

Connecticut DSS Annual Report Electronic Submission System

Overview of the Submission System

The purpose of the system is to provide a website for providers to download and upload the Annual Report and supporting documentation required to be submitted by DSS each year.

Obtaining Access to the System

Providers must complete the CT DSS Annual Report Submission Login Request Form for each person that requires access to the system to download and upload files. The Login Request Form and instructions are available on the **Myers and Stauffer Website**.

Logging into the System

The first time you log into the system after being granted access, you will set a password by going to the website **ctltcreports.mslc.com** and selecting the Forgot Password? link below the Login button. Follow the instructions in the Resetting a Forgotten Password section.

After the initial password has been set, log into the system by going to the website **ctltcreports.mslc.com**. On the Login screen (Figure 1), enter your user name (email address), your password, and the security text. The security text is not case sensitive. Select the Login button.

The screenshot shows the login interface for the system. At the top left is the logo for MYERS AND STAUFFER, LC, CERTIFIED PUBLIC ACCOUNTANTS, 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 the following elements: a 'User Name:' label followed by a text input field; a 'Password:' label followed by a text input field; a security image showing the letters 'MWDFW' in a blue, pixelated font; a 'Try another' link; a label 'Enter the text you see above:' followed by a text input field; a green 'Login' button; and a 'Forgot Password ?' link. At the bottom right of the page, there is a copyright notice: 'Copyright © 2013-2014 Myers and Stauffer LC All rights reserved.'

Figure 1 Login Screen

The first time you access the system using your password, you will need to accept the Terms of Use Agreement. Please read the agreement that appears and select the Accept Terms button.

Please be aware that Myers and Stauffer and DSS staff will not know your password. The only way to reset your password if it is lost or forgotten is to follow the instructions in the Resetting a Forgotten Password section.

Resetting a Forgotten Password

If you have forgotten your password, go to the website **ctltcreports.mslc.com**. On the Login screen, select the Forgot Password? link below the Login button. When the Send Forgot Password screen (Figure 2) appears, enter your e-mail address and the security text and select the Send Forgot Password Email button. The security text is not case sensitive. The Send Forgot Password screen will appear with red text at the bottom stating 'Account was found. Email sent to *email@address*' and you will receive a Forgot Password email at the email address that was entered. If the entered email address is not found, the Send Forgot Password screen will appear with red text at the bottom stating 'Account with email *email@address* was not found.' If this occurs, either the incorrect email address was entered or the email address is not associated with an account that has access to the system.



Send Forgot Password

Email:



[Try another](#)

Enter the text you see above:

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Figure 2 Send Forgot Password Screen

When you receive the email from InfoProviderWeb@mslc.com, select the link in the text of the email. When the Change Password screen (Figure 3) appears, enter a new password in both the Password and Confirm Password fields and select the Change Password button. The Login screen will appear with red text at the bottom stating 'Password Successfully Updated.' If the passwords entered do not match, the Change Password screen will appear with red text at the bottom stating 'Password doesn't match.' and you will have to enter the passwords again.

Change Password

If you want to change the password for your account, select the Change Password option from the menu across the top of the page. When the Change Password screen (Figure 3) appears, enter a new password in both the Password and Confirm Password fields and select the Change Password button. The Change Password screen will appear with red text at the bottom stating 'Password Successfully Updated.' If the passwords entered do not match, the Change Password screen will appear with red text stating 'Password doesn't match.' and you will have to enter the passwords again.

