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Commissioner

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

Date: November 1, 2020

DAL: DHCBS 20-12
Subject: 2019 LHCSA Statistical Report and 2019 ALP LHCSA Statistical Report

Dear Administrator:

The 2019 Licensed Home Care Services Agency (LHCSA) Statistical Report and the 2019 Assisted Living Program (ALP) LHCSA Statistical Report will be made available for downloading on November 1, 2020. Reports must be submitted by **December 31, 2020.**

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/t96r-z8r7

LHCSAs that were licensed during the current year, 2020, will be automatically registered for and may provide services and bill during 2020. In addition, they may register for 2021 using the **LHCSA Registration Short Form**, a HERDS survey on the Health Commerce System. All other LHCSAs must register for 2021 by successfully submitting a **complete** 2019 LHCSA Statistical Report and/or 2019 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 2019 ALP LHCSA Statistical Report. An ALP LHCSA serving patients in the community must also fill out and submit all sections of the 2019 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 2019 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 for registration purposes.

Report Platform

The 2019 LHCSA Statistical Report and the 2019 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 2019 Statistical Reports become available on November 1, 2020.
- 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 2018 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 2019 LHCSA Statistical Report will be very similar to the 2018 LHCSA Statistical Report. A question has been added to the LSR1 Agency form so that LHCSAs providing companion care services can report this line of business.

The 2019 ALP LHCSA Statistical Report will be the same as last year's 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 2019 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 2019 LHCSA Statistical report on time. Please send any questions, comments, and concerns to HCStatRpts@health.ny.gov.

Sincerely,

Carol A Rodat

Carol A. Rodat
Director
Division of Home and Community Based Services

Attachment

Attachment to DAL 20-12

2019 LHCSA Statistical Report

Changes from last year

A question enabling agencies to report if they are providing companion care has been added.

List of all Validation Edits

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?” 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

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

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.

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”.

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

Licensed Home Care Services Agency Statistical Report Overview

Licensed Home Care Services Agencies (LHCSAs) offer home care services to clients who pay privately or have private insurance coverage. These agencies may also contract to provide services to Medicare/Medicaid beneficiaries whose cases are managed by another provider or entity, such as providing home health aide services to a certified home health agency patient or providing a licensed practical nurse for a Medicaid prior-approved private duty nursing shift. The NYS Department of Health is responsible for oversight of these agencies. There are currently about 1487 Licensed Home Care Services Agencies; we estimate that over 100 of these are not operational.

Licensed Home Care Services Agencies are required to submit an annual statistical report. Historical submission rates (pre-2018) were around 65%. In 2017 the Public Health Law 3605-b law (attached) was amended to require that Licensed Home Care Services Agencies be registered annually; unregistered Licensed Home Care Services Agencies are forbidden to provide services or bill for services, are required to pay fees for late registration and risk revocation of their licenses for multiple instances of late or non-registration. Licensed Home Care Services Agency registration is accomplished by the Licensed Home Care Services Agency submitting a complete statistical report and indicating their desire to register on the report.

The Licensed Home Care Services Agency Statistical Report submission rate has increased to almost 90% since this change was instituted. This represents an increase in the amount of data that is available for analysis of this sector of the health care industry and it has fostered communication with providers that were previously ‘’dark’. In addition, it has provided a tool for closing non-operational Licensed Home Care Services Agencies.

The data collected on the Licensed Home Care Services Agency Statistical Report includes general patient statistics, costs and revenue by service (nursing, Home Health Aide, etc.), staffing, the numbers of patients served and the services rendered by county, workforce, and registration information. Licensed Home Care Services Agencies associated with Assisted Living Programs (ALPs) in an Adult Care Facility (ACF) submit a different set of data due since they are reimbursed at a daily rate, not by unit of service.

Due to the close tie between the Licensed Home Care Services Agency Statistical Report and the registration process, there is a set of Licensed Home Care Services Agencies that currently cannot submit a Statistical Report and register because they did not register, and they owe fees. There are two sets of letters informing these agencies of their need to pay the fees they owe that are awaiting approval for release. These are Cease and Desist letters and Late Registration letters. It is important that these letters be approved as soon as possible in order to provide these Licensed Home Care Services Agencies as much time as possible to pay their fees and register for the coming year.

The accompanying material includes the Dear Administrator Letter (DAL) announcing the release of the report, the language of Section 3605-b authorizing and defining the registration process, and a copy of the new Licensed Home Care Services Agency Registration Short Form which will enable appropriate Licensed Home Care Services Agencies to register without submitting a full statistical report.

INTRODUCTION

Welcome to the documentation for LHCSA (Licensed Home Care Services Agency) and ALP (Assisted Living Program) LHCSA Statistical Report using the Universal Data Collection System (UDCS), a data collection tool that enables you to enter data for submission to the Department of Health in a spreadsheet-like environment. In the past the platform used to collect the Statistical Report information was the Health Electronic Response Data System (HERDS). This has been upgraded to UDCS because it offers a more familiar, Excel-like interface and more powerful editing capabilities.

A UDCS data collection application has two parts – the UDCS Report Manager and Shell, which manage the reports on your computer and is like the Microsoft Excel executable, and the reports or formats that correspond to spreadsheets. This document will guide you through the process of downloading and installing the UDCS Report Manager and Shell and the reports.

NOTES:

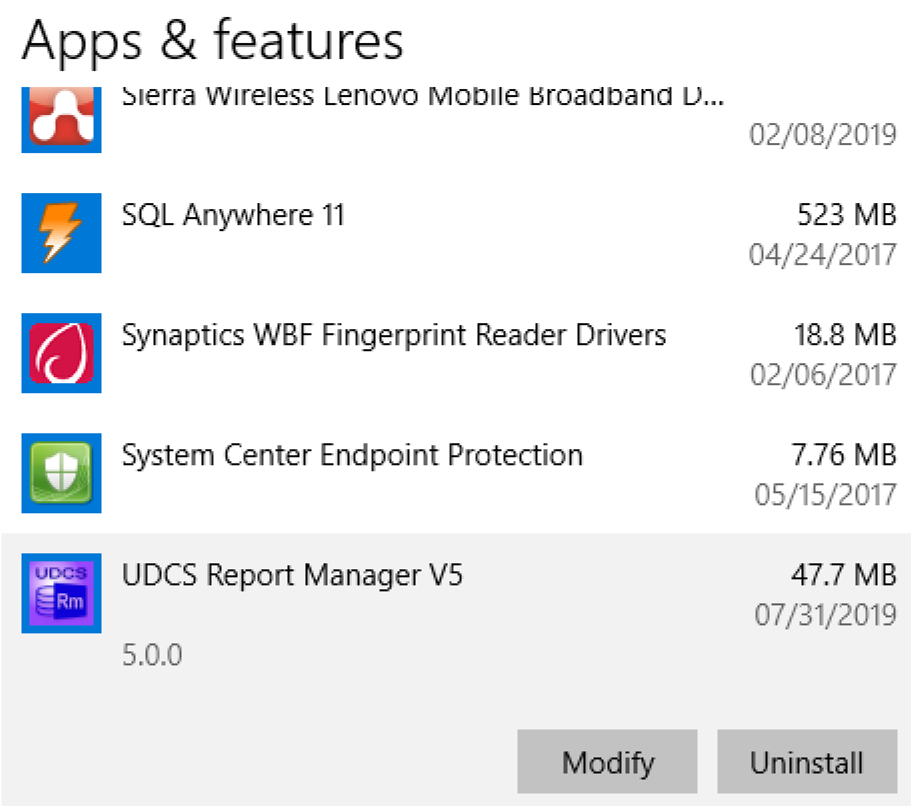
- A Health Commerce System (HCS) account is required to download the UDCS Report Manager, Shell, and the reports.
- The Report Manager requires Windows 7 or later operating system. The software WILL NOT operate correctly with previous operating systems such as Windows Vista or Windows XP and CANNOT be run on an Apple computer.
- If the UDCS 2018 LHCSA Statistical Report software is installed on your computer, it must be uninstalled before this year's software can be installed. The uninstall can only be done by some one with Windows Administrator privileges on the computer.
- The software, executables and reports, must be installed on the computer of the user who will be entering and submitting the data. The user installing the software must have Windows Administrator privileges on the computer on which it is being installed. The Windows Administrator must not use the "Administrator Shortcut" – where the user is signed on to the computer, but the Administrator right clicks and chooses "Run as Administrator". The Administrator must sign on to the computer.
- Only users who have been assigned the HCS Administrator role **when the application is released** will be able to submit data. Other users can be added afterward but a request must be sent to HCStatRpts@health.ny.gov after the user has been assigned the HCS Administrator role.
- A single data file (this file has an extension of .pnp) should be created for each licensed site that your organization operates.
- A single copy of the data file can be stored in a location where multiple people can access it. This will enable people to enter the data that is appropriate for their organizational function – e.g. business office personnel entering the cost and revenue data and human resources personnel entering staffing and wages data. **HOWEVER, ONLY ONE PERSON SHOULD ENTER DATA AT A TIME.** If multiple people are entering data at the same time, only the data from the last person who saved will be retained.

UNINSTALLING PREVIOUS SOFTWARE

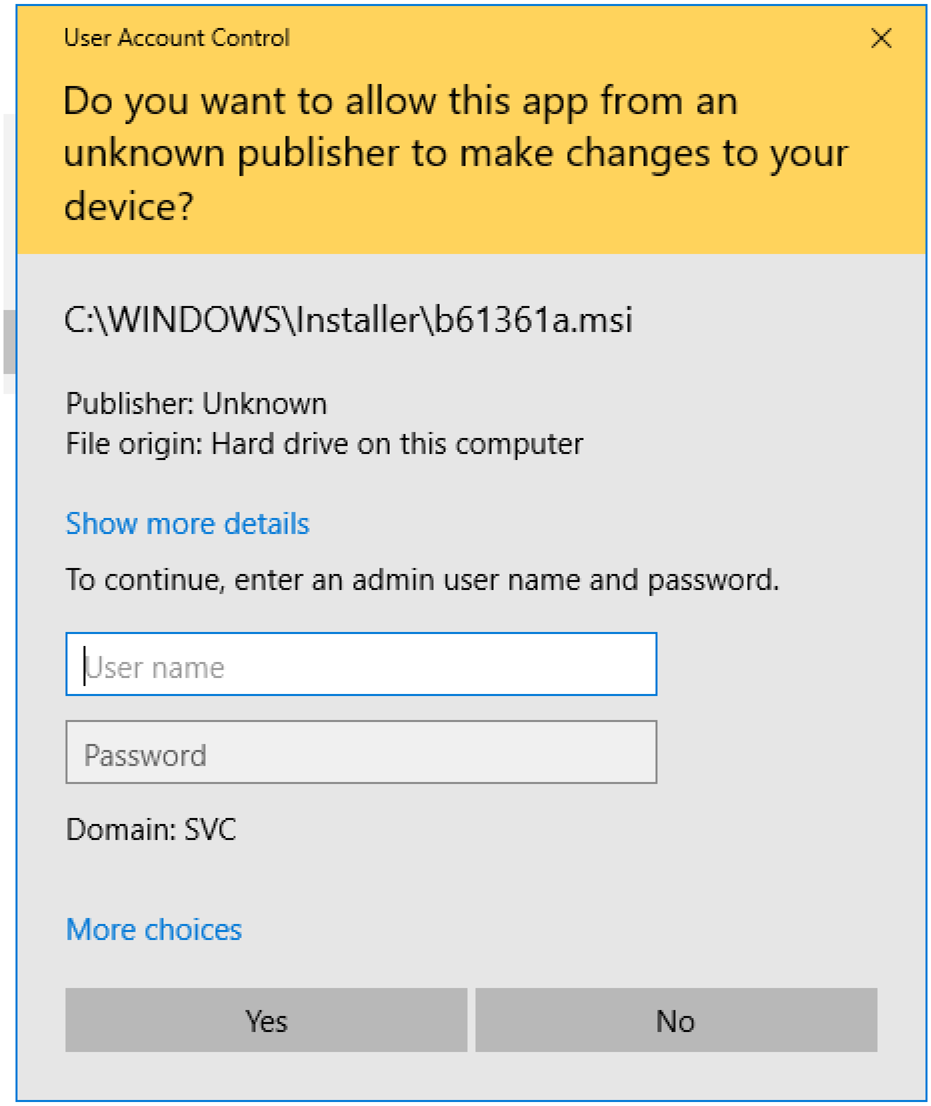
IMPORTANT NOTE: The Report Manager software has been updated for the 2018 Statistical Report. If you downloaded the software last year you must uninstall the software and re-install the newest version.

To uninstall software:

On Windows 10:
Go to Settings – Apps
Click on UDCS Report Manager
Click Uninstall



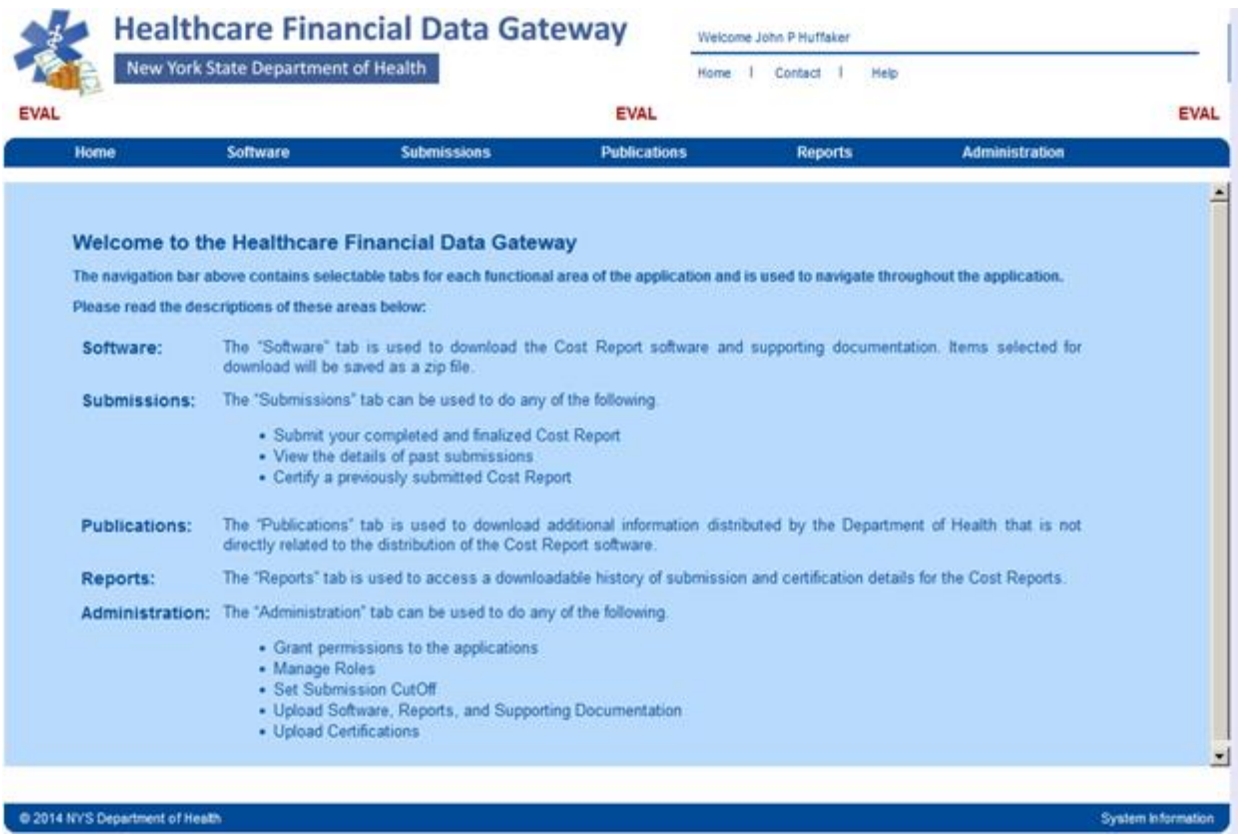
If you are not the administrator on your computer, you may be required to ask your IT Department to do the uninstall and installation.


