Uniform Assessment System for New York

Accessing the UAS-NY

May 22, 2013
Agenda

- Fundamental UAS-NY Concepts
- UAS-NY Roles
- Health Commerce System
- Examples of Organizational Set up in HCS
Fundamental Concepts

- Shared access to consumers case files
- Roles govern what data a person can do and edit
Fundamental Concepts

UAS-NY Statewide Case Files

Karen Adams
Watertown, NY

David Ayers
Nassau, NY

Betty Johnson
Syracuse, NY

Thomas Cast
Glenville, NY

Catherine Jones
Troy, NY
Fundamental Concepts

UAS-NY Statewide Case Files

Karen Adams
Watertown, NY

David Ayers
Nassau, NY

Betty Johnson
Syracuse, NY

Thomas Cast
Glenville, NY

Catherine Jones
Troy, NY

Organization A

Organization B

Organization C
Fundamental Concepts

UAS-NY Statewide Case Files

- Karen Adams, Watertown, NY
- David Ayers, Nassau, NY
- Betty Johnson, Syracuse, NY
- Thomas Cast, Glenville, NY
- Catherine Jones, Troy, NY

Organization A

Organization B

Organization C

Organization Case List

Organization Case List

Organization Case List
Fundamental Concepts

UAS-NY Statewide Case Files

Karen Adams
Watertown, NY

David Ayers
Nassau, NY

Betty Johnson
Syracuse, NY

Thomas Cast
Glenville, NY

Catherine Jones
Troy, NY

Organization A
UAS-40
UAS-45

Organization B
UAS-15
UAS-30
UAS-40
UAS-45

Organization C
UAS-15
UAS-50
UAS-NY Role-based System

- UAS-NY system uses the role to govern:
  - what actions the user can take
  - what data the user can see or edit

<table>
<thead>
<tr>
<th>UAS Role Name</th>
<th>Generally Intended For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAS-15</td>
<td>Administrative Staff</td>
</tr>
<tr>
<td>UAS-20</td>
<td>Review/Consult/OT, PT, ST</td>
</tr>
<tr>
<td>UAS-30</td>
<td>Social Assessors</td>
</tr>
<tr>
<td>UAS-35</td>
<td>Social Assessor Supervisors</td>
</tr>
<tr>
<td>UAS-40</td>
<td>Nurse Assessors</td>
</tr>
<tr>
<td>UAS-45</td>
<td>Nurse Assessor Supervisors</td>
</tr>
<tr>
<td>UAS-50</td>
<td>Managers</td>
</tr>
</tbody>
</table>
Considerations When Assigning Roles

- Who in your organization will be given permission to conduct a statewide search on behalf of the organization?
- Who will be responsible for attesting to the organization’s business need to access an individual’s record?
- Who is responsible for creating the organization’s case list?
- Who will be responsible for updating an individual’s basic information?
Health Commerce System

- Designed for sharing health-related information with health organizations in New York State
- Built with security protocols to manage organization and user access
- Each user is required to have their own account
Organizations in the HCS

- **Organization Creation in the HCS**

- **Organization Types with Access to UAS-NY**
  - County DSS
  - Managed Long Term Care
  - Adult Care Facilities
  - Nursing Home (adhcp)
  - Home Health Agencies
  - Personal Care
  - LHCSA
  - RRDC
  - Managed Care

- **Impacts**
  - HCS account set up
  - Trust Level 3 Assurance
  - Organization Case List
HCS Coordinator Primary Responsibilities

- Setting up HCS Accounts
- Establishing Trust Level 3
- Assigning UAS-NY Roles
- Providing Training on Using HCS
Example 1: LDSS and Most Organizations

