



# Mississippi Cost Report Web Portal *User Guide*

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06/01/2020	1.00	Release of the Mississippi Cost Report Web Portal	Joe Gamis, Catie Mellott
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# 1 Introduction to Mississippi Cost Report Web Portal

## 1.1 Introduction

The Mississippi (MSCRA) application is used by the internal MSLC Mississippi Management Team and Mississippi Division of Medicaid (DOM) to communicate and track Cost Report related events between DOM and Providers, and/or the facility’s managing “Home Offices”.

## 1.2 Objective

The purpose of this user guide is to walk external entities through gaining access to the Mississippi Web Portal. This User Guide will also address password management, as well as access to StatLogs and events for one or more facilities via the Mississippi Web Portal.

## 1.3 Outcomes

After completing this User Guide, Mississippi Web Portal users will be able to perform the following in the Mississippi Web Portal:

- Set Password
- Login to the Mississippi Cost Report Web Portal
- Access StatLog and StatLog Events for all facilities for which the contact has access
- Upload Cost Report Submissions
- Download Files received from the Mississippi Division of Medicaid
- Review Events

## 1.4 Acronyms and Definitions

Term	Definition
MS	Mississippi
MSCRA	Mississippi Cost Report Application
DOM	Division of Medicaid
FYE	Fiscal Year End
StatLog	Status Log or History Log
MSLC	Myers and Stauffer, LC

## 2 Account Set Up

Mississippi Cost Report Web Portal accounts must be set up by the MSLC Mississippi Management Team. For the purpose of this guide, we will assume that the user are set up in the Mississippi StatLog application.

### 2.0 IP Registration

To reach the web portal, the user must first register their IP address with MSLC. The registration document can be found at <https://www.mslc.com/mississippi/CRReviewResources.aspx>.

### 2.1 Compatible Web Browser

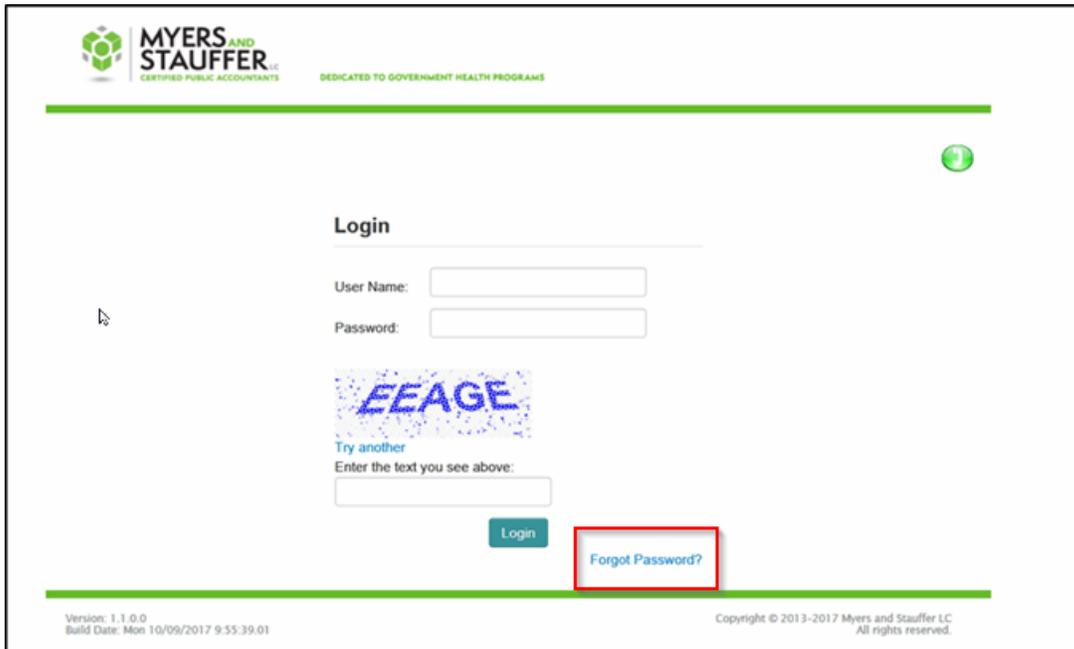
The web portal is built using TLS 1.2 internet security platform. This means that out of date web browsers that do not support this level of security may have trouble accessing the web portal or utilizing all of the functionality. The recommended web browsers are as follows:

- 1) Google Chrome – Version 80 or newer
- 2) Mozilla FireFox – Version 76 or newer
- 3) Safari – Version 13 or newer