User Account Control
Do you want to allow this app from an unknown publisher to make changes to your device?
C:\WINDOWS\Installer\b61361a.msi
Publisher: Unknown
File origin: Hard drive on this computer
Show more details
To continue, enter an admin user name and password.
User name
Password
Domain: SVC
More choices
Yes
No

Installing the Software, Reports and Documentation

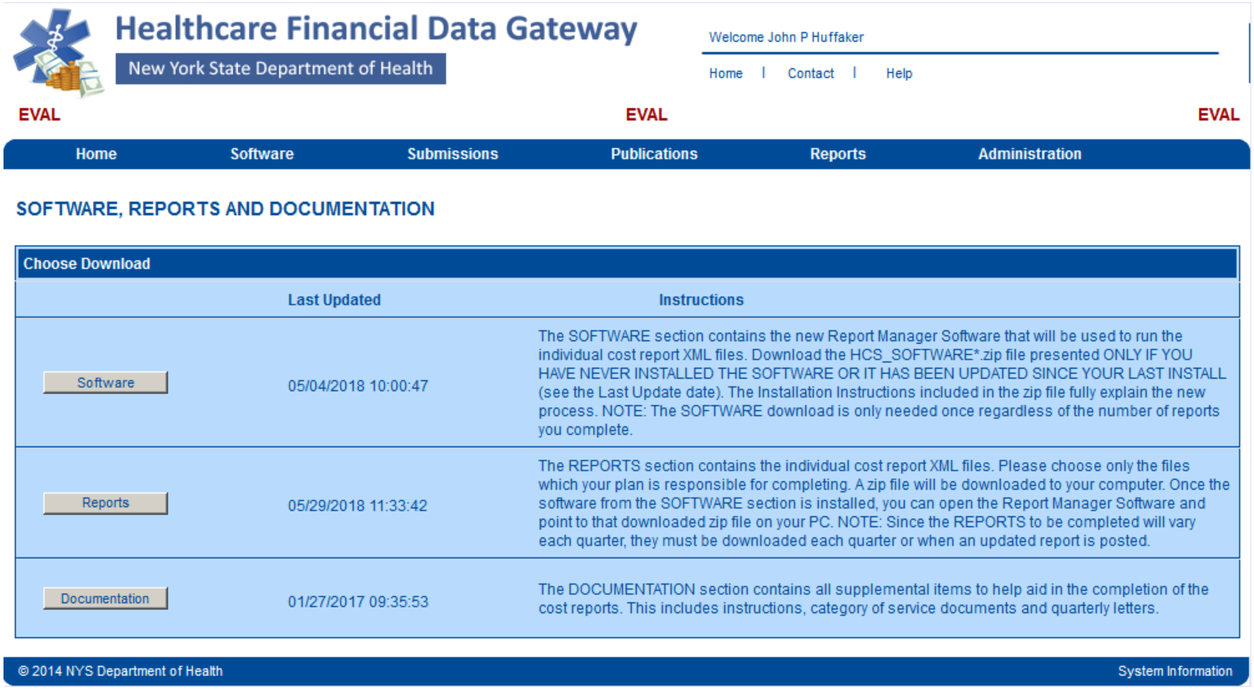
1. Login to the HCS.
2. Click on **Healthcare Financial Data Gateway** in **My Applications.**
3. If it is not there:
    a. Click on the **My Content** tab at the top of the HCS home page.
    b. Click on **All Applications.**
    c. Click on **H** in the **Browse by** alphabet list.
    d. Click on the **green sphere** marked with a plus sign (+) on the row for the **Healthcare Financial Data Gateway**.
    e. Go back to **My Content**.
    f. Click on **Healthcare Financial Data Gateway** in **My Applications.**

This will take you to the **Healthcare Financial Data Gateway** main page.

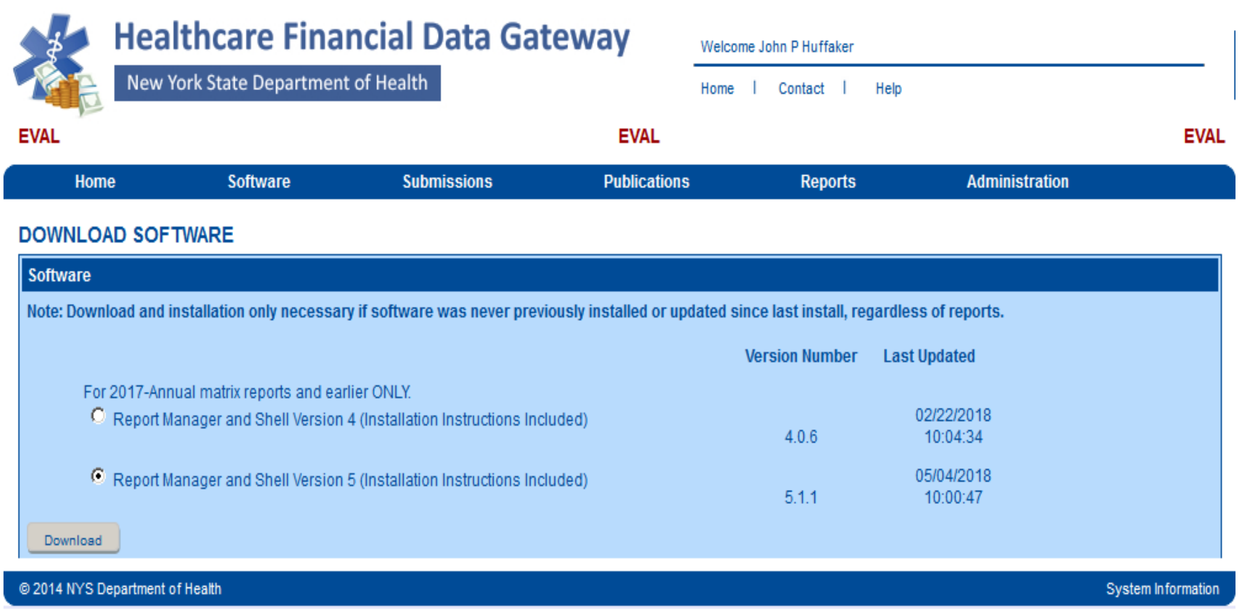


Installing the Software

1. Go to the **Healthcare Financial Data Gateway** main page.
2. Click on the **Software** tab – the **Software, Reports and Documentation** page will display



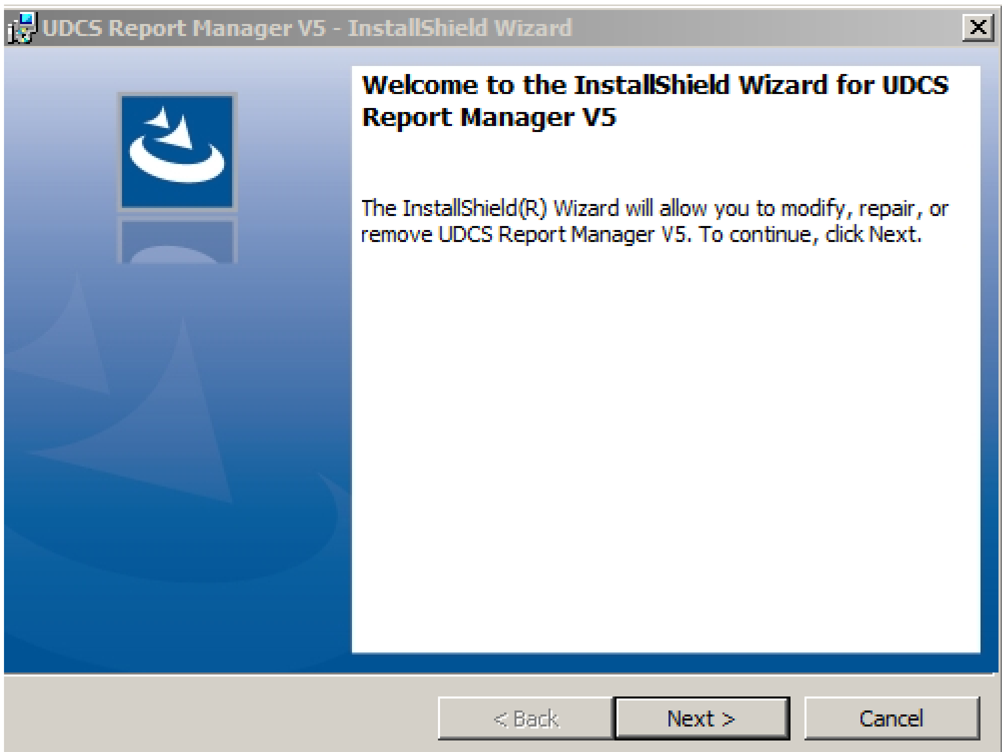
3. Click the **Software** button– the **Download Software** page will display.



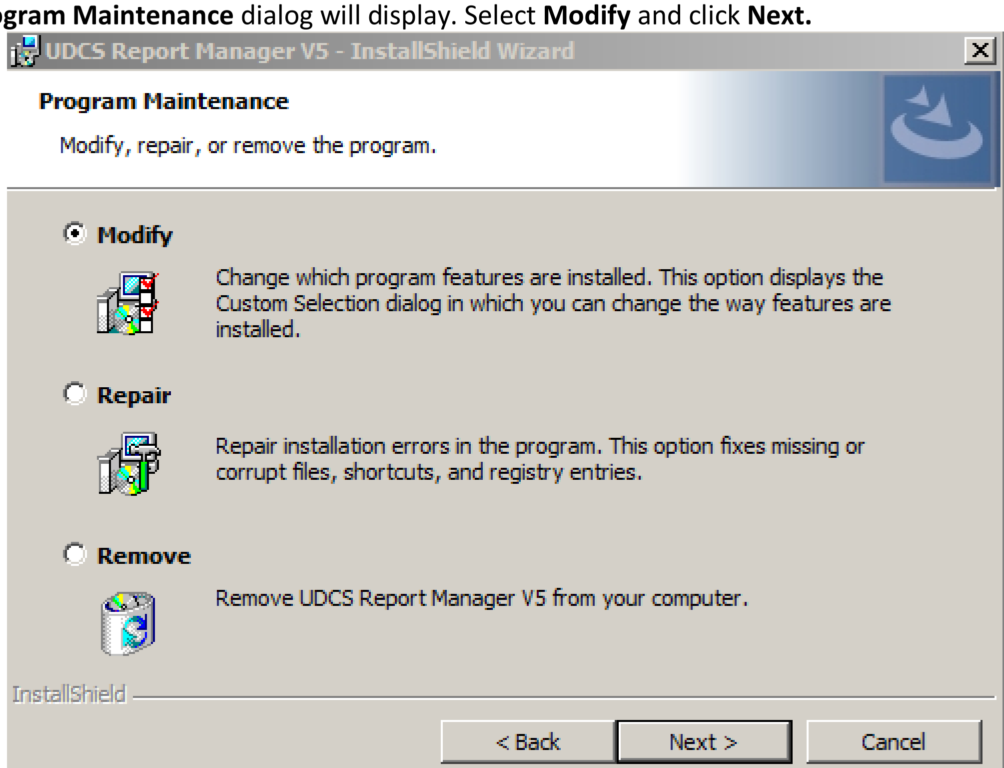
4 Select **Report Manager and Shell Version 5 (Installation Instructions Included).**
5 Click on the **Download** button at the bottom of the page.
6 Save the .zip file to the location of your choice.
7 Open the .zip file and extract the Report Manager and Shell software and the installation documentation (this documentation is more extensive than is required to install the software for the Statistical Report and contains some information not applicable to LHCSAs).

Installing the Software continued…

8 Run the **UDCS_REPORT_MANAGER_SETUP_<version>.exe** program. The Installshield Wizard splash screen will display after some initializations are performed. Click **Next.**

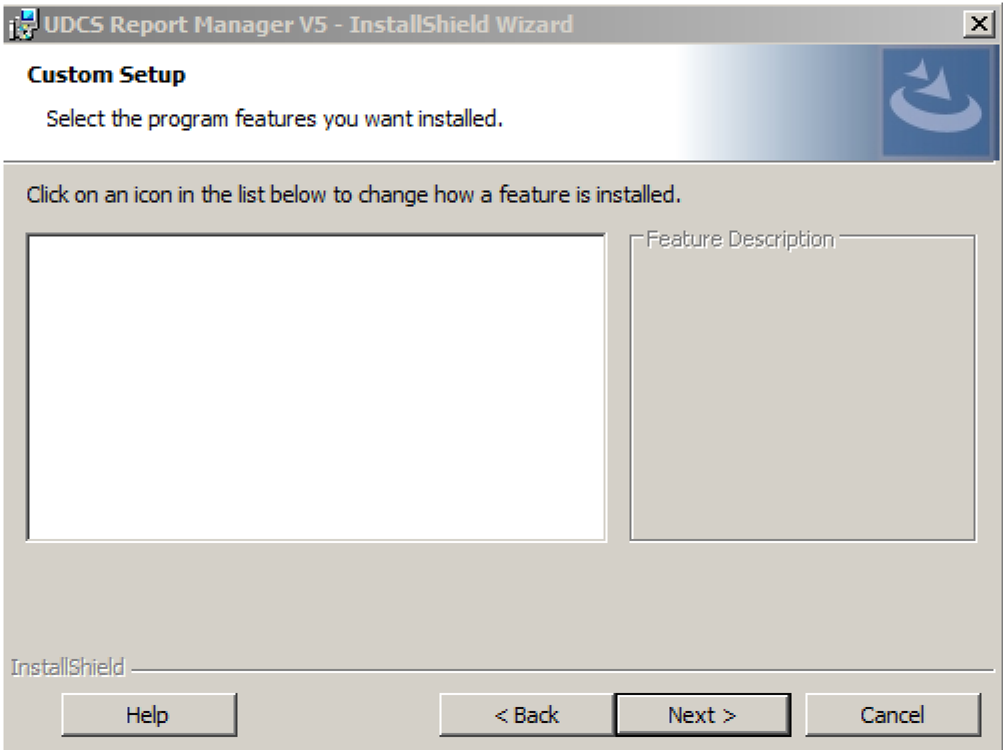


9 The **Program Maintenance** dialog will display. Select **Modify** and click **Next.**

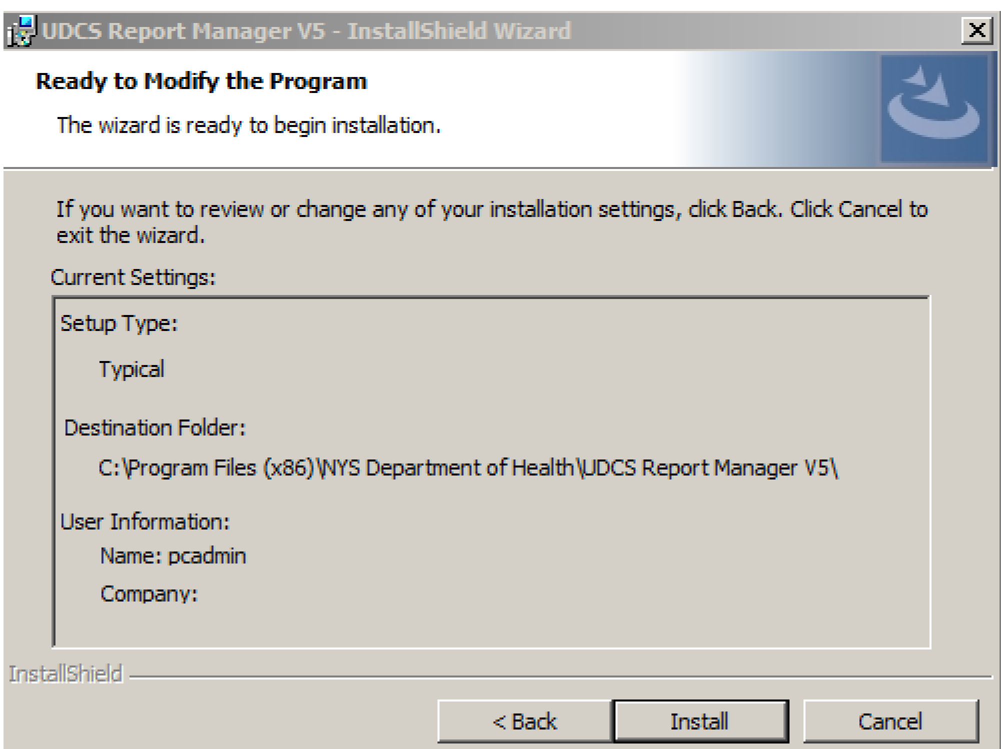


Installing the Software Continued…

10 The **Custom Setup** dialog screen will display. Click **Next.**



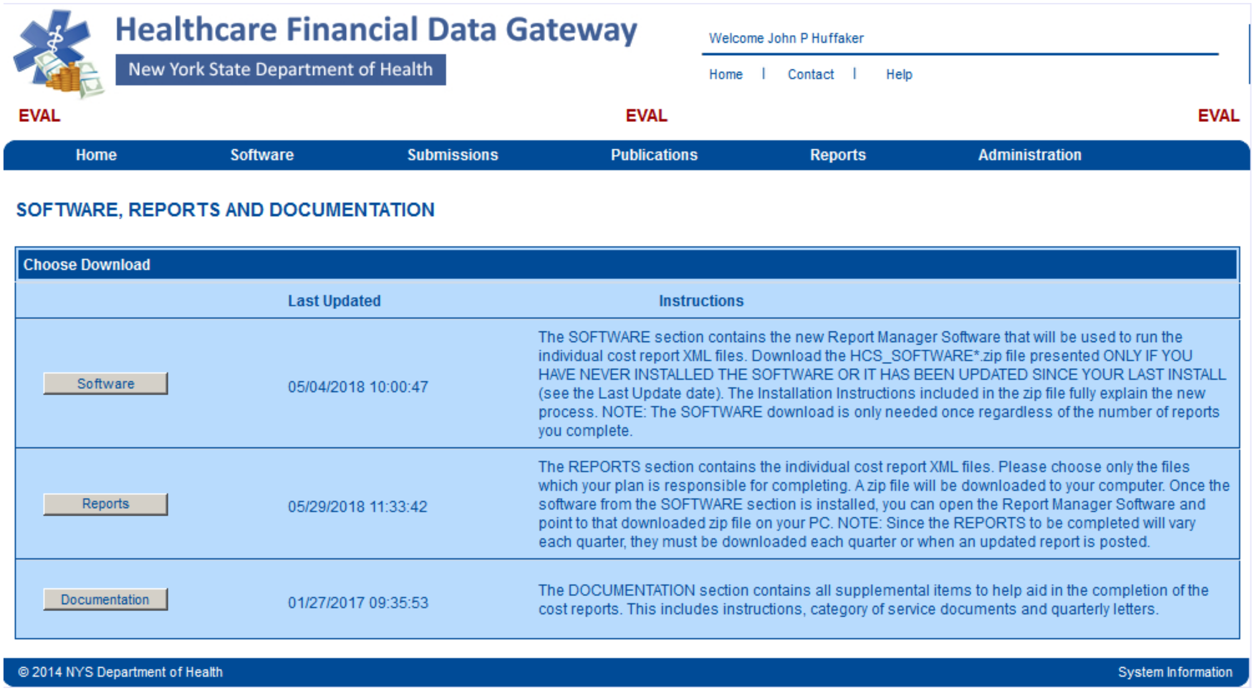
11 The **Ready to Modify the Program** dialog will display. Click **Install**.