1. **UAS-NY Coordinator** identifies staff who need access to UAS-NY and role
2. **HCS Coordinator** generates account request documents
3. **Staff person** signs and gets documents notarized
4. **HCS Coordinator** mails original signed and notarized documents to CAMU
5. **CAMU** will create accounts
6. **Staff person** activates account
7. **HCS Coordinator** establishes Trust Level 3 Assurance
8. **HCS Coordinator** assigns UAS-NY Role
9. **HCS Coordinator** trains staff to access and use HCS (as needed)
Example 1: LDSS and Most Organizations

Organizations/Roles Selector

Name: Scott

List of Organization:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Role Name</th>
</tr>
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<tbody>
<tr>
<td>Z Test Managed LTCP</td>
<td>UAS-45</td>
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Continue
Example 1: LDSS and Most Organizations

Organizations/Roles Selector

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<td>UAS-45</td>
</tr>
</tbody>
</table>

Continue
Example 1: LDSS and Most Organizations

Organization A:
Org type: County DSS

User A - UAS Role
User B - UAS Role
User C - UAS Role

Organization A
Case List
## Example 2: Organizations with Multiple HCS Entries

<table>
<thead>
<tr>
<th>Org ID</th>
<th>Organization Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>240-G-878</td>
<td>Pinewood ALP</td>
<td>Erie</td>
</tr>
<tr>
<td>568-F-264</td>
<td>Pine Manor ALP - West</td>
<td>Albany</td>
</tr>
<tr>
<td>294-R-648</td>
<td>Pine Manor ALP – East</td>
<td>Schenectady</td>
</tr>
<tr>
<td>549-H-258</td>
<td>Pine Manor ALP – South</td>
<td>Schenectady</td>
</tr>
<tr>
<td>638-B-294</td>
<td>Pine Manor ALP – North</td>
<td>Oswego</td>
</tr>
</tbody>
</table>
Example 2: Organizations with Multiple HCS Entries
Example 2:
Organizations with Multiple HCS Entries

1. UAS-NY Coordinator identifies staff who need access to UAS-NY and role **by op cert/license**
2. HCS Coordinator generates account request documents **by op cert/license**
3. Staff person signs and gets documents notarized
4. HCS Coordinator mail original signed and notarized documents to CAMU
5. CAMU will create accounts
6. Staff person activates account
7. HCS Coordinator establishes Trust Level 3 Assurance
8. HCS Coordinator assigns UAS-NY Role **by op cert/license**
9. HCS Coordinator trains staff to access and use HCS (as needed)
Example 3: Organizations with Multiple HCS Entries and Shared Staff

Staff
- User A – UAS Role West
- User A – UAS Role East
- User B – UAS Role West
- User B – UAS Role East
- User C – UAS Role West
- User C – UAS Role East

Pine Manor ALP

West Case List

East Case List
Example 3: Organizations with Multiple HCS Entries and Shared Staff
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Organizations with Multiple HCS Entries and Shared Staff

1. UAS-NY Coordinator identifies staff who need access to UAS-NY and role
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9. HCS Coordinator trains staff to access and use HCS (as needed)
Example 4: Organization with Multiple Organization Types and Shared Staff

Staff
User A – UAS Role ALP
User B – UAS Role ALP
User C – UAS Role ALP
Example 4: Organization with Multiple Organization Types and Shared Staff

1. UAS-NY Coordinator identifies staff who need access to UAS-NY and role
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6. Staff person activates account
7. HCS Coordinator establishes Trust Level 3 Assurance
8. HCS Coordinator assigns UAS-NY Role by op cert/license
9. HCS Coordinator trains staff to access and use HCS (as needed)
Example 5: Two Organizations

Staff
User A – UAS Role ALP
User B – UAS Role ALP
User C – UAS Role ALP

ALP Case List

Pine Manor

ACME Health

Staff
User A – UAS Role ACME
User B – UAS Role ACME
User C – UAS Role ACME

ACME Case List
Additional information can be found on DOH Website

Questions may be emailed to:
uasny@health.state.ny.us

Call UAS-NY Support Desk
Monday – Friday
8:30 AM – 4:00 PM
518-408-1021
Questions concerning the HCS and UAS-NY