*Note that Microsoft Edge and Internet Explorer - Internet Explorer Version 11 can access the web portal, but the utilization of this browser with the web portal has been found to cause errors. Try any of the browsers listed above prior to reaching out for help if you encounter an error using Internet Explorer or Microsoft Edge.*

### 2.2 First Time Login

1. When the Mississippi Web Portal page opens, click the 'Forgot Password?' link



The screenshot shows the login page for the Mississippi Web Portal. At the top left is the Myers and Stauffer logo with the tagline 'DEDICATED TO GOVERNMENT HEALTH PROGRAMS'. Below the logo is a green horizontal line. The main content area is titled 'Login' and contains two input fields: 'User Name:' and 'Password:'. Below these fields is a CAPTCHA image with the word 'EEAGE' in blue letters. Under the CAPTCHA is a text input field labeled 'Enter the text you see above:'. At the bottom of the form are two buttons: a green 'Login' button and a red-bordered 'Forgot Password?' button. At the very bottom of the page, there is a footer with version information: 'Version: 1.1.0.0 Build Date: Mon 10/09/2017 9:55:39.01' and 'Copyright © 2013-2017 Myers and Stauffer L.C. All rights reserved.'

2. Enter your email address and the text displayed in the Captcha on the Send Forgot Password screen. Click Send Forgot Password Email

- You will receive an email from InfoProviderWeb@mslc.com with the link to set your Mississippi StatLog Web Portal password



- Once the email is received, click the link in the email to open the Mississippi Web Portal Password Reset page
- Enter in your desired password. Confirm your password by retyping it in the Confirm Password field

### Change Password

Password:

Confirm Password:

- Once your password is successfully set, login to the Mississippi Cost Report Web Portal with your user name and newly set password

- a. User Name = Email Address registered with.

## 2.2 Changing Password

1. Users have the ability to change their password once they are logged into the web portal.
2. Click “Change Password” on the initial landing page.



3. Once the new page has opened, enter in your new password and click the Change Password button to activate the new password.

**Change Password**

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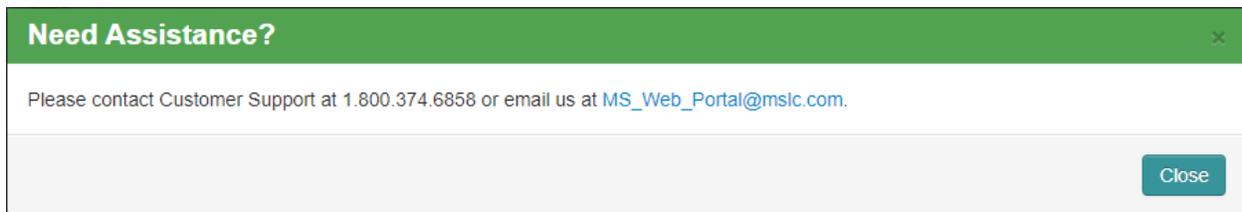
Password:

Confirm Password:

## 2.3 Web Portal Help Line

The Mississippi Cost Report Web Portal allows the user to receive help if the user has any questions.

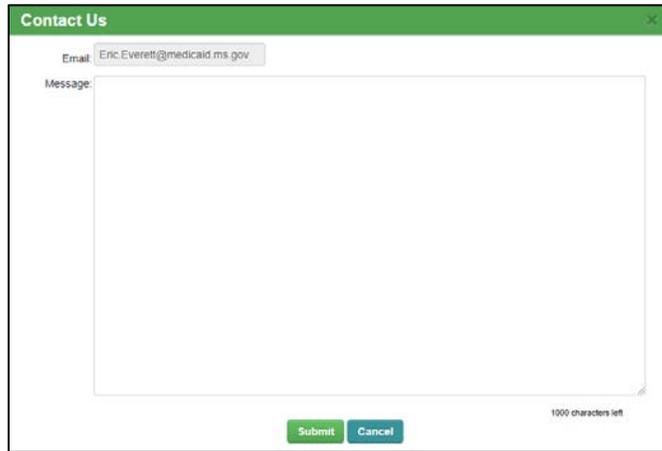
1. Select the green Phone icon at the top right of the web portal.
  - a. The Help icon can be found on every page
2. The user is prompted to “Please contact Customer Support at [MS\\_Web\\_Portal@mslc.com](mailto:MS_Web_Portal@mslc.com)”
3. Select or copy the email address to compose the email



## 2.4 Send Help Request

The Mississippi Cost Report Web Portal allows the user to send an inquiry directly to Myers and Stauffer through the web page.