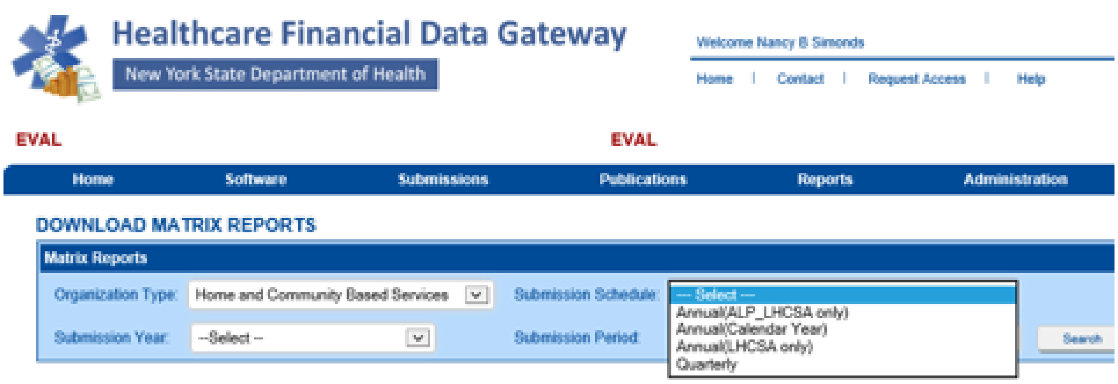
12 A Desktop icon will be created named **Launch Report Manager V5**. Use this to launch the application.

Installing the Reports
Downloading the Reports

1. Go to the **Healthcare Financial Data Gateway** main page.
2. Click on the **Software** tab – the **Software, Reports and Documentation** page will display.



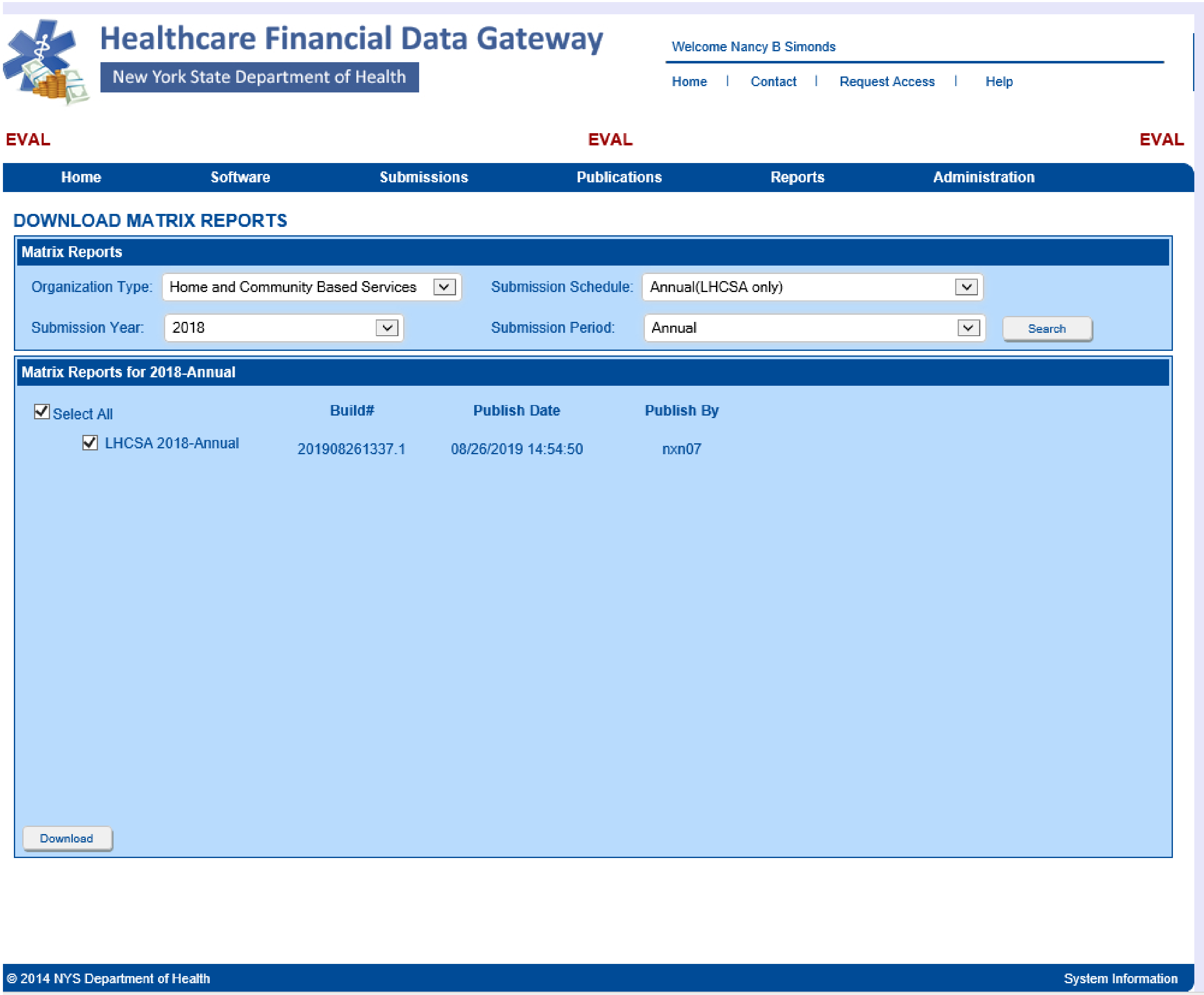
3. Click on the **Reports** button – the **Download Matrix Reports** page will display.
    a. Organization Type is **Home and Community Based Services**
    b. Submission Schedule can be **Annual LHCSA** or **Annual ALP_LHCSA**
    c. Submission Year is **2018**
    d. Submission Period is **Annual**
4. Click on the **Search** button.



Send questions to hcstatrpts@health.ny.gov

Downloading the reports continued…

5. Unselect all reports except for the **LHCSA-2018 Annual** report and click the **Download** button.

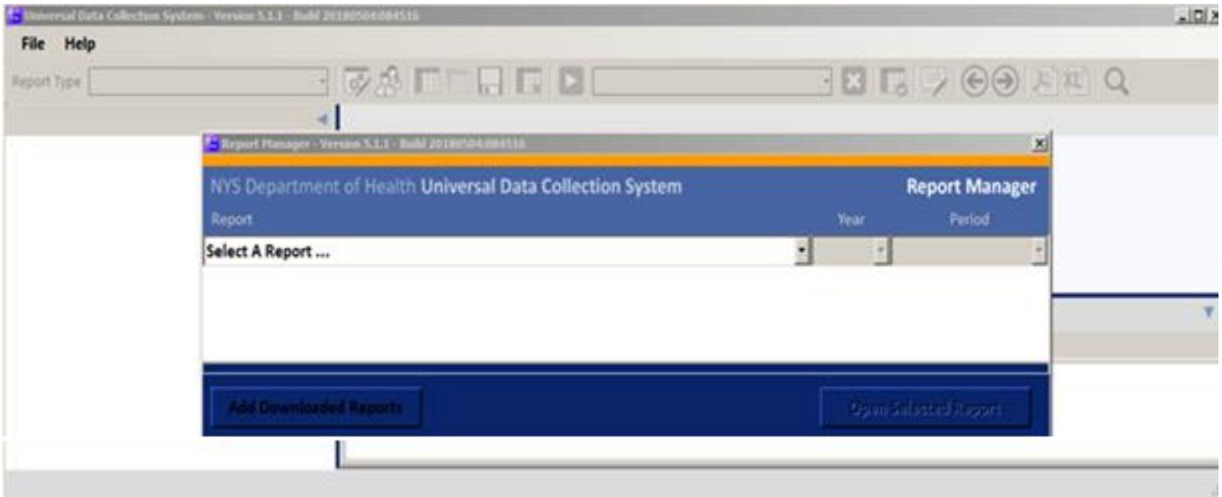


6. **DO NOT OPEN THE .zip FILE**. Save the .zip file to the location of your choice. Some computers automatically save the downloaded .zip file into the computers Download folder. If your computer does not ask where you would like to save the file, it has most likely automatically saved the file in the Downloads folder. Do not modify this .zip file – it contains an encrypted file and can only be used by the UDCS Shell. Instructions for managing this file with the UDCS Report Manager and using it with the UDCS Shell are contained later in this documentation.

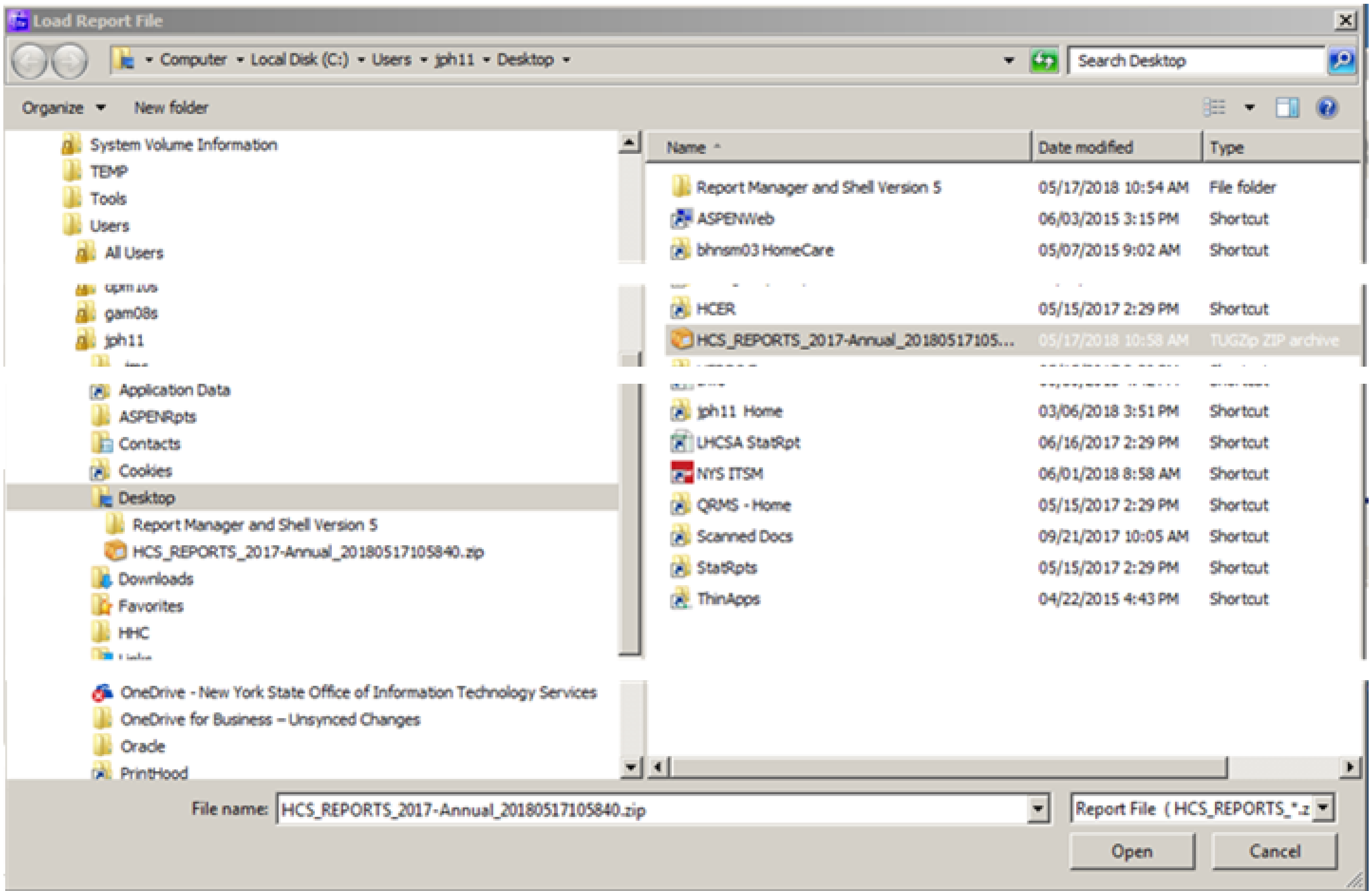
Running the Application

Running the application for the first time

1. Click the **Launch Report Manager** desktop icon.
2. The **UDCS Select a Report** dialog will display. Click the **Add Downloaded Report** button.

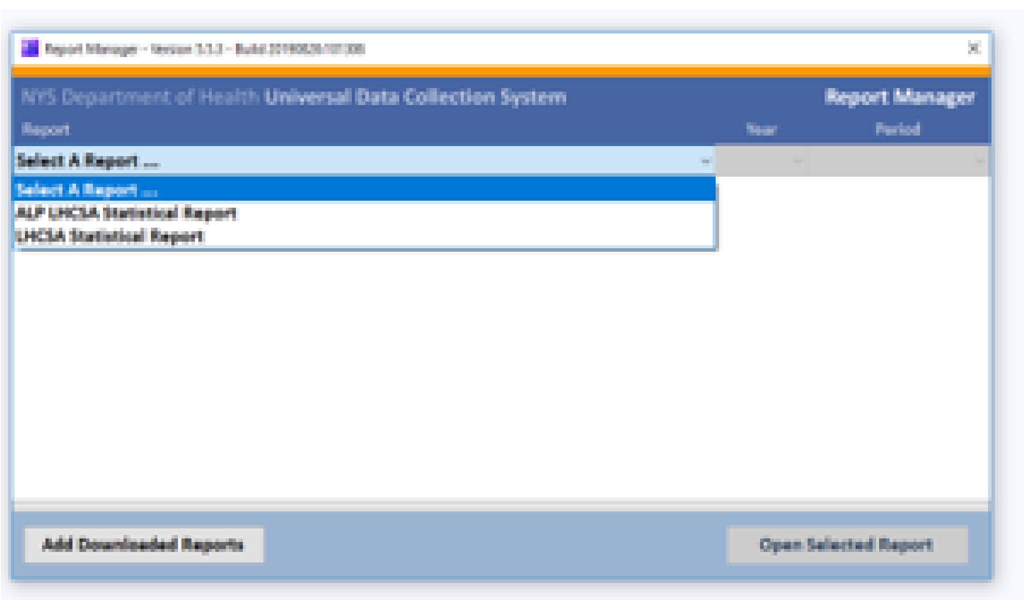


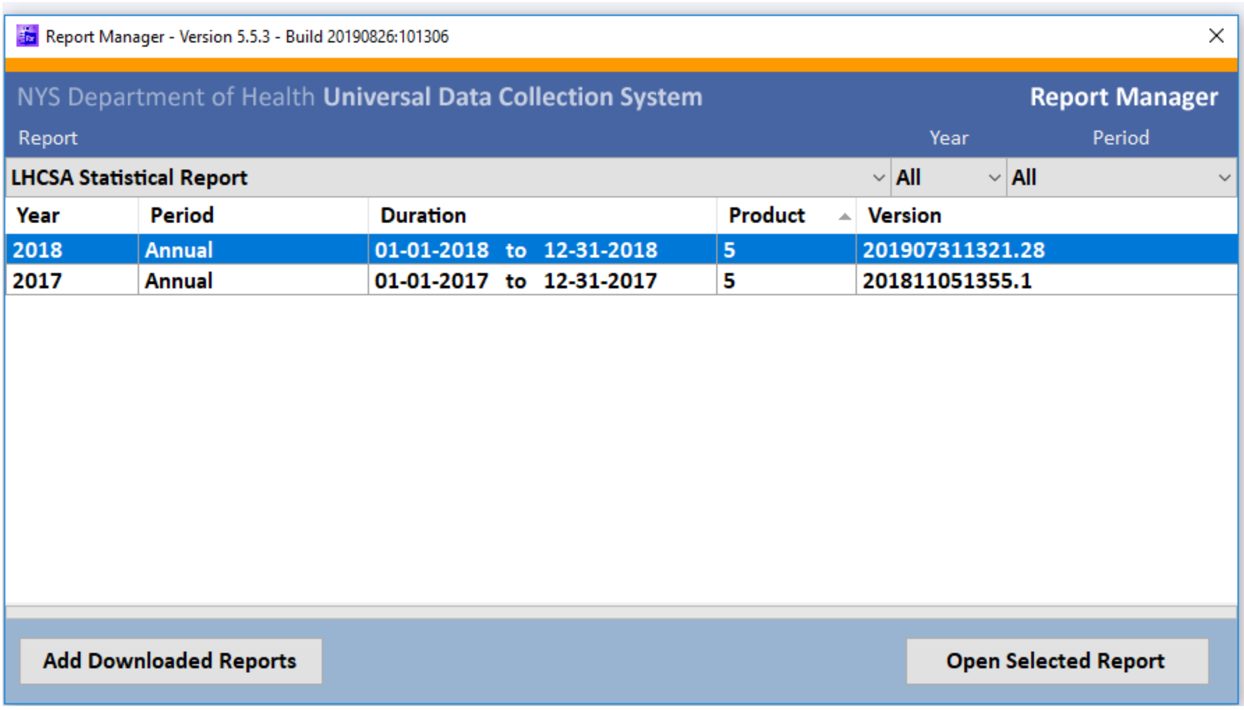
3. Locate and select the report for the LHCSA-2018 annual report that you downloaded earlier



