



## Department of Public Health and Human Services

Senior and Long Term Care Division ♦ 2030 11<sup>th</sup> Ave., PO Box 4210 ♦ Helena, MT 59604-4210  
(406) 444-4077 ♦ Fax: (406) 444-7743 ♦ www.dphhs.mt.gov

Steve Bullock, Governor

Richard H. Opper, Director

April 19, 2016

Subject: On-Line Staffing Report

Dear Administrator:

Currently, nursing facility providers complete and submit 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 10<sup>th</sup> 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 1<sup>st</sup> 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 [sblazina@mt.gov](mailto:sblazina@mt.gov) or call Shaunda Hildebrand, Nursing Facility Services Bureau Chief, at (406) 444-4209 or email her at [shildebrand2@mt.gov](mailto:shildebrand2@mt.gov).

Sincerely,

Steve Blazina Program Officer  
Senior and Long Term Care Division

Attachments

C: Kelly Williams, Administrator  
Shaunda Hildebrand, Bureau Chief  
Rose Hughes, MHCA  
Bob Olsen, MHA