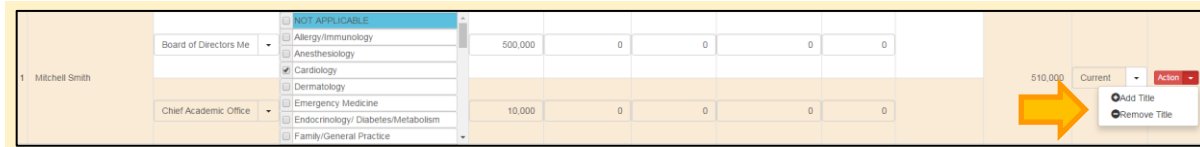

Users are able to enter a "Specialty" in column C only after unselecting "Not Applicable."

STEP IV: Users can "Save as Draft" before submitting data to be able to return to the platform and "Save as PDF" to have a copy for the hospital's own records. The icons are located in the top right corner of the application.

STEP V: After thoroughly reviewing the data entered, users should submit the report by clicking "Submit" in the top right corner. Once the report is submitted successfully, a confirmation message is displayed (shown below).
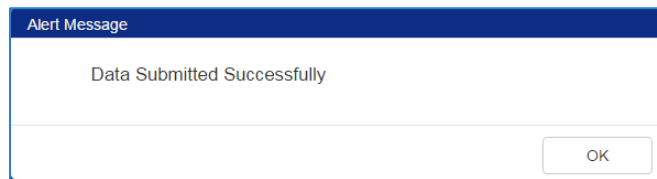
If the user has not filled out information for all ten employees, an alert message is displayed prompting the user to fill out information for all employees. Similar alert messages to the one below appear in the system for other missing information.
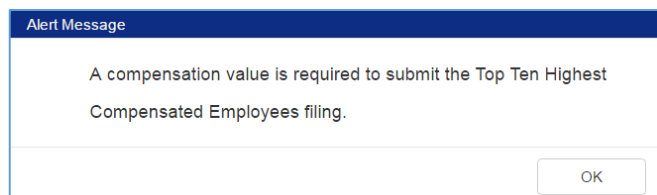
FREQUENTLY ASKED QUESTIONS (FAQ)

1. **Who can access the web application?**

   Users who are registered with CHIA to submit the Top Ten Highest Compensated Employees filing will be able to access the application located at https://chiasubmissions.chia.state.ma.us. In the initial year, Massachusetts Hospital Cost Report filers have been granted system access. For additional users and technical issues, please call 617-701-8217 or email CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us.

2. **How can I request to add new user(s)?**

   Hospitals needing to change users or request additional users should complete a User Agreement for Hospitals and email the completed form to CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us.

3. **How do I update information in a submitted report?**

   If a hospital needs to update information in an already submitted report, users should email CHIA at chia.data@massmail.state.ma.us and request to reopen the filing. Please include your organization name and reason for requesting to reopen the file. CHIA staff will respond to the request.

4. **What are the different types of errors and how do I avoid them?**

   Incomplete Information: Lines missing an employee name, title, specialty, status, or at least one compensation value will not be able to submit the report.

5. **Can I export the filing to a PDF?**

   Yes, users can export the report to a PDF format to review the information before submitting and after it has been submitted to have a copy.

6. **Can I view submitted reports?**

   Yes, users can view previously submitted reports in the "Submitted Filing" section available on the left hand side of the application.

7. **Can I submit information for fewer than ten employees?**

   The web application is designed in such a way that it will not allow users to submit information for fewer than 10 employees. If users do not have information for all top ten employees at the time of completing the report, CHIA suggests using the "Save as Draft" feature to fill out information for the remaining employee(s) at a later time.

8. **How many titles are acceptable for each employee?**

   Each employee must have at least one title, but may report up to five titles.