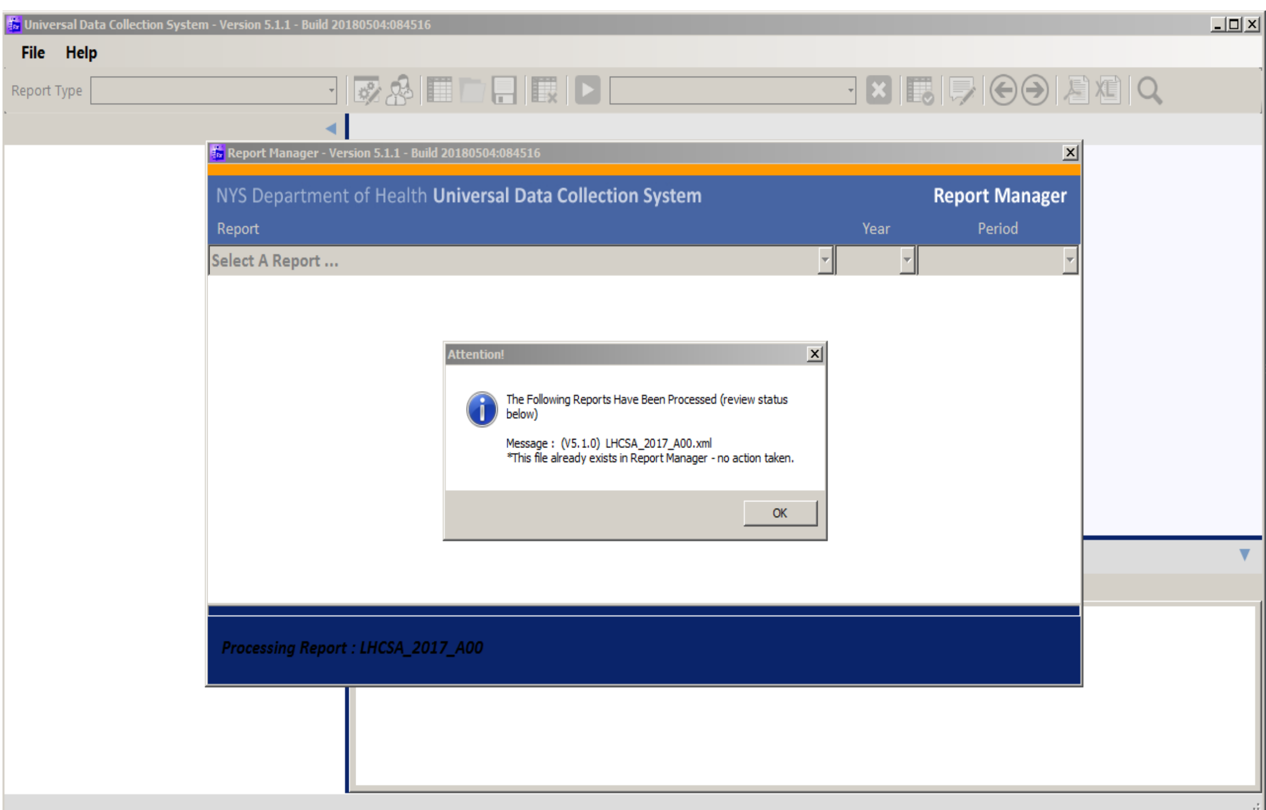
Running the Application for the First Time, continued…

4. Click the down arrow at the end of the **Select a Report…** drop down menu and click on either the **LHCSA Statistical Report** menu item, or the ALP LHCSA Statistical Report item. Then select the correct year for the report.

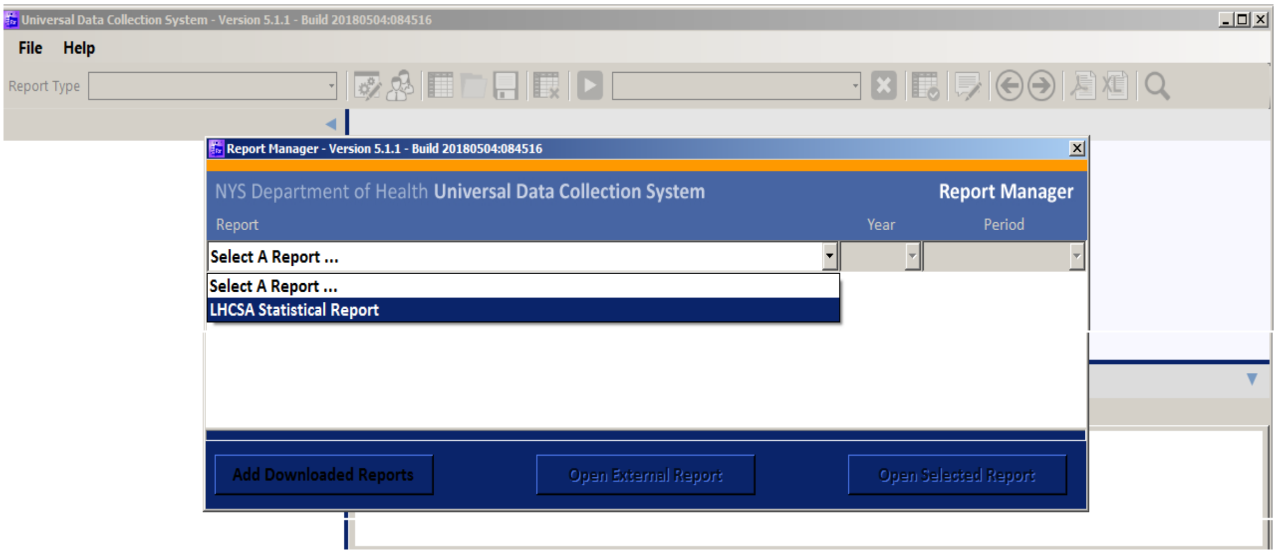




5. This will load the report into the UDCS Report manager

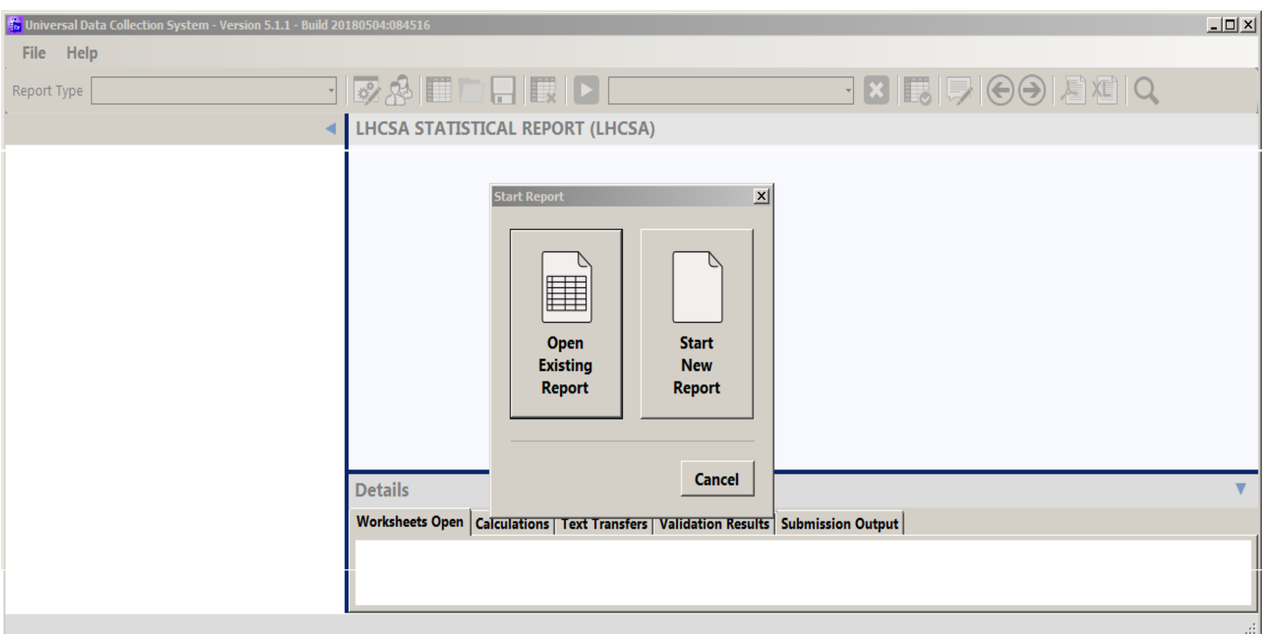


6. Make sure that the correct report is selected and click the **Open Selected Report** button – the Start Report dialog will display



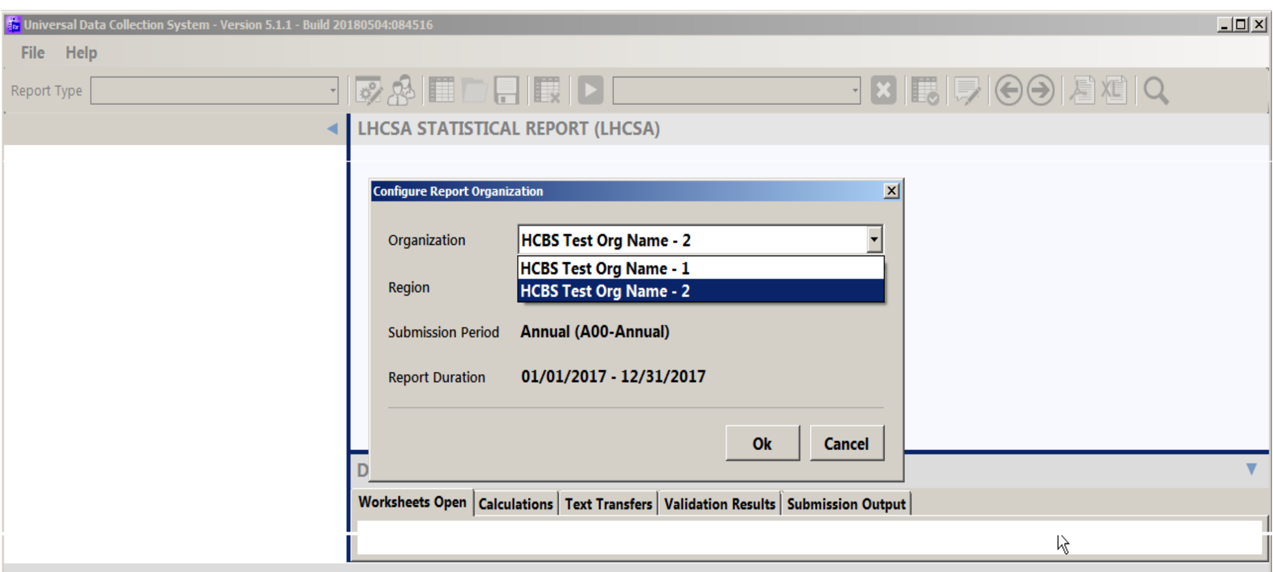
Running the Application for the First Time, continued…

7. Click the **Start New Report** button

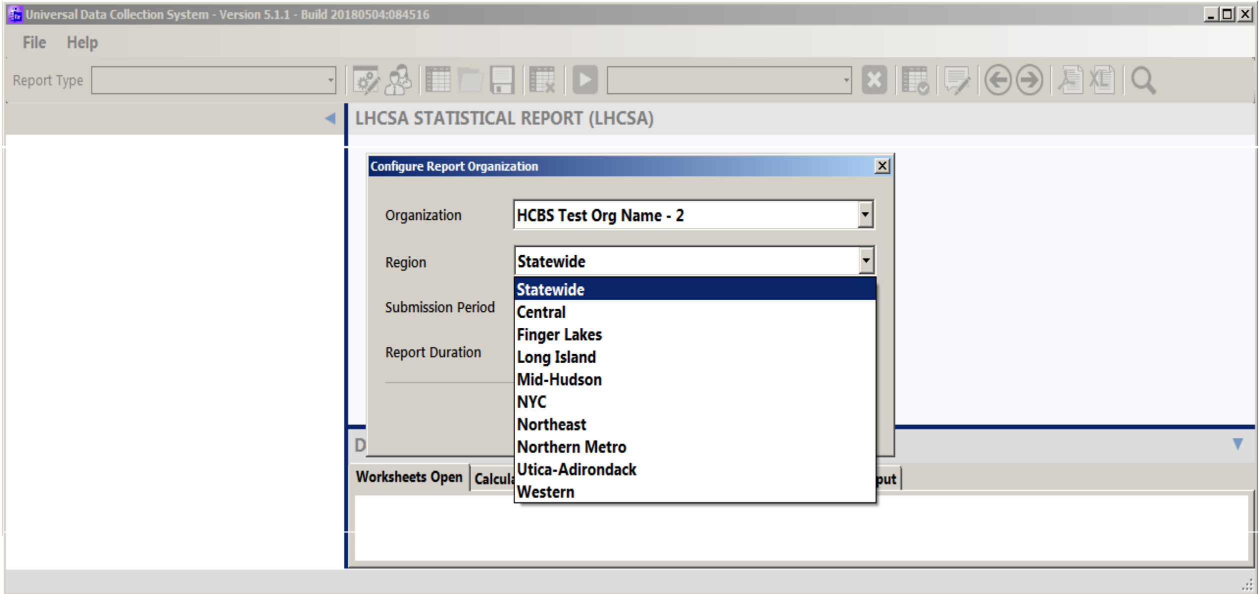


Running the Application for the First Time, continued…

8. Click the **OK** button on the **Select Report** Type dialog – the **Configure Report Organization** dialog will display. Select your LHCSA from the **Organization** dropdown menu