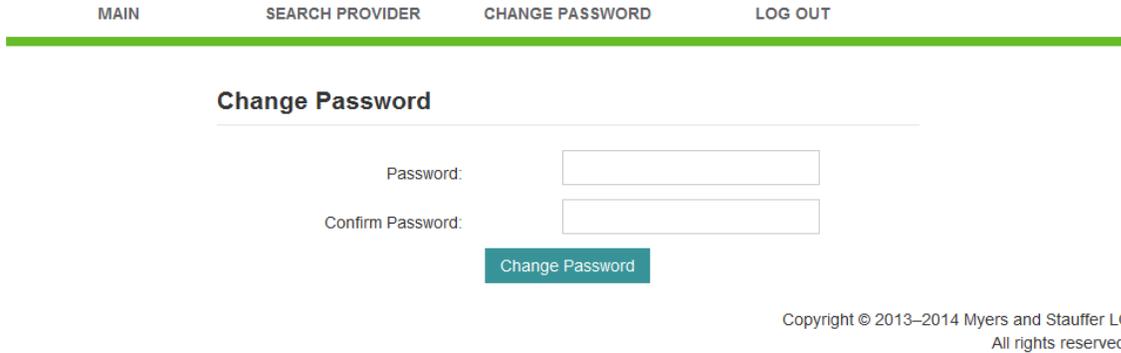
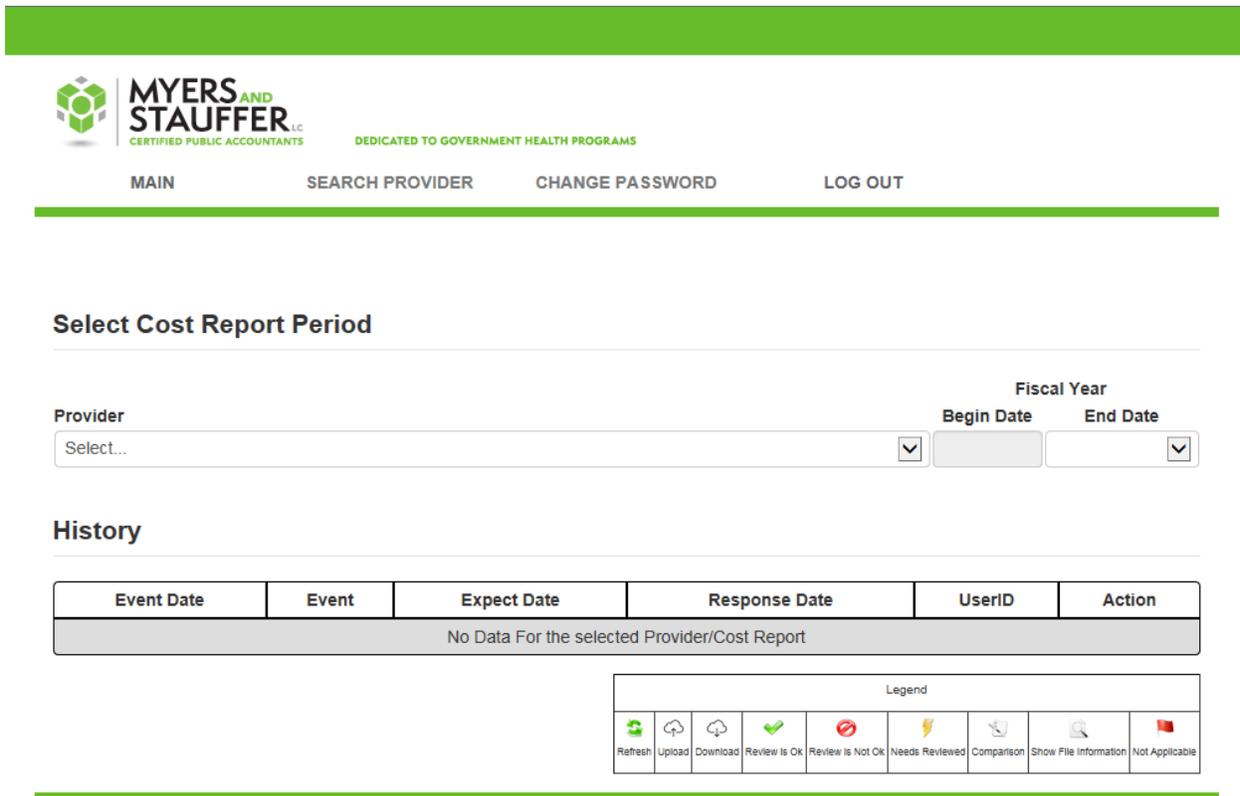


Figure 3 Change Password Screen

Main Screen and Selecting an Annual Report

After successfully logging in, you will see the Main screen (Figure 4). Anytime you need to return to this screen, select the Main option from the menu across the top of the page.



