



Department of Public Health and Human Services

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Steve Bullock, Governor

Richard H. Opper, Director

March 20, 2020

Subject: On-Line Staffing Report

Dear Administrator:

Currently, nursing facility providers completes and submits the monthly staffing report using a paper form. The Department's website has added an on-line staffing report link for providers to make it easier to complete and submit the monthly staffing report. Providers can now complete their staffing reports on-line and **do not** have to fax or mail a copy to the State of Montana.

The link for the on-line staffing report is <http://dphhs.mt.gov/SLTC/nursinghomestaffingreport>. The Department would like nursing facilities to begin using the on-line staffing report for the month of April 2016. Staffing reports must be submitted by the 10th of each month.

The NPI number is the first item that you will enter on the on-line staffing report. If you do not know your facility's NPI number, you can go to the Statement of Remittance (SOR) and the NPI number is at the top of the 1st page, or talk to your biller. If you are still having trouble, please call us and we will give you the NPI number. Also, for your convenience I have attached the on-line staffing report instructions.

If you have any questions, please call me at (406) 444-4129 or email me at dee.burnham@mt.gov or call Shaunda Hildebrand, Nursing Facility Services Bureau Chief, at (406) 444-4209 or email her at shildebrand2@mt.gov.

Sincerely,

Dee Burnham, Program Officer
Senior and Long Term Care Division

Attachments

C: Barb Smith, Administrator
Shaunda Hildebrand, Bureau Chief
Rose Hughes, MHCA
Bob Olsen, MHA