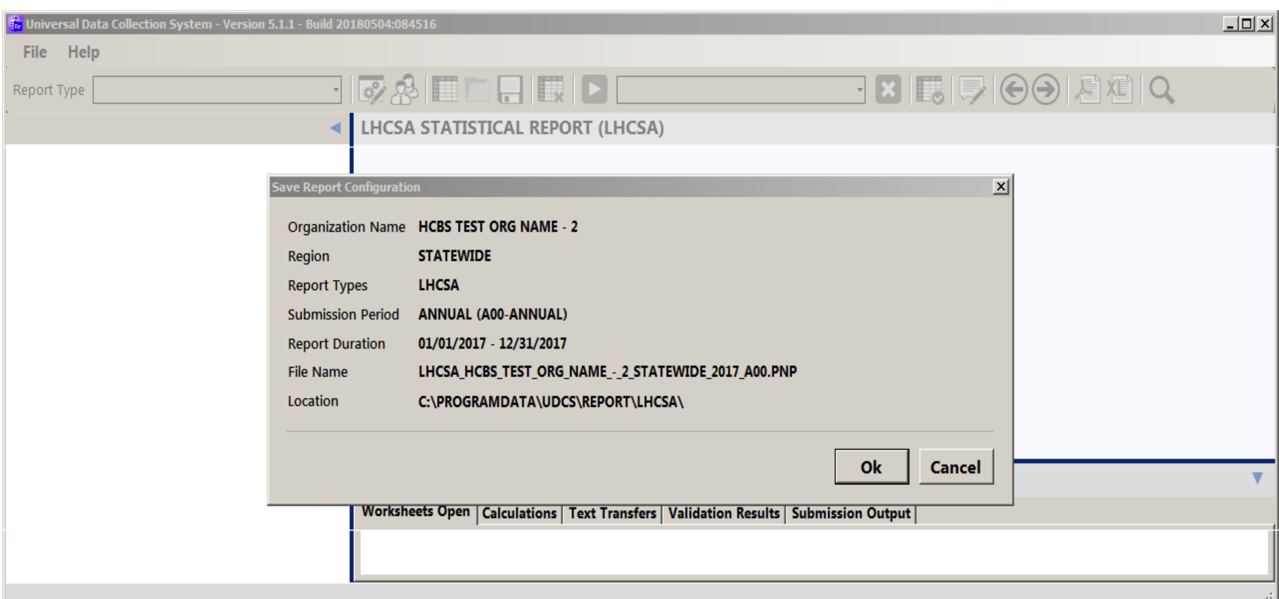


9. Select **Statewide** from the **Region** dropdown menu click the **OK** button.

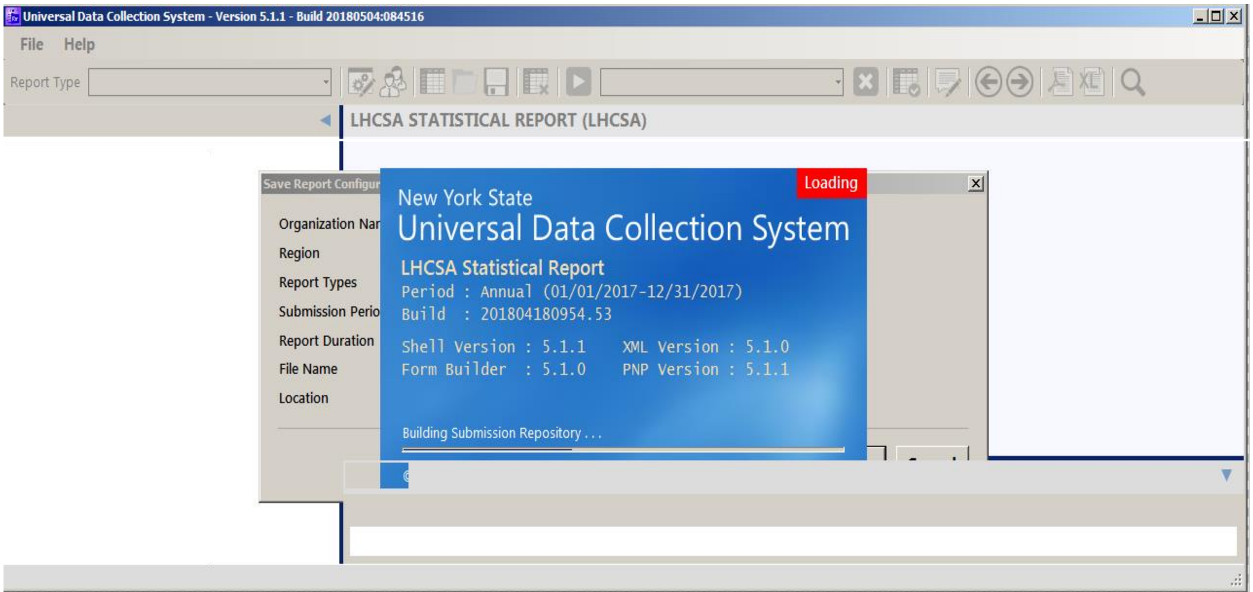


Running the Application for the First Time, continued…

10. Click the **OK** button on the **Save Report Configuration** dialog.

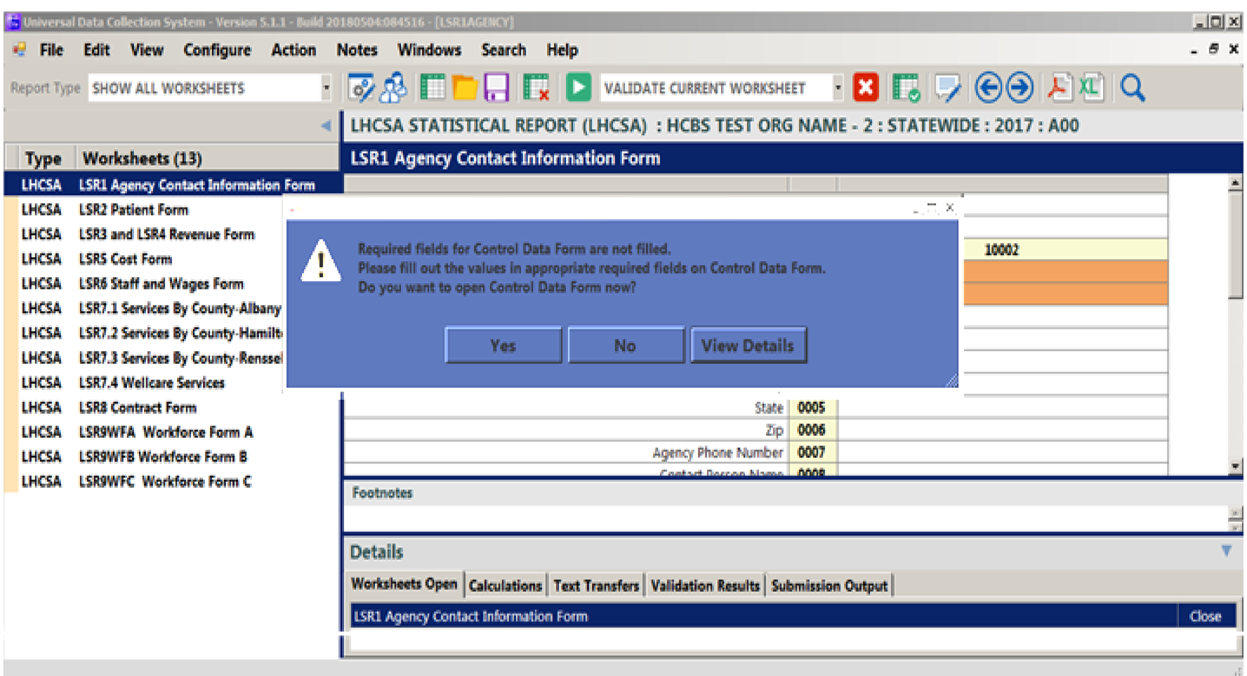


11. The Universal Data Collection System Shell will start loading the selected report.



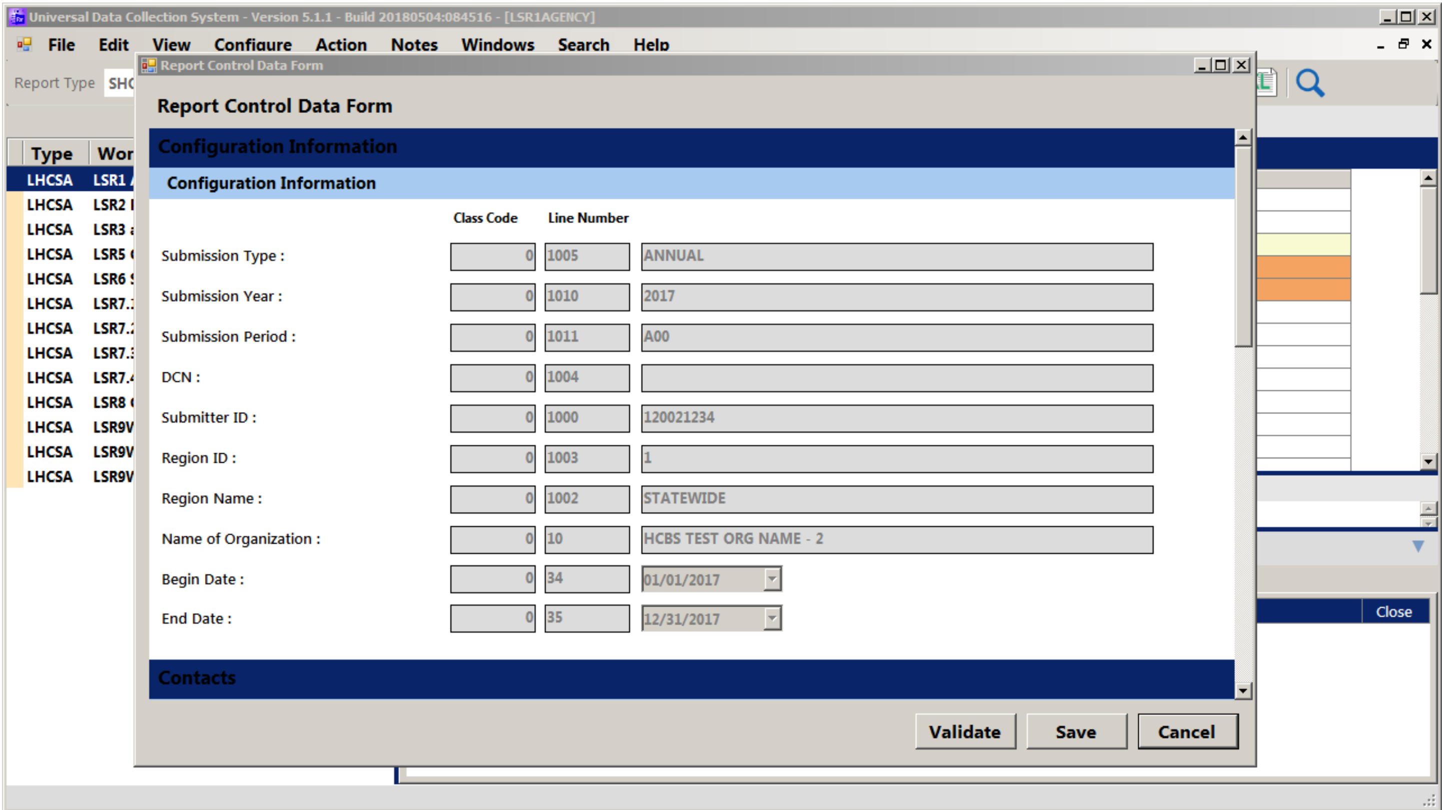
Running the Application for the First Time, continued…

12. The **Control Data Validation Message** dialog will display; click the **Yes** button.



Send questions to hcstatrpts@health.ny.gov

13. File out the **General Information** data and Click the **Validate** button.



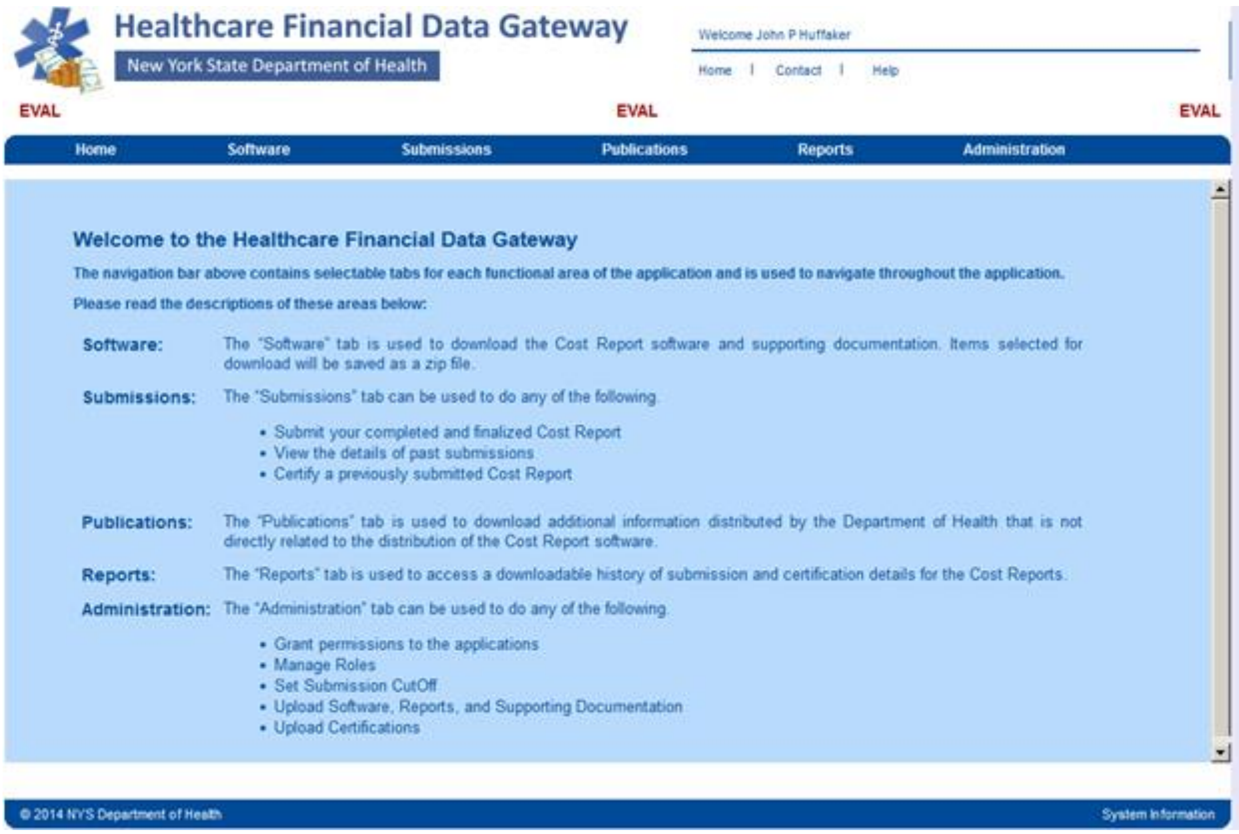
14. If the data validates, click the **Save** button.
15. Start entering data into the LHCSA Statistical Report or the ALP_LHCSA Statistical Report.

Running the application after the first time

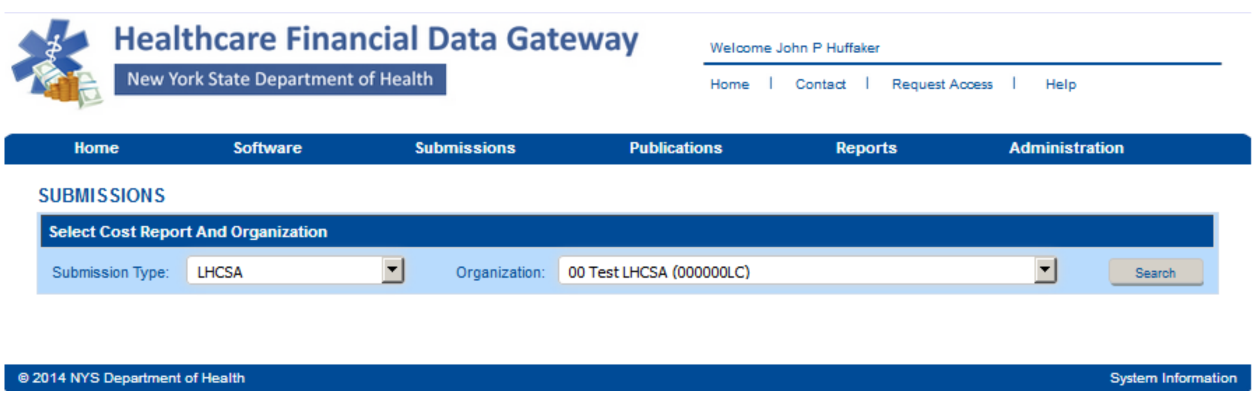
1. Click on the **Launch Report** manager desktop icon
2. The **UDCS Select a Report** dialog will display
3. Click on the down arrow at the end of the **Select A Report…** drop down menu
4. Select the **LJHCSA Statistical Report** menu item
5. Click on the **Open Selected Report** button – The **Start Report** dialog will display
6. Click on the **Open Existing Report** button
7. When **File Explorer** opens, select the report created when the application was initially started and open it.
8. The **Universal Data Collection System Shell** will start loading the selected report
9. If you have not yet entered the **Configuration Information** data
   a. the **Control Data Validation Message** dialog will display; click on the **Yes** button
   b. File out the **Configuration Information** data
   c. Click on the **Validate** button
   d. If the data validates, click on the **Save** button
10. Continue entering data into the LHCSA Annual Statistical Report

Submitting the Finalized Statistical Report

1. Login to the HCS.
2. Click on **Healthcare Financial Data Gateway** in **My Applications.** This will take you to the **Healthcare Financial Data Gateway** main page.

