

Pursuant to 10 NYCRR Section 400.18(b)(1)(iii), health care facilities must submit “data for all inpatient discharges and outpatient visits” to the Statewide Planning and Resource Cooperative System (SPARCS) program on a monthly basis:

- At least 95 percent of data for all inpatient discharges and outpatient visits must be submitted within sixty (60) days from the end of the month of a patient’s discharge or visit.
- 100 percent of data for all inpatient discharges and outpatient visits must be submitted within one hundred eighty (180) days from the end of the month of a patient’s discharge or visit.

### Instructions

- Requests must be submitted at least three (3) business days before the end of the month to be included in the next monthly compliance report.
- Requests may be submitted by the designated SPARCS Coordinator or by a SPARCS Contact. The SPARCS Coordinator has primary responsibility for data submission and can also elect a SPARCS Contact to submit requests for a facility.
- This template may be used to submit exception or extension requests for more than one facility if each facility has the same SPARCS Coordinator or SPARCS Contact.
- All fields in the request must be completed to be accepted.
- Exception requests must include a confirmation that the facility has submitted all data for the specified period and a specific reason for the volume shortage, if known.
- Extension requests must include a reason for the delay in submission and a detailed plan for submission including an anticipated timeline for completion.
- Exception or extension reasons should be as specific as possible. Lower than expected volumes could be caused by a variety of factors, for example: suspension of services due to a public health emergency, staff turnover, closure for renovations, etc.

### Definitions

**Exception:** A facility is no longer required to meet their compliance target for data submitted to SPARCS when an exception is given. Exceptions apply only to a specific reporting period and do not continue indefinitely. Facilities should confirm that there is no additional data to be submitted to SPARCS for the specified period of non-compliance. If known, facilities should describe what caused the volume shortages that did not meet standard target for compliance.

**Extension:** An extension allows facilities to have additional time to submit their data for specified periods of non-compliance. Facilities should describe what is causing delay in submission.

Facility service types:

- Ambulatory Surgery (AS)
- Emergency Department (ED)
- Inpatient (IP)
- Outpatient (OP)

### Submission and Questions

Completed requests or questions about SPARCS compliance should be emailed to:

[SPARCS.submissions@health.ny.gov](mailto:SPARCS.submissions@health.ny.gov)

Date of Request: \_\_\_\_\_

All fields are required.

<b>Facility Information</b> If this request is being submitted by an authorized SPARCS Contact, SPARCS Coordinator information must also be included.	
<b>SPARCS Coordinator Name:</b>	<b>SPARCS Contact Name:</b>
<b>SPARCS Coordinator Title:</b>	<b>SPARCS Contact Title:</b>
<b>SPARCS Coordinator Phone:</b>	<b>SPARCS Contact Phone:</b>
<b>SPARCS Coordinator Email:</b>	<b>SPARCS Contact Email:</b>

PFI	Facility Name	Service Type (AS/ED/IP/OP)	Month(s)/Year	Exception/Extension	Confirmation or Plan for Submission/Reason(s)
123456	Example Facility	AS	Jul - Aug 2021	Exception	Reduced schedule due to surgeon on leave.

**Submission and Questions**

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<p><b>DOH Use Only</b></p> <p>Request Number:</p>
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