1. Select the blue @ icon at the top right of the web portal. 
  - a. The Help icon can be found on every page
2. A dialog box will pop up with the users email and then a message box to enter the message in.
3. Once the message is complete, hit the “Submit” button to send and the “Cancel” button to cancel the message.
4. If “Submit” is clicked, the message will be emailed to the [MS\\_Web\\_Portal@mslc.com](mailto:MS_Web_Portal@mslc.com) help box.



### 3 Web Portal

The Mississippi Cost Report Web Portal is designed for provider and state users to access/upload/download files and review event status.

#### 3.1 Login

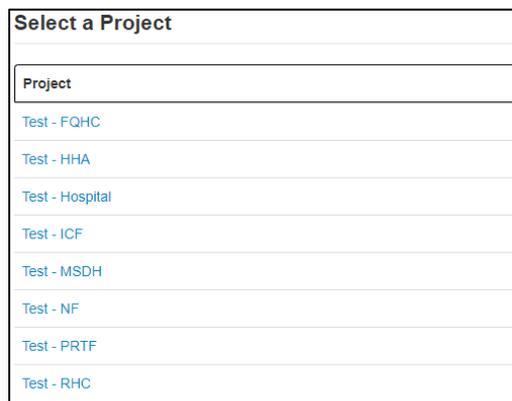
After the initial login/password reset is complete, the Mississippi Cost Report Web Portal can be accessed by following these steps:

1. Type in <https://MississippiCostReports.mslc.com/> in the web browser.
2. Enter your User Name and Password
  - a. User Name = Email Address used to Register
3. Click Login to login to the Mississippi Cost Report Web Portal

#### 3.2 Select a Project

Once logged in the user will be prompted to select a Project.

1. Select the appropriate project from the list presented.
2. Users will only be shown projects for which they have the appropriate permissions to view.



#### 3.3 Page Navigation

Once on a project landing page, the user can navigate to different areas within the project by using the header links at the top of the page.



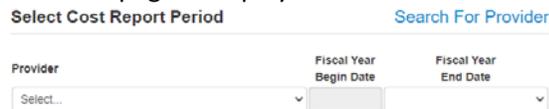
1. By scrolling over the “Pages” link, the user will be given three options to navigate:
  - a. Status Log

- b. Bulletin Board
  - c. Dashboard
2. Clicking any of the options will direct the user to that particular page.

### 3.4 Cost Report Status Logs

The Cost Report Status Logs contain the history records of the provider’s cost report submissions.

1. Hover the cursor over “Pages” link at the top of the window and select “Status Logs”
2. The “Select Cost Report Period” page is displayed.



3. Select the applicable Provider from the provider drop down.
4. Select the applicable Fiscal Year End Date from the drop down.
5. The history log for the applicable provider and fiscal year end will now be displayed.

#### 3.4.1 Functions – Uploading Cost Report Submissions

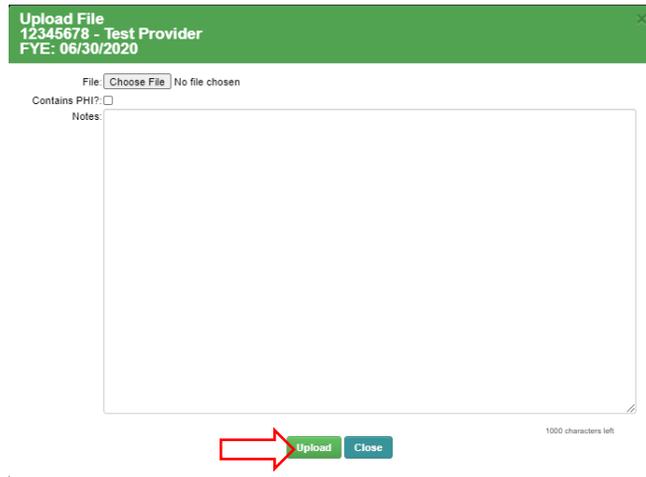
1. Once logged in, select the applicable project on the “Select a Project” page.
2. Select a Provider and select a Cost Report period by selecting the appropriate End Date from the drop down menu.
  - a. **Double check the Fiscal Year End to ensure the submission is uploaded to the correct year**



3. Under the History grid, the Cost Report Submission events are presented
4. The Upload icon appears next to any events requiring Provider Data Files

06/29/2020	Medicare 1728-94 Cost Report (MCRx)	11/29/2020	SYSTEM	
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5. Click the **Upload** icon and an **Upload File** window will appear
6. Select **Choose File** to search for and select submission files to upload
7. Enter any notes needed for the submission in the Notes field of the Upload File window
8. Click **Upload** to upload the file to the event.