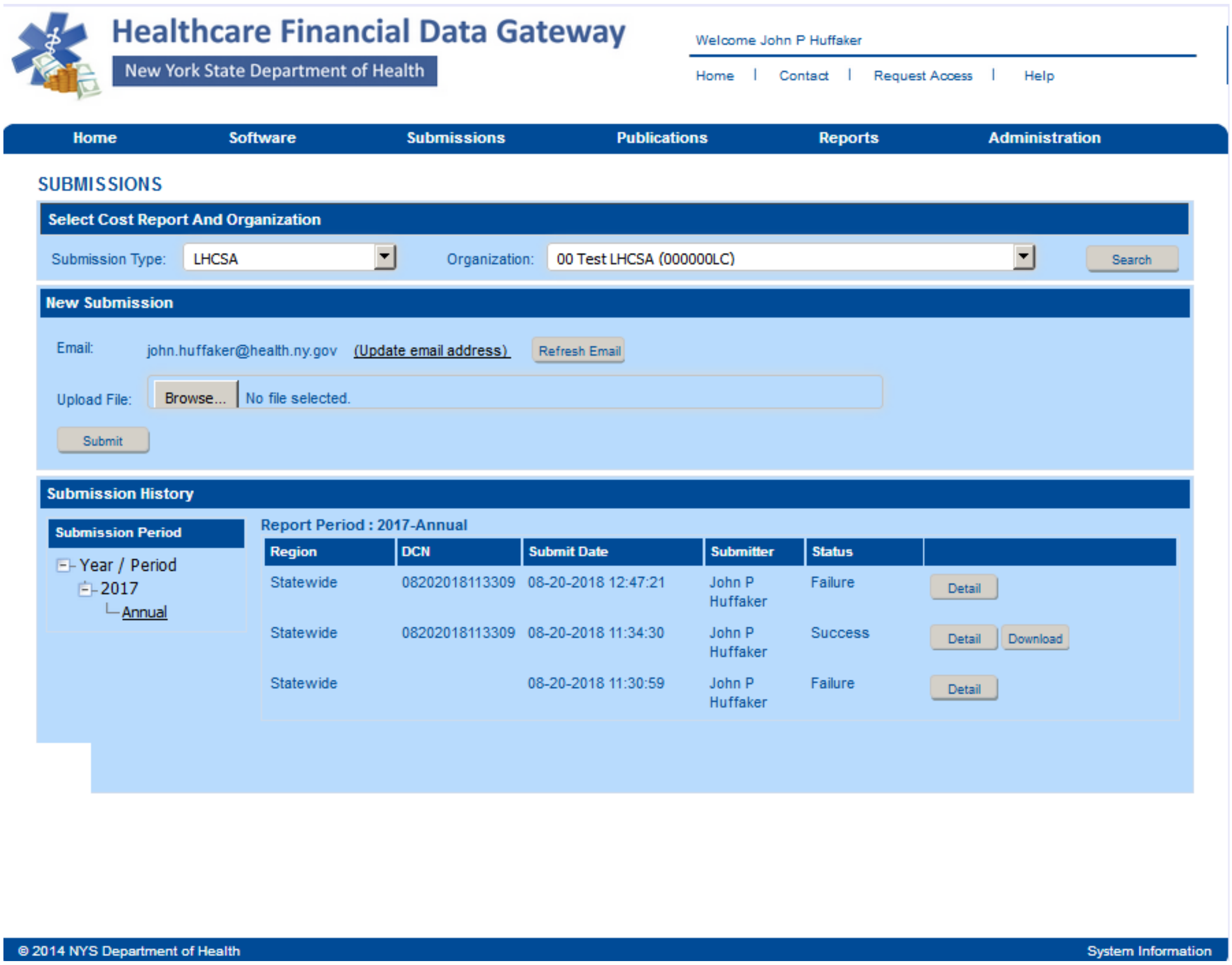


3. Click the **Submissions** tab – the **Submissions** page will display



Submitting the Finalized Statistical Report continued…

4. Select **LHCSA or ALP_LHCSA** as the **Submission Type** and your organization from the **Organization** list and then click the **Search** button. The **Submission** page will be expanded.



5. Click the **Browse** button to display a dialog box that allows you to locate your finalized LHCSA Statistical Report. It will have a .pnp file extension.
6. Once you have selected the file to submit, click the **Submit** button.
7. The Su**bmission History** section of the **Submission** page will be updated to reflect the status of the submission.
8. A confirming email message will be sent to the email address listed in the **New Submission** section of the **Submission** page**.**

Licensed Home Care Services Agency Statistical Report and Registration Forms on Universal Data Collection System (UDCS) Instructions

Please see Attachment A at the end of this document – it contains descriptions to all items on the tool bars located on the top of the Report Manager worksheets.

General Information:

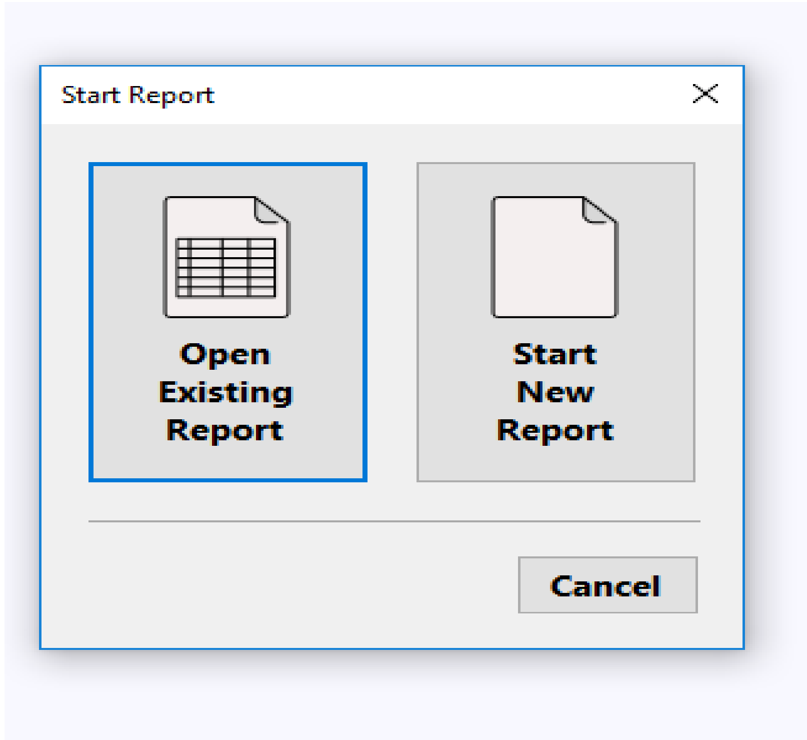
- Enter information in the blank white fields. All other fields (pink, lavender, and brown) are read-only fields. You can leave white fields blank if you have nothing to report – you do not have to enter zeros.
- A few fields are required. If they are left blank, you will not be able to submit the report. The field header will indicate that the field is required.
- Some fields require a Yes or No answer. You must double click on the blank field and choose Yes or No from the box.
- Some forms have validation edits to ensure accurate information is collected. The validation edits are described in these instructions.

Note: This documentation has been updated from the version used for the 2018 LHCSA Statistical Report. Dates in the text have been adjusted to reflect this. However, the dates in the graphics have not been changed and should be mentally adjusted to reflect the new time period.

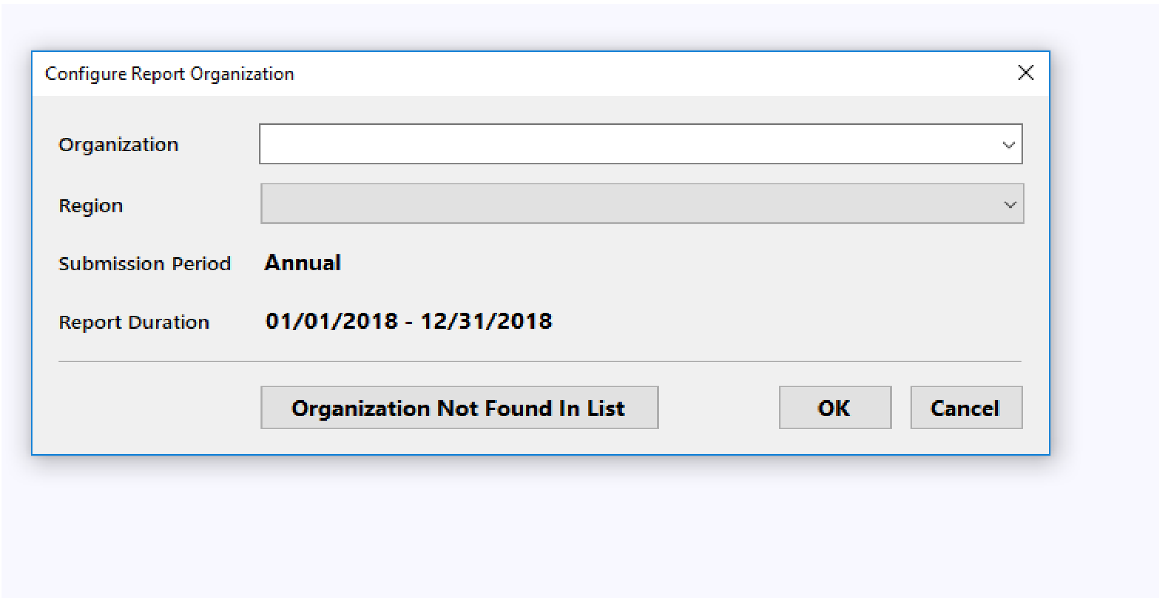
To Begin:

Once you have downloaded the Report Manager software and report shell (see the separate downloading instruction document):

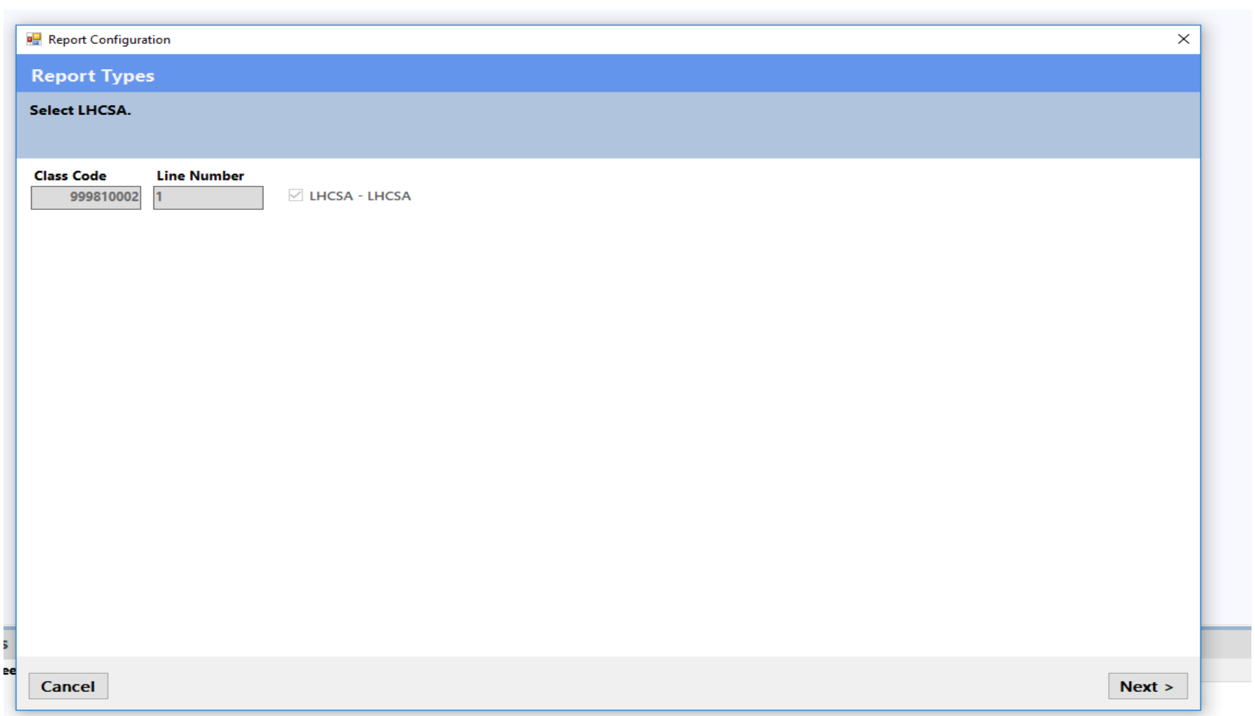
- To start a new report, click on the Start New Report icon or to resume working on a previously saved report click on the Open Existing Report icon.


Start Report
Open Existing Report
Start New Report
Cancel

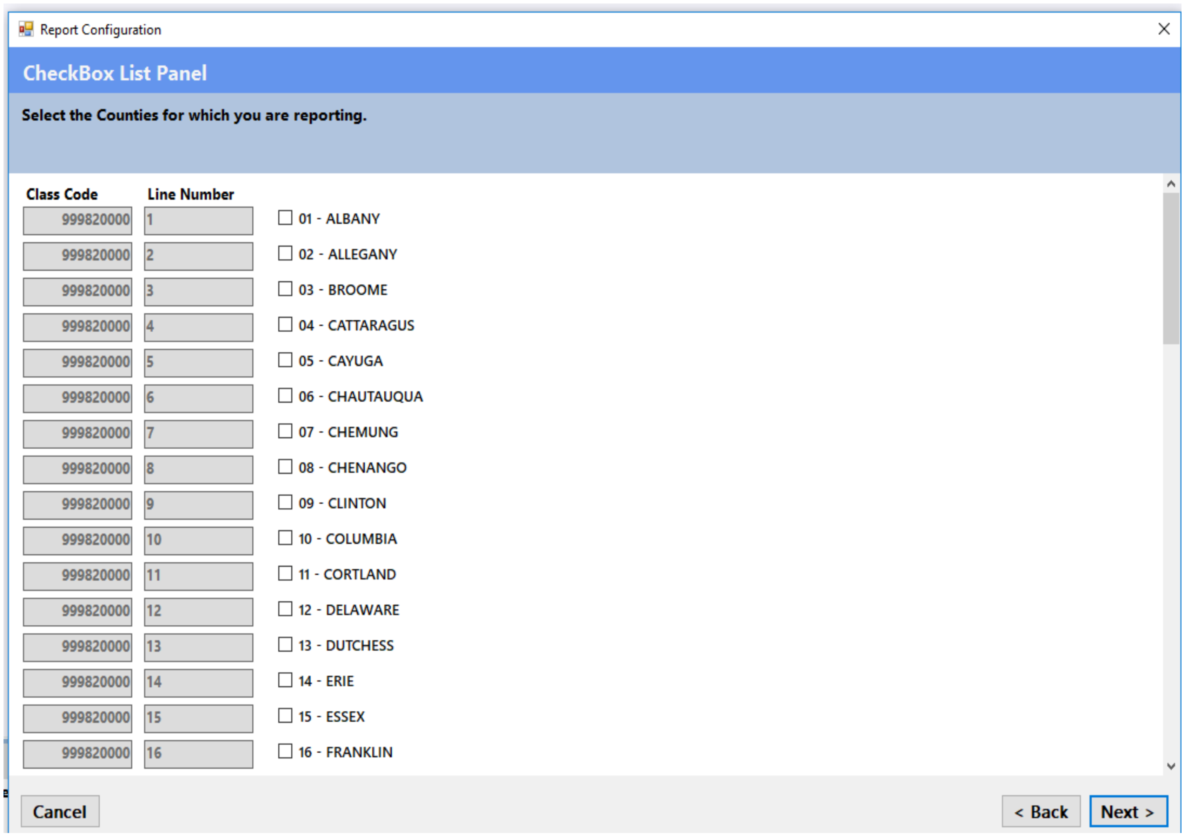
Once you have started a new report or opened an existing report, a box will pop up which is the Configure Report Organization. In this box, you will select your organizations name from the drop-down box in the organization line. If your organization is not listed in the drop-down click on the box that states Organization Not found In List for further instruction. In region section you will have to select statewide. Then click OK.



