

FAQs for revised UPL templates

Section	Question	Answer
General	Can you explain the new “Required State Input” tab?	The “Required State Input” tab consolidates all variables requiring state data entry across all demonstration types within a certain field. This, and the “State Attestation” tab, are the only required tabs.
	Is it true that we only have to fill out two tabs in each UPL demonstration spreadsheet?	Yes, only two tabs require state input, the 1) “Required State Input” tab and the 2) “State Attestation” tab. However, there are additional optional sheet tabs where states can add data.
	If a state has multiple demonstration types within a single service type, how do we denote this?	The new “Required State Input” tab allows states to enter information for multiple demonstration types (for example variable 104 in inpatient hospital) within a single service type in one location. Please use the dropdown menu to choose the applicable demonstration type.
	Can you explain why some tabs are locked?	These tabs do not need input from the states. There are calculations programmed into some tabs and manually manipulating the fields inside these tabs will cause errors and the rejection of the UPL demonstration. The following are locked tabs: “Overview & Instructions”, “Data Dictionary”, the demonstration type tabs (e.g., cost, payment, per diem, etc.), and the “UPL Demonstration Summary”. All locked tabs can be viewed freely.
	Which tab(s) does my state need to input data to complete the UPL demonstration?	States are only required to enter data in the “State Attestation” and “Required State Input” tabs. Additionally, states can submit supplemental material by entering data into the optional sheet tabs.
	Can I rename any tabs?	No. In order to maintain data integrity and internal consistency across states and demonstration types, States do not have the option to rename tabs, delete tabs, or add or delete columns within tabs. In the optional sheet tabs, the data cells within each sheet can be edited, but the tabs themselves cannot be renamed or deleted.
“State Attestation” Tab	What is the purpose of the “State Attestation” tab?	The new “State Attestation” tab is to certify that the UPL Demonstration Report has been completed in accordance with applicable instructions, and all information is true, accurate and complete (for more information please read the attestation statement).
	Who is authorized to sign the “State Attestation” tab?	The state Medicaid official or other approved person who prepared the UPL demonstration report are the only individuals authorized to sign the “State Attestation” tab.
	When does the authorized	The “State Attestation” tab is signed after all report materials are reviewed, and before final submission of the completed

	representative complete this tab?	UPL demonstration is uploaded and sent to CMS in the OMB approved template.
	How does the authorized representative complete the “State Attestation” tab?	In order to complete the “State Attestation” tab, please type the applicable information in the blanks provided. Specifically, Rows 2, 8, and 9 require completion.
“Data Dictionary” Tab	Are there any new variables that should be completed in the revised templates?	CMS added two new variables in the revised templates in 2021– variables 116 and 117. Variable 116 identifies the demonstration as either retrospective or prospective. Variable 117 allows the state to enter the State Plan Amendment (SPA) Number associated with the demonstration submission, if the UPL demonstration is submitted with a SPA.
	What does the column “Variable Status” mean?	The “Variable Status” column indicates which variables are relevant within a given demonstration type.
“Required State Input” Tab	Can you describe the data validation key in more detail?	<p>The data validation key is a guide to help states fill out the “Required State Input” tab.</p> <p>As you begin to fill out the “Required State Input” tab, non-applicable fields for a chosen demonstration type will appear with grey shading and white <i>italic</i> font. These fields do not need to be filled for the chosen demonstration type for those relevant providers.</p> <p>As you begin to fill out the “Required State Input” tab, applicable fields for a chosen demonstration type will appear with red shading until a valid value is entered. Any fields with red shading are required fields for a given demonstration and provider type. In addition, if you enter invalid values in the red highlighted required fields, the values will appear white and bolded until a valid value is entered.</p> <p>If duplicate values are entered in fields within a given row, yellow shading will appear in the field. Duplicate values will remain in yellow with bold font until the state enters a unique/non-duplicate value.</p> <p>Duplicate values occur when:</p> <ol style="list-style-type: none"> 1. Variable 109 (i.e., the NPI) is the same in more than one row. 2. The combination of variables 105, 112, 107, and 108 (i.e., unique identifiers) are the same in more than one row. <p>Please refer to the “Data Dictionary” for a complete list of variables, along with each variable’s designation, valid variable format, and description. The “Data Dictionary” also includes information on valid values in the “Long Description” field for fields flagged with red shading due to invalid values.</p>

	Which columns have drop down selections? What if my proposed response is not one of the options listed?	The following columns have dropdowns: State (001, 100), Service Type (102), Ownership Category Type (110), Demonstration Type (104), Urban/Rural Location (115, NF only), and Medicare Cost Report Filing Status (202, NF, IP, and OP only) Please choose from one of the options provided. All valid options are provided.
	What happened to the Calculated fields?	The calculated fields no longer appear in the “Required State Input” tab. Instead, they are only found in the individual Demonstration Type tabs that will compute the calculated fields based on data added in the “Required State Input” tab. All calculated fields’ formulas have been updated to round the value of the input field, so the calculation uses a maximum of four decimal places.
Demonstration Type Tabs (e.g., cost, per diem, payment, etc.,)	In the prior templates, my state entered data directly into the Demonstration Type tabs. Why can I not enter data in these tabs anymore?	All variables fields in the demonstration type tabs are carried over from the required state input tab or calculated using the data entered into the “Required State Input” tab. This should decrease burden and increase data validity.
“UPL Demonstration Summary” Tab	Does my state have to populate this tab?	No, like the demonstration type tabs, the “UPL Demonstration Summary” tab does not need to be populated. This tab will automatically populate with information from the calculated fields derived from the “Required State Input” tab and provides your state with a high-level summary of total payments.
Optional Sheet Tabs	Is my state required to fill out the optional sheet tabs?	No, filling out the optional sheet tabs is not required. The optional sheets provide a place for states to include supplemental data. Examples of supplemental data include any data that were used to help calculate the content of the “Required State Input” tab. If providing supplemental data, please include a brief explanation of the content at the top of each completed worksheet.