



Department of Health

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Date: September 4, 2019

DAL: DHCBS 19-10

Subject: 2018 LHCSA Statistical Report and
2018 ALP LHCSA Statistical Report

Dear Administrator:

The 2018 Licensed Home Care Services Agency (LHCSA) Statistical Report and the 2018 Assisted Living Program (ALP) LHCSA Statistical Report will be made available for downloading on September 5, 2019. Reports must be submitted by **November 16, 2019**.

LHCSA Registration Process

Section 3605-b, of the Public Health Law (PHL) has been amended to require annual registration of all licensed home care services agencies with the Department of Health. As such, all LHCSAs, including those affiliated with an ALP, are required to be registered with the Department beginning January 1, 2019 and annually thereafter. The registration status of each LHCSA will be publicly posted on the New York State Department of Health website at <https://health.data.ny.gov/Health/Licensed-Home-Care-Services-Agency-Registration-St/ra3v-zevu>

These reports will be used to register LHCSAs on an annual basis. LHCSA registration for the period beginning January 1, 2020, can only be accomplished through the successful submission of a **complete** 2018 LHCSA Statistical Report and/or 2018 ALP LHCSA Statistical Report. Failure to complete and submit the statistical report by the stipulated deadline will result in the following penalties:

- A \$500 fine will be assessed for each month, or part of a month, that the organization is not registered.
- Agencies that are not registered will not be allowed to operate until they become registered.
- Agencies that fail to register timely for two years, not necessarily consecutive, may have their licenses revoked.

ALP LHCSAs

All ALP LHCSAs must submit the 2018 ALP LHCSA Statistical Report. An ALP LHCSA serving patients in the community must also fill out and submit all sections of the 2018 LHCSA Statistical Report to report data for these community patients. However, an ALP LHCSA that does not serve patients in the community must only complete and submit the 2018 ALP LHCSA Statistical Report. For those ALP LHCSAs submitting both reports, the submission date of the first successfully submitted report will be considered the submission date for the agency.

Report Platform

The 2018 LHCSA Statistical Report and the 2018 ALP LHCSA Statistical Report will use the NYSDOH developed Universal Data Collection System (UDCS) platform.

- Please review and follow the directions that will be provided when the 2018 Statistical Reports become available on September 5th.
- Only those assigned the Health Commerce System (HCS) Administrator Role will be allowed to submit the report. It is imperative that your agency's HCS Administrator Role assignments be accurate and up to date. The LHCSA Administrators from the 2017 Statistical Report are currently loaded on the Healthcare Financial Data Gateway. New Administrators will be added manually. If you are unable to access the report on the Healthcare Financial Data Gateway, please send an email to HCStatRpts@health.ny.gov to ensure that permissions to access the UDCS platform are in place.
- The UDCS application and the LHCSA Statistical Report forms must be downloaded from the HCS and installed on a user's computer. There have been changes to the software therefore users will need to download the revised software. Users designated by the agency can then enter the required data.

Revisions to the Report

The 2018 LHCSA Statistical Report will be very similar to the 2017 LHCSA Statistical Report, but it will contain more validation edits embedded in the forms to ensure accurate data is entered. Attached is a document that lists all items that were changed for this year's report and includes all of the validation edits that are in the report.

The 2018 ALP LHCSA Statistical Report will collect the same information that was collected last year using the combination of the 2017 LHCSA Statistical Report and the 2017 ALP LHCSA Statistical Report.

Please continually monitor the Health Commerce System. Information will be provided through the HCS including directions for downloading and installing the UDCS application and the LHCSA Statistical Report forms, suggestions for using the application in different technical environments and organizational structures, entering data into the forms, and submitting the

completed report. **Please read these documents carefully. The 2018 LHCSA Statistical Report is extensive and the successful registration of your LHCSA depends upon your submission of an acceptable LHCSA Statistical Report.**

Thank you in advance for submitting your 2018 LHCSA Statistical report on time. Please send any questions, comments, and concerns to HCStatRpts@health.ny.gov.

Sincerely,

Mark Hennessey
Acting Director
Division of Home and Community Based Services

Attachment

Attachment to DAL 19-10

2018 LHCSA Statistical Report

Changes from last year

Instructions have been edited for clarity.

Dates on forms were updated to reflect the new report year.

ALP LHCSAs will have a separate report on UDCS. ALP LHCSAs that exclusively serve ALP patients will **not** need to enter any information on the 2018 LHCSA Statistical Report. ALP LHCSAs that also serve the community must submit the LHCSA Statistical Report regarding the patients in the community and the ALP LHCSA Statistical report regarding their patients in the Assisted Living Program.

Agencies will be able to pick the counties they serve from a list, and they will receive the forms for only those counties, instead of all counties.

Physician Services were removed from all forms.

LSR1 – addition of a field requesting the agency’s Federal Employer Identification Number (FEIN number).

LSR2 – addition of a text box for agencies to describe “other” referrals and discharges.

LSR6 – the calculated field for the average hourly compensation will exclude fringe benefits from the calculation – and the column title was changed to “Average Hourly Rate”.

LSR7 – The unduplicated patient count must be broken down by the age and gender cohorts. These amounts will be summed and entered in the unduplicated patient count field on form LSR7.

LSR7 – Age group category was corrected to 65+.

LSR7 – Calculated column totals were removed.

LSR9WFA – second question changed to “How many cases did your agency have during the report year where you were unable to fill the total hours approved for a case?”

LSR9WFC – “Other” was removed as an option under the Non-Wage Supports section.

List of all Validation Edits

New - LSR1/LSR10 – The answer to the question “Did this Agency Serve patients during the report year?” on LSR1, must match the answer to the question “Did this LHCSA provide patient care services during the report year 1/1/2018 – 12/31/2018?” on LSR 10.

LSR2 – The Total of Discharges in the Length of Stay section must match the total of discharges in the “Discharge to” column in the Referrals and Discharge Section

LSR 2 – The unduplicated patient count on LSR2 must match the total of unduplicated patients reported on LSR7. This total is displayed on LSR2

New - LSR2 – The number of total cases listed on LSR2 must match the total number of cases referred on the “Referred From” column in the Referrals and Discharge Section

New – LSR3 & LSR4 – If hours or visits are entered on LSR3/4 Revenue Form, then there must be an amount in the “Gross Revenue” column. Conversely, if an amount is entered in the “Gross Revenue” column, then there must be an amount entered in hours or visits.

New – LSR6 – An edit has been added to limit the number of staff and W2s to a certain amount or lower – to avoid errors of large entries. The upper limits are 17,000 for the number of HHAs, 17,000 for number of PCAs, and 25,000 for the number of W2s.

LSR 7 – If there is an amount listed under “Cases” then there must be an amount listed under “Hours” or “Visits” to correspond. Conversely, if there is an amount listed under “Hours” or “Visits”, then there must be an amount listed under “Cases”.

New – LSR7 – If there are amounts listed under “Cases” (it is totaled at the bottom of the form) – there must be an amount in the “Unduplicated Patient Count” field. Conversely, if there is an amount in the “Unduplicated Patient Count” field, then there must be an amount entered under “Cases”.

New – LSR7 – The amount entered in “New Admissions” field must be less than or equal to the amount entered in the “Unduplicated Patient Count” field.

List of all Required Fields

LSR1 – Rows 1-10 Contact Information

LSR10 – Rows 12-14 Registration Attestation