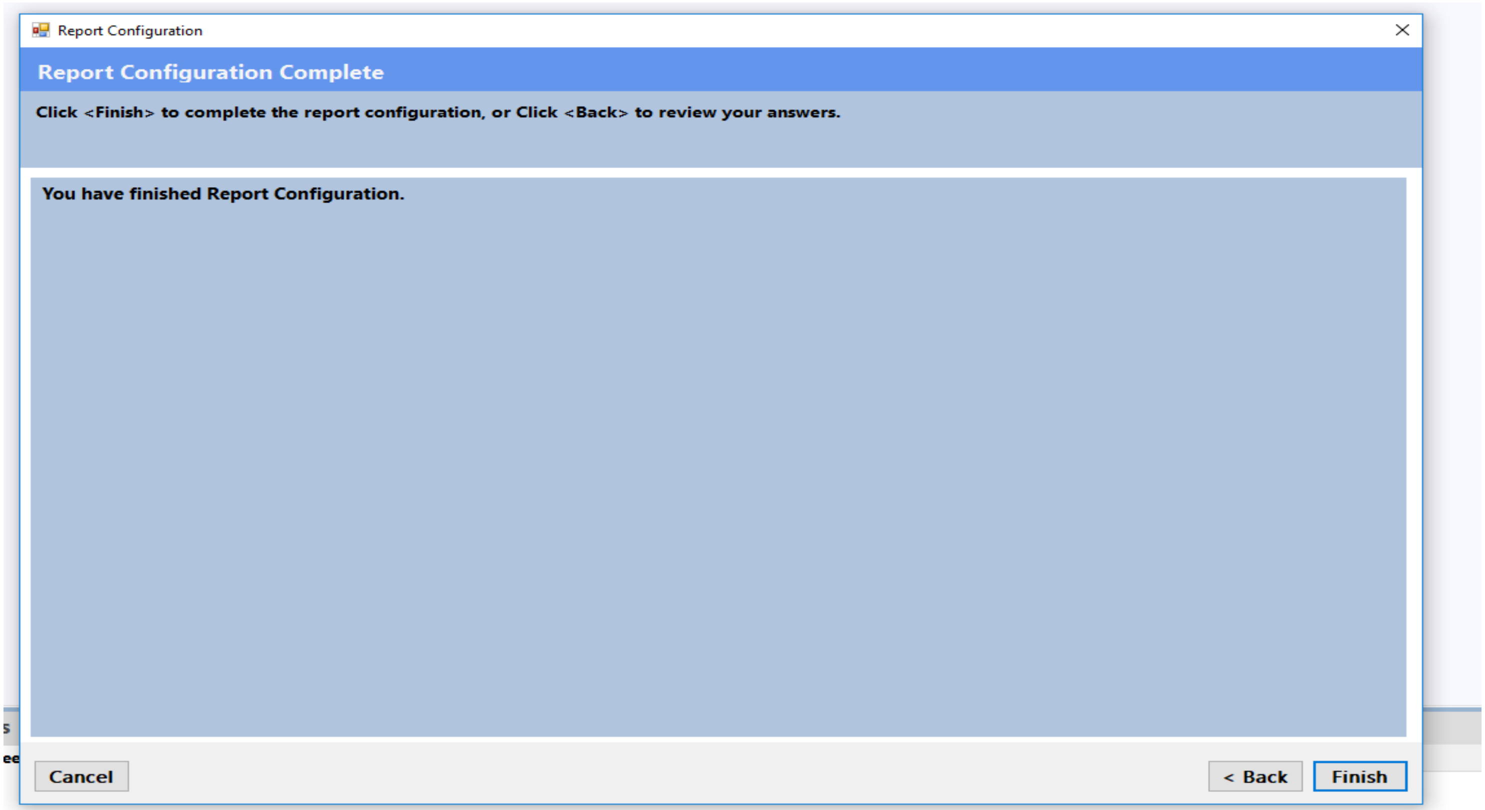
You will then see a report configuration box. Click the Next tab in the bottom right corner.



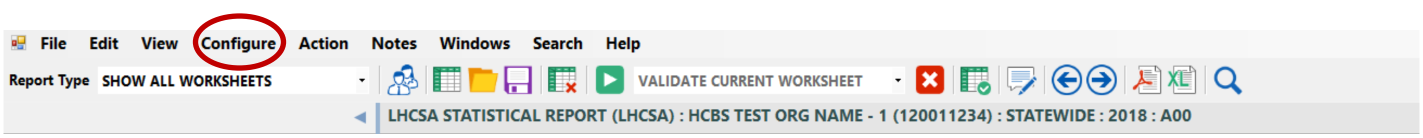
A second report configuration box then appears with the title CheckBox List Panel. This is where you will select the counties that your agency serves. For example, if you have served patients for this reporting year in only three counties you would **ONLY** pick those three counties in this county list. Once you have done so, click the Next tab at the bottom right corner.



A third report configuration box will appear once you have completed selecting your counties of service. Click Finish in the bottom right hand corner.



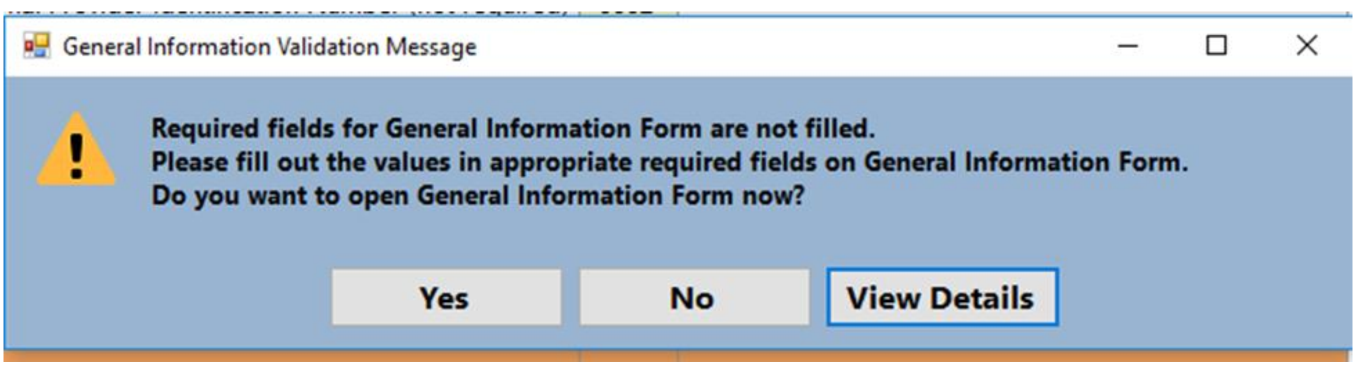
Important Note: After you have clicked finish, if you need to make a revision to the counties that you have selected this can be done by selecting "Configure" and "Report Configuration" from the top tool bar. After you have made the revision, you will be prompted to replace your current .pnp file with the revised file. Click yes to replace the current file.

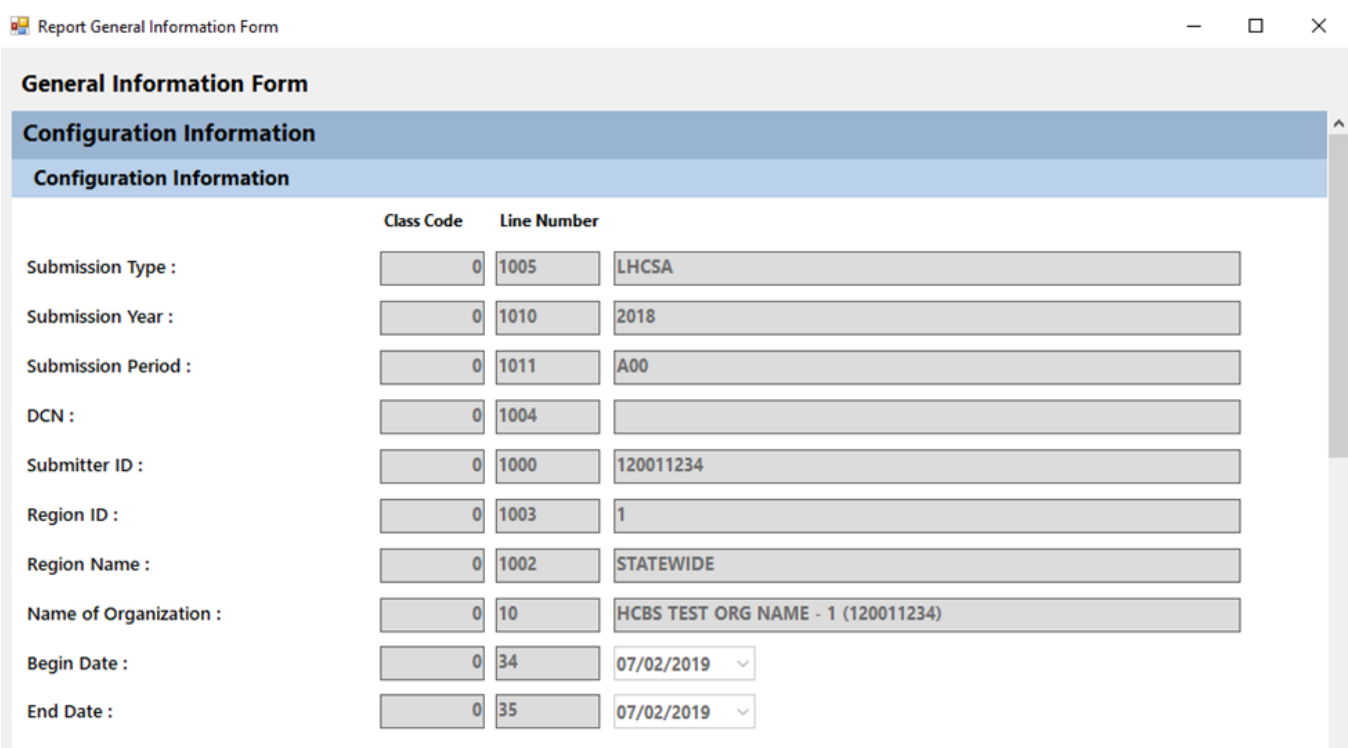


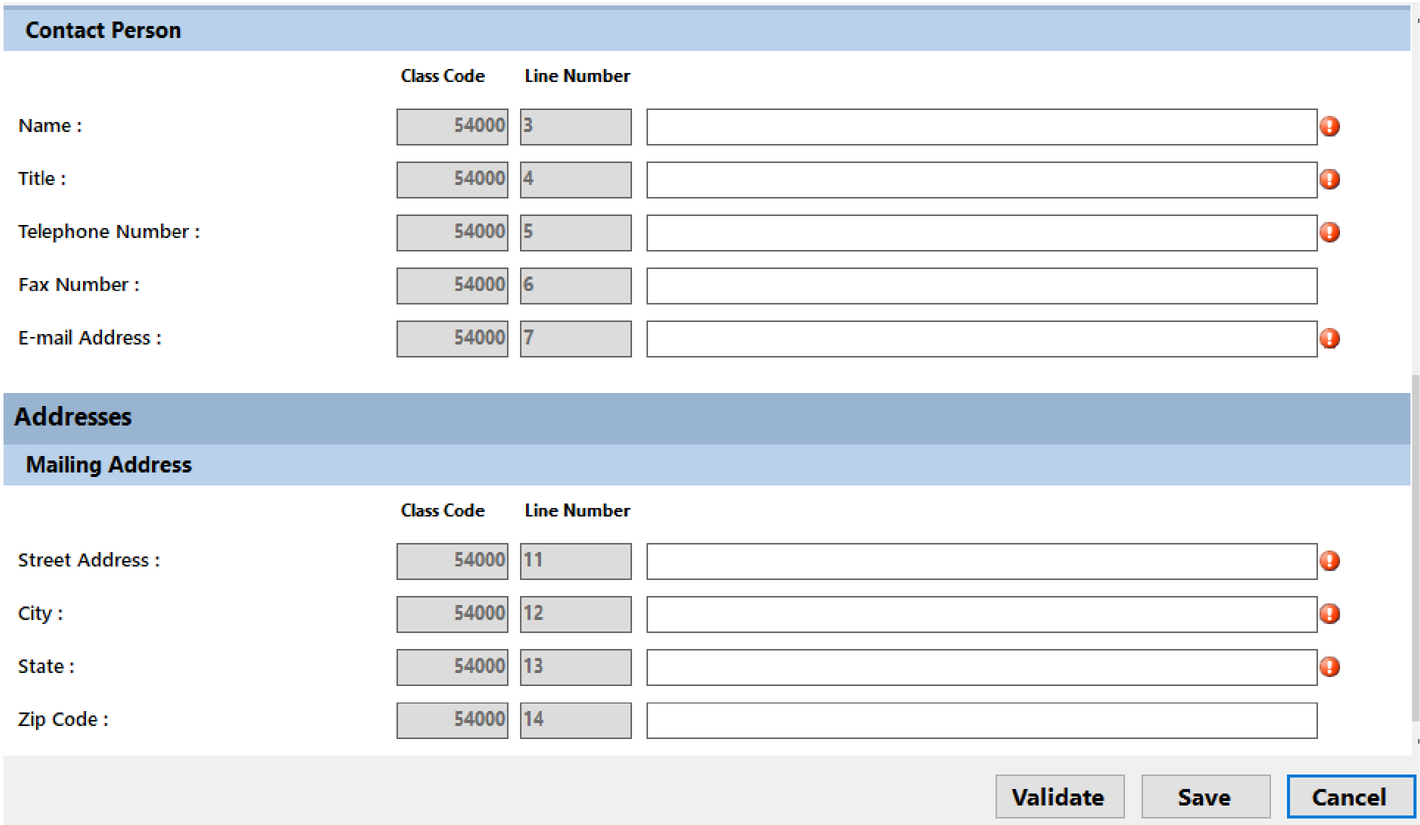
General Information Form

The General Information Form is part of the Report Manager Software and collects information about your organization that not only identifies you but enables the submission and certification of your report as well as the successful transfer of your data to a data repository.

When you open the report, you will receive a pop-up box that requests that you fill in the General Information Form. You must fill in the General Information Form prior to submitting the report.







Contact Person

	Class Code	Line Number	
Name :	54000	3	
Title :	54000	4	
Telephone Number :	54000	5	
Fax Number :	54000	6	
E-mail Address :	54000	7	

Addresses

Mailing Address

	Class Code	Line Number	
Street Address :	54000	11	
City :	54000	12	
State :	54000	13	
Zip Code :	54000	14	

Validate Save Cancel

The General Information Form information section will be filled in for you. You only need to fill in the Contact Person and Address sections.

Form LSR1 – Agency Form

Form **LSR1 - Agency Form** collects agency location, contact information and other information.

LSR1 Agency Contact Information Form Report Type : LHCSA		
LSR1 Agency Information Form		
10000	**10001**	**10002**
Agency and Contact Infomation		**Contact Information (Required)**
License Number	**0001**	
National Provider Identification Number	**0002**	
Federal Employer Identification Number (FEIN)	**0026**	
Agency Name	**0003**	
Street Address	**0004**	
City	**0005**	
State	**0006**	
Zip	**0007**	
Agency Phone Number	**0008**	
Contact Person Name	**0009**	
Contact Person Email	**0010**	
ALP Information		
There are two options for LHCSAs that serve patients in an Assisted Living Program (ALP):	**0011**	
- If the ALP LHCSA serves patients in the community as well as ALP Patients, they must complete this report AND the ALP LHCSA Statistical Report	**0012**	
- If the ALP LHCSA EXCLUSIVELY serves ALP patients, DO NOT complete this report - only complete the ALP LHCSA Statistical Report	**0013**	
Agency Information		**Yes/No**
		(Double click the boxes below to see the Yes or No choices)
Is this Agency an ALP LHCSA that also serves patients in the community?	**0025**	
Did this Agency serve patients during the report year?	**0016**	
Does this Agency operate a Home Health Aide Training Program?	**0018**	
Does this Agency operate a Personal Care Aide Training Program?	**0019**	
Does this Agency serve waiver program (NHTD or TBI) patients?	**0020**	
Are there any employees of this Agency that are represented by a collective bargaining agreement?	**0021**	
FIs for CDPAP		**Yes/No**
Is this Agency a Fiscal Intermediary (FI) for the Consumer Directed Personal Assistance Program (CDPAP)?	**0022**	
If yes, is this Agency EXCLUSIVELY a FI for CDPAP?	**0023**	
OR is this Agency's FI a separate line of business from your Home Care line of business?	**0024**	

Agency and Contact Information Section

All fields in this section, except for NPI number, are **required fields**. You will not be able to submit the statistical report if this information is not filled in.

