



Department of Health

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Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

Date: August 16, 2018

DAL: DHCBS 18-02

Subject: 2017 LHCSA Statistical Report

Dear Administrator:

The 2017 Licensed Home Care Services Agency (LHCSA) Statistical Report will be made available for downloading on August 25, 2018. Reports must be submitted by **November 16, 2018**.

There are significant changes to the 2017 LHCSA Statistical Report application and to the penalties associated with failure to submit. This letter contains important information, please read it carefully.

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 Assisted Living Program (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.

The LHCSA Statistical Report has been amended to include the necessary registration information pursuant to the requirements under PHL §3605-b and will be used to register LHCSAs on an annual basis. LHCSA registration for the period beginning January 1, 2019, can only be accomplished through the successful submission of a complete 2017 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 2017 ALP LHCSA Statistical Report. An ALP LHCSA serving patients in the community must also fill out and submit all sections of the 2017 LHCSA Statistical Report. However, an ALP LHCSA that does not serve patients in the community must only complete and submit designated portions of the 2017 LHCSA Statistical Report.

New LHCSA Statistical Report Platform

The LHCSA Statistical Report format and data collection tool have been changed from previous years. The 2017 LHCSA Statistical Report will use the NYSDOH developed Universal Data Collection System (UDCS) platform.

- There are significant differences between the former report submission tool and the UDCS platform. Please review and follow the directions that will be provided when the 2017 Statistical Report becomes available on August 25th.
- 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 is accurate and up to date. If your agency's Administrator Role is not up to date, it must be updated immediately. Any updates that occurred after **August 6, 2018** will be required to use a two-step notification process. First, your organization must update your information through your HPN Coordinator. Second, the Division of Home and Community Based Services (DHCBS) **must** be notified by sending an email to HCStatRpts@health.ny.gov to ensure that permissions to access the UDCS platform are in place. If the Division is not notified of the organization's update, your agency will not be able to submit the statistical report for this year.
- The UDCS application and the LHCSA Statistical Report forms must first be downloaded from the HCS and installed on a user's computer. Users designated by the agency can then enter the required data.

Please continually monitor the Health Commerce System. More information will be provided through the HCS in August 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 as the changes to the 2017 LHCSA Statistical Report are 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 2017 LHCSA Statistical report on time. Please send any questions, comments, and concerns to HCStatRpts@health.ny.gov.

Sincerely,

Rebecca Fuller Gray, Director
Division of Home and Community Based Services