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Figure 4 Main Screen

Select a provider using the drop down box under the Provider heading. All providers that you have permission to view will be listed. Select an Annual Report using the drop down box under the Fiscal Year End Date heading. The current year Annual Report and all prior year Annual Reports that had files submitted to the system will be listed. When selecting a provider and Annual Report fiscal year end date, please be careful to select the correct items so that files are uploaded to the correct Annual Report.

Once you have selected an Annual Report, the History table (Figure 5) for the Annual Report will be displayed. The History table includes all files available for download, all files that have been uploaded, and identifying information for each event. A description of each column in the table is below.

History



Event Date	Event	Expect Date	Response Date	UserID	Action
1/5/2016	LTC Annual Report	2/15/2016		KCOULOMBE	
1/5/2016	LTC Signature Pages	2/15/2016		KCOULOMBE	
1/5/2016	Working Trial Balance	2/15/2016		KCOULOMBE	
1/5/2016	Crosswalk	2/15/2016		KCOULOMBE	
1/5/2016	Form W-411	2/15/2016		KCOULOMBE	
1/5/2016	Cable TV Expense Schedule	2/15/2016		KCOULOMBE	

Legend										
Refresh	Upload	Download	Download PHI	Cannot Download PHI	Review Is Ok	Review Is Not Ok	Needs Reviewed	Comparison	Show File Information	Not Applicable

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Figure 5 History Table

Event Date - The date the event giving access to download a file or requesting a file be uploaded was placed in the History table.

Event – A description of the document to be uploaded or downloaded.

Expect Date - The date by which a file is due to be uploaded.

Response Date - The date a requested item is complete.

UserID - The User ID of the person who added the event to the History table.

Action - Actions available to be taken or that have been taken for the event. The icons in the Action column are listed in the legend at the bottom of the page and are described in the following table.

Icon	Icon Name	Description
	Download	Allows a file to be downloaded to your computer.
	Upload	Allows you to upload a file to the system.
	OK	Indicates a review status of OK.
	Rejected	Indicates a review status of Rejected.
	Not Applicable	Indicates that a file will not be uploaded for this event.

Icon	Icon Name	Description
	File Information	Allows you to view information about the file such as name, date and time the file was uploaded, size, user name of the person who uploaded the file, and any notes entered by the person who uploaded the file.
	Comparison	Allows you to compare two Annual Report files that have been uploaded.

Downloading Files

Each file available for download will be an event in the History table. Download a file by selecting the Download icon from the Action column. After selecting the Download icon, a prompt will appear asking if you want to open or save the file. Selecting the Open button will open the file in a separate window for your review. After the file has been reviewed, it can be saved to location you select. Selecting the Save button will save the file to a location you select. Selecting the Cancel button will stop the download of the file. We recommend that you select the Open button and review the file prior to saving it.

Uploading Files

Each file that can be uploaded will be an event in the History table. Upload a file by selecting the Upload icon from the Action column. After selecting the Upload icon, the Upload File screen (Figure 7) will appear asking for the name of the file. Selecting the Browse button opens a separate window that allows you to select the file to be uploaded. After the file is selected, select the Open button and the file path and name will appear in the File field. You may enter any comments you have about the file in the Notes field. Selecting the Upload button will upload the file to the system. Selecting the Close button will stop the upload of the file. After a file has been uploaded, it will appear as an event in the History table that begins with Upload underneath its related Request event. You may upload as many files as needed for a single event. If you are uploading multiple files for an event, please indicate in the Notes field for each file the number of the file being uploaded (for example, File 1 of 7, File 2 of 7, etc.).