9. At the top of the web page, you will see a notification that the file was successfully uploaded.



10. If you scroll down to the event you just uploaded to, you will also see a new line that says "Upload – " followed by the event name.

Provider	Fiscal Year Begin Date	Fiscal Year End Date	System	Actions	
06/30/2020	Medicare 1728-94 Cost Report (MCRx)	11/30/2020	06/22/2021	SYSTEM	
06/22/2021	Upload - Medicare 1728-94 Cost Report (MCRx)	06/22/2021	06/22/2021	SYSTEM	

### 3.4.2 Functions – Mark as Not Applicable

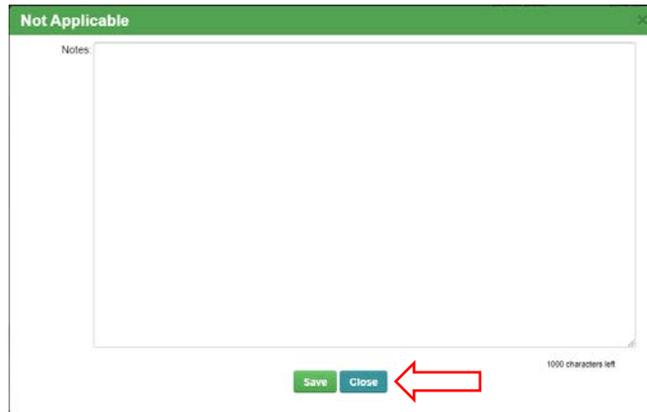
- Once logged in, select the applicable project on the "Select a Project" page.
- Select a Provider and select a Cost Report period by selecting the appropriate End Date from the drop down menu.
  - Double check the Fiscal Year End to ensure the submission is uploaded to the correct year**



- Under the History grid, the Cost Report Submission events are presented
- The Mark as Not Applicable icon appears next to any events requiring Provider Data Files

04/15/2021	PS&R Data for Cost Report Preparation	04/15/2021	SYSTEM	
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- Click the **Mark as Not Applicable** icon and a **Not Applicable** window will appear
- Enter a description of why this event is not applicable for your submission
- Click **Save** to mark the event as **Not Applicable**



- At the top of the web page, you will see a notification that the event was successfully marked as not applicable.



- If you scroll down to the event you just interacted with, you will also see a new line that says “N/A – “ followed by the event name.

Provider	Fiscal Year Begin Date	Fiscal Year End Date	
04/15/2021	PS&R Data for Cost Report Preparation	04/15/2021	SYSTEM
06/25/2021	N/A - PS&R Data for Cost Report Preparation	06/25/2021	SYSTEM

### 3.4.2 Functions – Show File Information

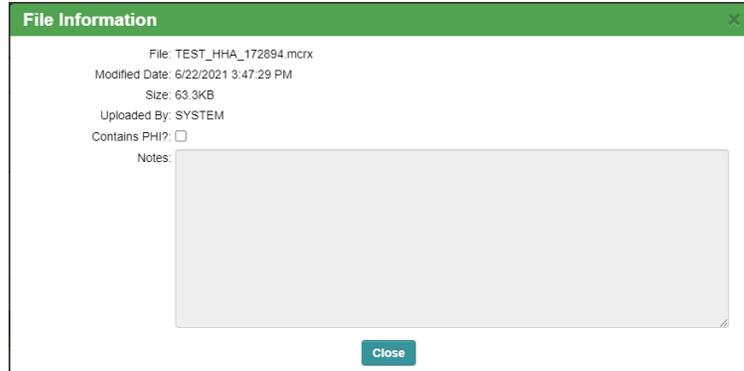
- Once logged in, select the applicable project on the “Select a Project” page.
- Select a Provider and select a Cost Report period by selecting the appropriate End Date from the drop down menu.
  - Double check the Fiscal Year End to ensure the submission is uploaded to the correct year**



- Under the History grid, the Cost Report Submission events are presented
- The Show File Information icon appears next to any “Upload –“ events

06/22/2021	Upload - Medicare 1728-94 Cost Report (MCRx)	06/22/2021	SYSTEM	   
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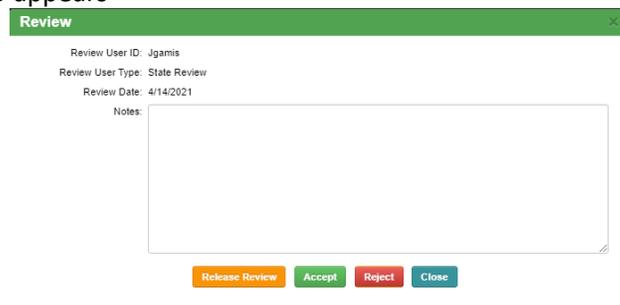
- Click the **Show File Information** icon and a **File Information** window will appear, which will tell you the file name, date of last modification, size of the file, who uploaded the file, whether or not it contains PHI, and any file notes.



