



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

September 28, 2016

Dear Administrator or Representative:

Links to the **2016 Annual Report for Hospitals and Related Facilities** (Form BHD 134A) for the 12-month period ending September 30, 2016, as well as needed instructions, are being provided in this e-mail. Pursuant to ALA. ADMIN. CODE r 410-1-3-.11, this report is deemed a "Mandatory Report", and is due on November 30, 2016. ALA. ADMIN. CODE r 410-1-3-.09 requires that this report be filed electronically to data.submit@shpda.alabama.gov. Both of these rules were included in the information previously forwarded, and may be accessed on the Agency's website at www.shpda.alabama.gov.

Multiple changes to the report have been enacted pursuant to review by the Healthcare Information Data Council and adopted by ALA. ADMIN. CODE r 410-1-3-.12. A major mandatory change in the new report is that Patient Origin data for the entire reporting period must be submitted in a separate format by the due date. Any Patient Origin Data previously submitted quarterly cannot be used to fulfill this requirement, as changes have been made to the fields and values requested. Please see the Patient Origin section of the Annual Report for details. This report cannot be deemed substantially complete without both the utilization portion and Patient Origin data submissions. Links are provided for the entire report (utilization and Patient Origin instructions), facility utilization only, and Patient Origin instructions only. These links are provided to assist the facility in forwarding the applicable report portion(s) to the appropriate staff responsible in completing both portions.

The electronic form includes the ability to save while in the process of completion with Adobe Reader v. 6 or higher, a "Print" button on the form as a reminder to print a copy for your records, and a "Submit" button for direct transmission with use of Outlook or other desktop e-mail applications. Should your e-mail provider be internet-based (Gmail, Yahoo, etc.), the report can be directly saved to your computer and then e-mailed as an attachment without the need for scanning. Electronic signatures are preferred. If the facility does not have the capability of electronic signatures, the report may be printed, manually signed, scanned, and filed as an e-mail attachment. The Patient Origin data must be submitted as a separate file according to the instructions provided.

Should you have any issues accessing the information via the links, all information is located on our website, www.shpda.alabama.gov. From the navigation box on the left, choose Health Care Data, then Report Forms. Scroll down to Hospital (Form BHD-134A), choosing the appropriate link(s) for 2016 information. It is requested that the interactive form be completed. This form performs automatic calculations which will reduce the number of errors experienced on reports not completed via the interactive version. Should you be unfamiliar with the use of an interactive form, you may contact me or my assistant as outlined below, and one of us will be happy to assist you.

Please read all instructions before completing the report which will aid with the multiple changes to the reporting form this year. Signatures are required from two separate individuals, the individual preparing the report and from another member of administration/corporate verifying the

accuracy of the information provided in the report. ***This report will not be deemed substantially complete without the required signatures from two separate individuals.***

Data from this report will be used to develop statistics in review of Certificate of Need applications, and provide statistical updates to the *State Health Plan*. In order to provide accurate updates, please ensure the report is completed in its entirety, information reported is correct, and that the entire report is timely filed.

If you have any questions, if we may provide any assistance, or should you have any suggestions on how we may better improve our data services to you, do not hesitate to contact me at bradford.williams@shpda.alabama.gov, (334) 242-4103, or my assistant, Karen McGuire, at karen.mcguire@shpda.alabama, (334) 353-7585.

Sincerely,



Bradford L. Williams
Data/Planning Director

BLW/ kwm