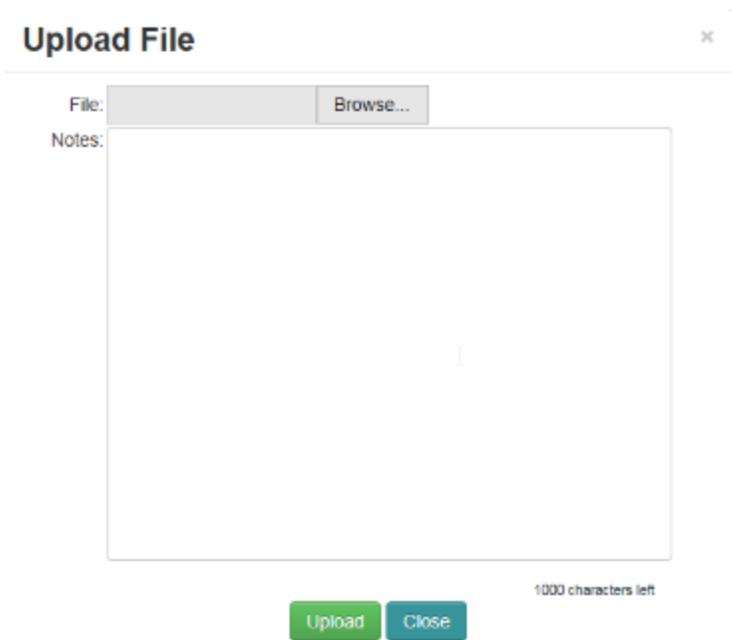
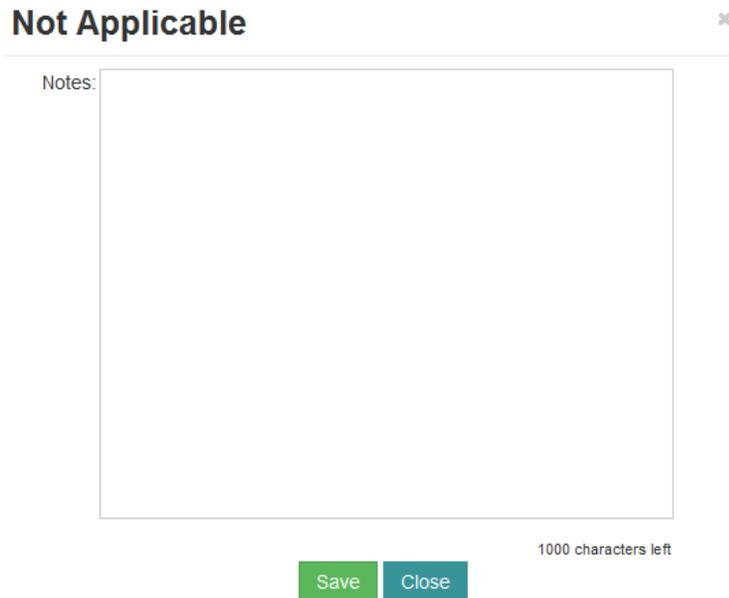


Figure 6 Upload File Screen

If you will not be uploading a file for a Request event, select the Not Applicable icon from the Action column. After selecting the Not Applicable icon, the Not Applicable screen (Figure 8) will appear. Explain why you are not uploading a file for the event in the Notes field. Select the Save button to save the Not Applicable status. Select the Close button to stop the process. After a file has been marked as Not Applicable, it will appear as an event in the History table that begins with N/A underneath its related Request event. The Upload icon will remain in the Action column in case a file needs to be uploaded at a later date.



Not Applicable

Notes:

1000 characters left

Save Close

Figure 7 Not Applicable Screen

After each file has been uploaded, Myers and Stauffer will review the file. If a file is accepted, the OK icon will appear and the upload icon will be removed from the event. Once an uploaded file has been approved, no additional files may be uploaded for the event. If Myers and Stauffer initially accepts a file and determines it should be rejected at a later time, the OK review status will be modified to Rejected and the Upload icon will be available again.

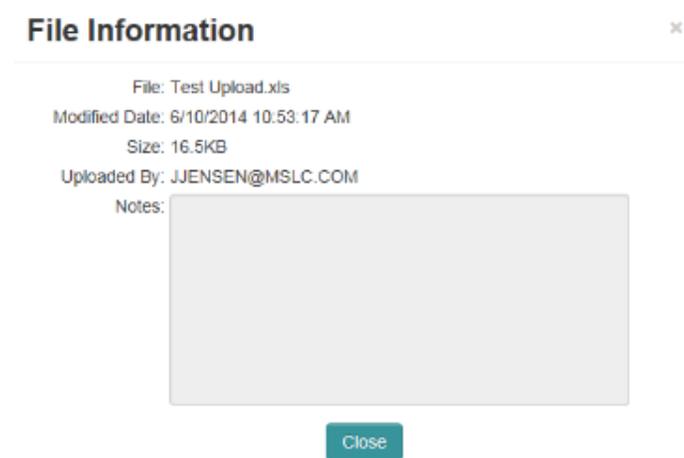
If the file is not accepted, the Reject icon will appear. Myers and Stauffer will contact the provider and request a new file or additional documentation. The provider can use the File Information icon in the Action column to view information on why the file was rejected.