- Click **Close** to exit this window

### 3.4.2 Functions – Review Upload via Web Portal

- Click the Provider drop down box and applicable FYE
- Select an Event with a Needs Reviewed symbol
- Click the Needs Reviewed symbol
- A Review window appears

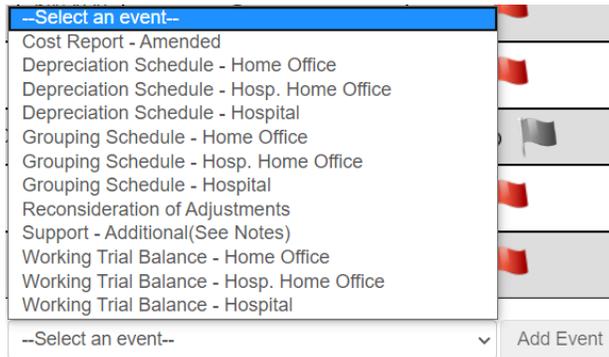


- Accept:
  - Enter Applicable Notes
  - Click Accept to accept the Event
  - The **Review is OK** symbol now appears on event.
- Reject:
  - Enter Applicable Notes (*Required for all rejections*)
  - Click Accept to accept the event
  - The **Review is Not Ok** symbol appears on event.



### 3.4.3 Functions – Add an Event

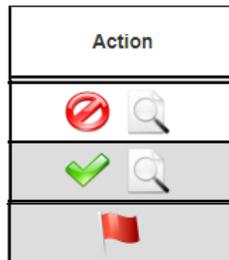
- Click the Provider drop down box to select a Provider and FYE
- Scroll to the bottom of the history table.
- Select an event in the "--Select an event--" drop down box
- Click Add Event



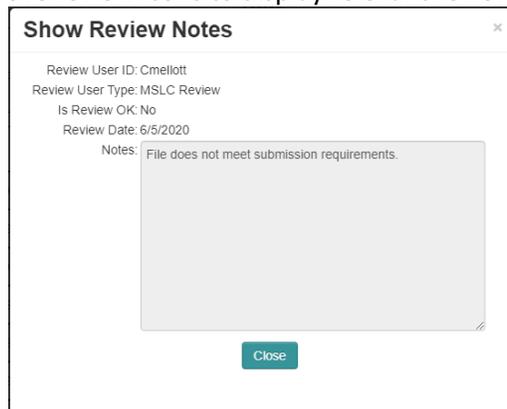
5. The Added Event window is displayed
6. Enter Notes that detail the additional event
7. Click Save
  - a. Event is now displayed in History Table
8. Follow 3.1.1 to Upload to newly Added Event

### 3.4.4 Functions – Notes

1. Click the Provider drop down box to select a Provider and FYE
2. Under the History grid, the Cost Report Submission events are presented
3. The review icons appear in the “Action” column for events that have been reviewed



4. Click one of the above review icons to display relevant review notes



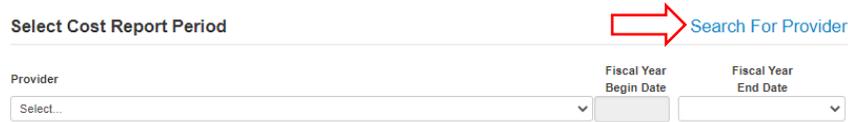
5. Click the Close button to exit the notes form

Note: Any questions relating to review notes should be directed to the Division of Medicaid (DOM). The Review User ID field at the top of the review note screen will provide an email address for contact purposes.

### 3.4.5 Functions – Search Provider

The Search Provider feature of the Mississippi Cost Report Web Portal allows the user to search for Providers.

1. **Select Search For Provider**



The screenshot shows a form titled "Select Cost Report Period". It includes a "Provider" dropdown menu with "Select..." as the placeholder. To the right of the dropdown are two date fields: "Fiscal Year Begin Date" and "Fiscal Year End Date". A red arrow points from the "Search For Provider" text to the right side of the form.

2. The Search Provider dialog box will be displayed
3. Search for Providers by entering one of the following:
  - a. The Medicare Number
  - b. The Medicaid Number
  - c. Provider Name
4. Click Search
5. The Search Provider will bring up search results that match what was entered
6. Select the View icon to go to the Provider's page
7. The Provider's page will open in a new tab

Note: Only Facilities and Home Offices for which the logged in user is associated with will be presented in the search results.