

## Report Legacy Information

### Individual Appeals – Populating Issues

1. Gather previously-filed information for all open issues in the case prior to beginning the data entry and upload process. Such documentation includes a copy of the final determination(s), issue statement(s), amount in controversy support, and any other applicable supporting documentation for the appealed issue(s).
2. From the PRRB home page, open the individual case and select the Case Actions tab at the top of the page.
3. On the Case Actions page, select the **Report Legacy Information** option from the Case Correspondence drop-down menu.
4. Select the **Proceed** button.

The screenshot displays a table of case actions at the top, followed by a 'Case Correspondence' section. The table has columns for date, action type, details, and MAC, with a 'Respond' button. The 'Case Correspondence' section features a dropdown menu with 'Report Legacy Information' highlighted, a 'Proceed' button, and a 'PRRB Home Page' button. A disclaimer at the bottom states: 'You are accessing a U.S. Government information system, which includes 1. this computer, 2. this computer network, 3. all computers connected to this network, and 4. all devices and storage media attached to this network or to a computer on this network.'

08/02/2018	Notice of Hearing	Witness List	MAC	07/11/2021
08/02/2018	Notice of Hearing	Additional Copies of Final Position Paper	Provider	07/31/2021 <a href="#">Respond</a>
08/02/2018	Notice of Hearing	Additional Copies of Final Position Paper	MAC	07/31/2021

**Case Correspondence**

Select One [Proceed](#)

**Report Legacy Information**

Withdraw Case

Change Representative

Change MAC

Expedited Judicial Review

Administrative Resolution

Withdraw Issue(s) - Agreement to Reopen

Mediation Request

Reconsideration

Other

[PRRB Home Page](#)

You are accessing a U.S. Government information system, which includes 1. this computer, 2. this computer network, 3. all computers connected to this network, and 4. all devices and storage media attached to this network or to a computer on this network.

Figure 1: Case Action Page – Case Correspondence Drop-Down Menu

5. The Select Determination Type window will be displayed.

The screenshot shows a pop-up window titled 'Select Determination Type'. It contains a section for 'Final Determination Type' with a dropdown menu set to 'Select One'. At the bottom are 'Proceed' and 'Cancel' buttons.

**Select Determination Type**

**Final Determination Type**

Select One

[Proceed](#) [Cancel](#)

Figure 2: Select Determination Type Pop-Up Window

6. From the dropdown menu, select the **Final Determination Type** that served as the basis of the appeal. Select the **Proceed** button.

Figure 3: Select Determination Type Window with Drop-Down Options

7. Complete the determination information on the Legacy Information page. If you need further instructions, follow Section 3.2.1.2 of the PRRB User Manual.

Note: Select the **Save** button throughout the process to avoid being timed out of the system. After 30 minutes of inactivity, users will need to begin the process again.

### Legacy Information

**Final Determination Type:** Notice of Program Reimbursement (NPR)

**Fiscal Year End Date**

Attach Final Determination.

**Date of Final Determination under Appeal**

**Was the final determination received more than 5 days after issuance?**       Yes     No

■ **Determination Issues**

Issue Title	Issue Protested	Audit Adjustment Number	Amount in Controversy
No issues exist for this determination.			

**Has all legacy information been entered for this case?**       Yes     No

I certify that the information entered is an actual and accurate reproduction of the information represented in the original hard copy materials previously submitted to the Board.

Figure 4: Legacy Information Page (Sample with NPR as Final Determination Type)

8. Select the **Add Issues** button to open the Issue-Related Information page.
9. Complete the issue-related information for each open issue only. An open issue does not include previously transferred, withdrawn, dismissed, or otherwise decided issues. If you need further instructions, follow Section 3.2.1.3 of the PRRB User Manual.

### Issue-Related Information

**Issue Title**

**Attach Issue Statement.**

No file chosen

Note: There is a 25 MB limit on the file upload.

**Was this issue protested on the filed cost report?**

Yes  No

**Attach Protested Item Support.**

No file chosen

Note: There is a 25 MB limit on the file upload.

**Audit Adjustment Number**

**Attach Audit Adjustment Support.**

No file chosen

Note: There is a 25 MB limit on the file upload.

**Amount in Controversy**

\$

**Attach Calculation Support.**

No file chosen

Note: There is a 25 MB limit on the file upload.

**Other Uploads**

Attach other issue-related documents not identified above that are necessary to support jurisdiction in this case.

Upload

Document Type	Document Name
No documents to display.	

I certify that the information entered is an actual and accurate reproduction of the information represented in the original hard copy materials previously submitted to the Board.

Save

Cancel

Figure 5: Issue-Related Information Page

10. Check the box to certify that the issue-related information entered is an actual and accurate reproduction of the information previously submitted to the Board. Select the **Save** button.
11. Repeat Steps 8, 9, and 10 for each additional open issue associated with the specified final determination. Issues will be displayed in the Determination Issues table.
12. After all of the open issues are entered, complete the bottom portion of the Legacy Information page.

Figure 6: Legacy Information Certification and Submission

13. Answer the question “Has all legacy information has been entered for this case?”
  - a. Select the **No** option if there are multiple types of final determinations in the appeal and further information is required.

Once you certify and submit the current information, you will be returned to the Case Actions page. You will have the option to select **Report Legacy Information** action again to complete the process for another determination type and its associated issues.

- b. Select the **Yes** option if all of the determination(s) and issue(s) have been entered.

A Confirm Legacy Entry window will be displayed. If legacy entry is complete, type **Yes** in the box to confirm and select the **Proceed** button to return to the Legacy information page.

Figure 7: Confirm Legacy Entry Window

Once you certify and submit the current information, you will be returned to the Case Actions page, but you will no longer see the Report Legacy Information option in the Case Correspondence drop-down.

14. Certify that the information entered is an actual and accurate reproduction of the information represented in the original hard copy materials previously submitted to the Board by clicking on the checkbox.
15. Select the **Submit** button. You will be returned to the Case Actions page.