Events representing files to be uploaded by the provider (if applicable) are:

- LTC Annual Report
- LTC Signature Pages
- Working Trial Balance
- Cross Walk
- Form W-411
- Cable TV Expense Schedule
- Support for Asset Additions
- Desk Review Information Request
- Desk Review Additional Information Request
- Management Representation Letter
- Property Only Information Request
- Property Only Additional Information Request
- Property Only Draft Adjustments

File Information

Select the File Information icon in the Action column to see the File Information screen (Figure 9). This screen contains information about a file that is available for download or that has been uploaded. You are not able to edit any of the information. Select the Close button when you are finished viewing the information.



File Information

File: Test Upload.xls
Modified Date: 6/10/2014 10:53:17 AM
Size: 16.5KB
Uploaded By: JJENSEN@MSLC.COM

Notes:

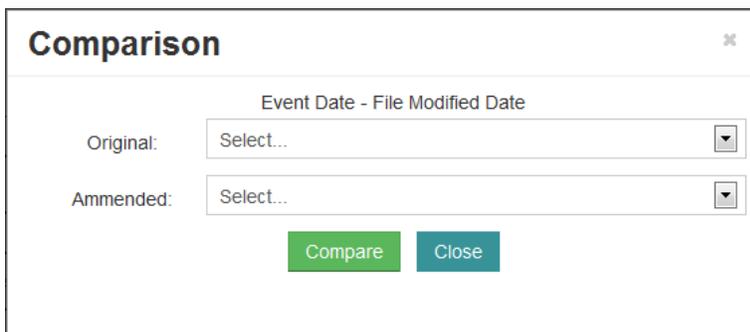
Close

Figure 8 File Information Screen

Comparison of Annual Reports

Only Annual Report files that have been uploaded can use the Comparison tool. Please note that the Comparison icon only appears after two Annual Report files have been uploaded to the system. Prior to beginning the comparison, use the File Information icon to determine the Modified date and time of the Original and Amended Annual Reports to be used in the comparison. This information is needed to identify the files on the Comparison screen.

To compare two uploaded Annual Report files, select the Comparison icon from the Action column of the Request LTC Annual Report event. After selecting the Comparison icon, the Comparison screen (Figure 10) will appear. For the Original field, use the drop down box to select the Annual Report that was originally uploaded. For the Amended field, use the drop down box to select the modified Annual Report that was submitted. After both the Original and Amended fields have been populated, select the Compare button to perform the comparison. Select the Close button to stop the comparison process.



Comparison

Event Date - File Modified Date

Original: Select...

Ammended: Select...

Compare Close

Figure 9 Comparison Screen

When the comparison is complete, a prompt will appear asking if you want to open or save the file. Selecting the Open button will open the file in a separate window for your review. After the file has been reviewed, it can be saved to location you select. Selecting the Save button will save the file to a location you select.

Selecting the Cancel button will stop the download of the file. We recommend that you select the Open button and review the file prior to saving it.

The Excel file generated by the comparison process is the file selected in the Amended field of the Comparison screen with a Changes tab added to the front. The Changes tab lists all of the differences between the two Annual Report files. In addition, the fields that have changed are highlighted throughout the file.

Search Provider

The Search Provider option from the menu across the top of the page will be used by Myers and Stauffer and DSS staff. To select a provider, use the Provider field on the Main screen.

Log Out

When you are finished working in the system, select the Log Out option from the menu across the top of the page. After this menu option is selected, you will be returned to the Login screen.

Support

If you have an issue with logging into the system or downloading/uploading a file, please send an e-mail to **CTAnnualReport@mslc.com**. Include your contact information and as much detail as possible concerning your issue in the e-mail. Your e-mail will be forwarded to the correct person to assist you with your issue and you will be contacted as soon as possible.