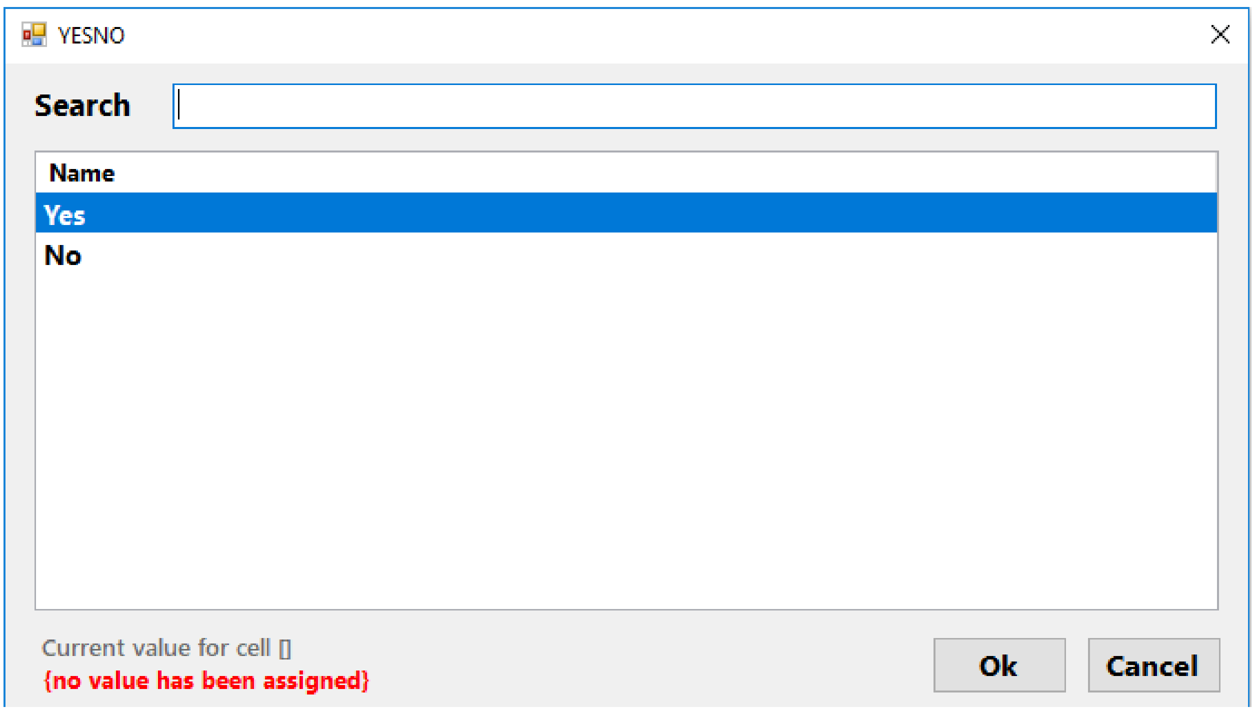
Important Note for ALP LHCSAs –
The 2019 ALP LHCSA Statistical Report will be posted on the UDCS Platform this year, and will include the DOH Registration form.

If your LHCSA serves patients in an Assisted Living Program (ALP) there are two options:

- If your LHCSA serves patients in the community as well as ALP patients, you must submit both the 2019 LHCSA Statistical Report regarding your community patients and the 2019 ALP LHCSA Statistical Report regarding your ALP patients.

- If your LHCSA EXCLUSIVELY serves patients in an ALP program, you only need to submit the 2019 ALP LHCSA Statistical Report – you do not need to submit any part of the 2019 LHCSA Statistical Report.

Agency Information and FIs for CDPAP Sections
The fields in these sections require yes or no responses. You must double click on the blank space and the box with the choices will appear.



Validation Edit – Your answer to the question "Did this agency serve patients during the report year?" on row 16 of form LSR1 must match your answer to the question "Did this LHCSA provide patient care services during the report year of 1/1/2019 – 12/31/2019?" on row 4 of form LSR10.

Form LSR2 – Patient Form

Form **LSR2 - Patient Form** collects patient demographic information, including discharges and referrals.

LSR2 Patient Form

Report Type : LHCSA

LSR2 Patient Form		**Patients/LOS**	**Referred From**	**Discharged To**
20000	**20001**	**20002**	**20003**	**20004**
Patients		**Patients**		
Census on December 31 of the Report Year	**0001**			
Total Cases	**0002**			
Unduplicated Patient Count	**0003**			
Total Unduplicated Patient Count from Services by County Forms - LSR7	**0999**			
Length of Stay		**Length of Stay**		
Number of Discharged cases with:				
1-60 Days of Stay	**0004**			
61-120 Days of Stay	**0005**			
121 + Days of Stay	**0006**			
TOTAL	**0010**			
Referrals and Discharges			**Referred From**	**Discharged To**
Number of Cases Referred from or Discharged to:				
Hospitals	**0012**			
Physicians	**0013**			
Self/Family/Friends	**0014**			
Nursing Homes	**0015**			
CHHAs	**0016**			
LTHHCPs	**0017**			
LHCSAs	**0018**			
Hospices	**0019**			
Adult Care Facilities	**0020**			
CASA/Local Social Services District	**0021**			
MLTC/MCOs	**0022**			
Local Health Department	**0023**			
Adult Protective Services	**0024**			
Death	**0025**			
Other	**0026**			
Describe "Other" Referrals and Discharges	**0027**			
TOTAL	**0030**			

Some of the totals on this form are automatically calculated – they are the lavender fields.

Patients Section

Enter information for **Patient Census**. Enter the patient census as of December 31 of the report year (12/31/2019). Patient Census means the actual number of individual patients receiving services on 12/31/19.

Next, enter the total number of cases in the **Total Cases** field. A case is an episode of care with a start date (admission) and an end date (discharge). Multiple types of service may be provided during an episode of care. For an episode of care to count as a case for this report the admission date must be in this reporting year or prior year(s), and the discharge date must be in this reporting year or the patient must still be receiving services at the end of the reporting year. A patient who has been seen only to be assessed for personal care services should not be counted as a case and these visits should not be reported.

A patient sometimes represents more than one case. However, DO NOT count a patient as a new case if any of the following conditions apply:

- The patient's age category was changed during the report year
- The patient was discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis. In this instance the discharge should not be counted.
- The patient was admitted with an unspecified diagnosis and a definite diagnosis was subsequently established.

Validation Edit - The number of cases entered on row 2 of LSR2 must match the total of the "Referred From" column on row 30 of LSR2.

Enter the **Unduplicated Patient Count** in the next field. This is the total number of discrete individual patients that your agency has served in the year, regardless of the number of admissions and discharges that patient may have had. A patient is only counted once regardless of the number of cases they represent.

To recap, if a patient is receiving care on 12/31/2019 they will be included in the patient census count. If they had two admissions during the year, they will count as two cases but as only one unduplicated patient.

Validation Edit - The unduplicated patient count entered on row 3 of LSR2 must match the total of the unduplicated patients reported on forms LSR7 – Services by County Form. This total is displayed on row 999 in the first section of LSR2 – Patient Form.

Length of Stay Section

Length of Stay (LOS) information is entered in the next section. LOS is calculated for each episode of care or case. Length of stay should be calculated from the date the patient was initially admitted for an episode of care, regardless of the year of admission, to the date they were discharged. For example, if a patient was admitted on 12/30/2018 and discharged on 1/10/19 her LOS is 12 days. Count the 2 days in 2018 and the 10 days in 2019 to arrive at a 12 day LOS. Patients that were discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis should NOT be counted in the length of stay section.

Validation Edit - The total number of discharges calculated from the LOS entries on row 10 of LSR2 must match the total number of discharges calculated from the "Discharged To" section on row 30 of LSR2.

Referrals and Discharges Section
The next section collects patient referral and discharge information. In the “Referred From” column enter the number of cases served by your agency that have been referred from each of the designated sources regardless of their start of service date. This means that if you are serving a case in 2019 that was referred to your agency in 2018, that case should be counted. Patients that were discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis should not be counted in the discharge section.

In the “Discharged To” column enter the number of cases discharged during the reporting year to specific destinations.

Form LSR3 and LSR4 – Revenue Form

Form **LSR3 and LSR4 – Revenue Form** has two sections

LSR3 – Contract Revenue Form collects information about revenue received from contracts with other agencies to perform services for their patients or provide equipment to their patients.

LSR4 – Direct Revenue Form collects data on revenue from services provided to patients directly served by your agency (i.e. services are not provided on behalf of another agency). Direct services may include private pay, commercial insurance, and worker's compensation cases.

LSR3 and LSR4 Revenue Form

Report Type : LHCSA

LSR3 and LSR4 Revenue Form		**Visits**	**Hours**	**Gross Revenue**
34000	**34001**	**34002**	**34003**	**34004**
LSR3 - Contracted Services		**Yes/No**		
Did your Agency perform services, or provide equipment to patients during the report year?	**9999**			
Enter the number of contracted visits or hours and revenue for each service:		**Visits**	**Hours**	**Gross Revenue**
Nursing Services	**0001**			
Private Duty Nursing Services	**0002**			
Community Health Work Services	**0003**			
Medical Social Work Services	**0004**			
Case Management/Care Management Services	**0005**			
Audiology, Nutrition, and Therapy Services	**0007**			
Home Health Aide Services	**0008**			
Personal Care Aide Services	**0009**			
Homemaker and Housekeeper Services	**0010**			
IV Infusion Therapy Services	**0011**			
HHA Training Program	**0012**			
PCA Training Program	**0013**			
Waiver Services	**0014**			
Telehealth Monitoring	**0015**			
Assistive Technology	**0016**			
Durable Medical Equipment	**0017**			
Other Services	**0018**			
TOTAL	**0020**			

LSR4 - Direct Services				
Enter the number of direct visits or hours and revenue for each service:		**Visits**	**Hours**	**Gross Revenue**
Nursing Services	**0021**			
Private Duty Nursing Services	**0022**			
Community Health Work Services	**0023**			
Medical Social Work Services	**0024**			
Case Management/Care Management Services	**0025**			
Audiology, Nutrition, and Therapy Services	**0027**			
Home Health Aide	**0028**			
Personal Care Aide	**0029**			
Homemaker and Housekeeper Services	**0030**			
IV Infusion Therapy Services	**0031**			
HHA Training Program	**0032**			
PCA Training Program	**0033**			
Waiver Services	**0034**			
Telehealth Monitoring	**0035**			
Assistive Technology	**0036**			
Durable Medical Equipment	**0037**			
Other Services	**0038**			
TOTAL	**0040**			

Some of the totals on this form are automatically calculated – they are the lavender fields.

Please note that data on **Nursing Services** is collected as visits, instead of hours. If your agency records Nursing Services in hours, please count 2.5 hours as 1 visit.

Contracted Services Section

Begin by answering the **Perform Services Question** - If your agency DID NOT perform services for, or provide equipment to, the patients of other agencies under contract during the report year, answer the first question "no" and move down to the Direct Services section of the form. You may leave the columns blank and do not need to enter 0s in these columns.

If your agency DID perform services for or provide equipment to the patients of other agencies under contract, enter "yes" for the first question. Enter the number of contract hours and revenue by the type of service if you have contracted with another agency, usually a CHHA or an MLTC plan, to provide service on their behalf.

Direct Services Section

Enter the number of hours and revenue by the type of service.
If your agency did not provide any services directly to any patients, leave the columns blank (you do not have to enter 0s).

For both the Contracted Services and the Direct Services - the **Gross Revenue** is the total revenue received for the services or equipment provided before any deductions or allowances.

Validation Edit – If there is an entry made in the hours or visits column, there must be a corresponding entry made in the gross revenue column.

LSR5 – Cost Form

LSR5 – Cost Form - collects data on costs for providing services to patients. Costs are divided into direct and indirect costs.

Direct costs are costs that are clearly associated with the provision of home care patient services. Examples of direct costs are staff wages, transportation costs, consumable supplies such as gloves and masks, and the cost of providing in-service training to aides.

LSR5 Cost Form

Report Type : LHCSA

LSR5 Cost Form		**Cost**
50000	**50001**	**50002**
Direct Costs - Include Wages		
Enter the Costs related to the delivery of each service type:		**Cost**
Nursing Services	**0001**	
Private Duty Nursing Services	**0002**	
Community Health Work Services	**0003**	
Medical Social Work Services	**0004**	
Case Management/Care Management Services	**0005**	
Audiology, Nutrition, and Therapy Services	**0007**	
Home Health Aide Services	**0008**	
Personal Care Aide Services	**0009**	
Homemaker and Housekeeper Services	**0010**	
IV Infusion Therapy Services	**0011**	
HHA Training Program	**0012**	
PCA Training Program	**0013**	
Waiver Services	**0014**	
Telehealth Monitoring	**0015**	
Assistive Technology	**0016**	
Durable Medical Equipment	**0017**	
Other Services	**0018**	
TOTAL DIRECT COSTS	**0020**	

Indirect costs are fringe benefits and payroll taxes as well as costs for activities and materials that are used by the entire agency.

The indirect costs are broken out by fringe benefits and other indirect costs, such as administrative and general costs, capital and related costs, and other operating costs.

- Administrative and General costs are expenses for activities and materials that are used to administer your business. Examples are rent, utilities, and office supplies.
- Capital and Related costs are onetime costs for construction, major repairs to real estate owned by the agency, etc.

Indirect Costs		
Fringe Benefits and Payroll Taxes:		**Cost**
Social Security	**0021**	
Insurance - Life/Health	**0022**	
Pension and Retirement	**0023**	
Workers Compensation	**0024**	
Unemployment Insurance	**0025**	
Disability Insurance	**0026**	
Supplemental Wages	**0027**	
Employee Physicals	**0028**	
Other	**0029**	
Other Indirect Costs		**Cost**
Administrative and General Costs	**0030**	
Capital and Related Costs	**0031**	
Other Operating Costs	**0032**	
TOTAL INDIRECT COSTS	**0040**	
TOTAL DIRECT + INDIRECT COSTS	**0050**	

Some of the totals on this form are automatically calculated – they are the lavender fields.

LSR6 – Staff and Wages Form

LSR6 – Staff and Wages Form - collects information by staff type for full time and hourly staff at two different dates during the reporting year and the total number of W2s issued, hours worked, wages, and fringe benefits.

LSR6 Staff and Wages Form
Report Type : LHCSA

LSR6 Staff and Wages Form		Count of Full Time Staff on Apr 1	Count of Hourly Staff on Apr 1	Count of Full Time Staff on Oct 1	Count of Hourly Staff on Oct 1	Count of W2s issued	Total Hours for the Year	Total Wages for the Year	Total Fringe Benefits	Wages + Fringes (Calculated)	Average Hourly Rate (Calculated)	Lowest Hourly Rate Paid for each Staff Type	Highest Hourly Rate Paid for each Staff Type
60000	60001	60002	60003	60004	60005	60008	60006	60007	60009	600010	600011	600012	600013
Enter the information for each of the following staff types:													
Administrators	0001												
Other Administrative Staff	0002												
Nursing Supervisors	0003												
RNs	0004												
LPNs	0005												
Private Duty Nurses	0006												
Community Health Workers	0007												
Medical Social Workers	0008												
Case Managers/Care Managers	0009												
Audiologists, Nutritionists, and Therapists	0011												
Home Health Aides	0012												
Personal Care Aides	0013												
Homemakers and Housekeepers	0014												
Other Staff	0015												
TOTAL	0020												

Some of the totals on this form are automatically calculated – they are the lavender fields.

Enter the number of full-time and hourly staff at your agency on April 1 and October 1. The current definition of a full-time staff is someone who works an average of 30 or more hours a week and 130 hours or more per month.

Validation Edit – the number of HHAs entered in each of the 4 first columns must not exceed 17,000.

Validation Edit – the number of PCAs entered in each of the 4 first columns must not exceed 17,000.

Enter the number of W2s issued during the year for each staff type.

Validation Edit – the total number of W2s must not exceed 25,000.

Enter the total hours worked, total wages paid, and total fringe benefits paid for each staff type. The amount of wages plus fringe benefits will be calculated in the first lavender column. The second lavender column will divide the total wages (not including fringe benefits) by the total number of hours to calculate an average hourly wage. In the next two columns, enter the lowest hourly rate paid and the highest hourly rate paid for each staff type.

LSR7– Services by County Form

LSR7 – Services by County Form - collects data on services provided by county. There is a sheet for each county that you chose when you started the report. The LSR7 worksheets were put at the end of the list of worksheets on the left-hand side of the screen.

LSR7 Albany - Services By County Report Type : LHCSA												
LSR7 Albany - Services By County		Unduplicated Ct/New Admissions	Under Age 21	Visits/Hours Under Age 21	Age 21-64	Visits/Hours Age 21-64	Male Age 65+	Visits/Hours Male Age 65+	Female Age 65+	Visits/Hours Female Age 65+	Nurse Family Partnership Cases	Nurse Family Partnership Visits
70000	70001	70002	70003	70004	70005	70006	70007	70008	70009	70010	70011	70012
Albany County			Unduplicated Patients Under Age 21		Unduplicated Patients Age 21-64		Unduplicated Male Patients Age 65+		Unduplicated Female Patients Age 65+			
Unduplicated Patient Count	1001											
Number of new admissions during the reporting year	1002											
Enter Cases, Visits, and Hours for each service type			Cases Under 21	Visits Under 21	Cases 21-64	Visits 21-64	Cases Male 65+	Visits Male 65+	Cases Female 65+	Visits Female 65+	Cases NFP	Visits NFP
Nursing Services	1003											
			Cases Under 21	Hours Under 21	Cases 21-64	Hours 21-64	Cases Male 65+	Hours Male 65+	Cases Female 65+	Hours Female 65+	Total Cases	Total Hours
Private Duty Nursing Services	1004											
Community Health Work Services	1005											
Medical Social Work Services	1006											
Case Management/Care Management Services	1007											
Audiology, Nutrition, andTherapy Services	1009											
Home Health Aide Services	1010											
Personal Care Aide Services	1011											
Homemaker and Housekeeper Services	1012											
IV Infusion Therapy Services	1013											
Waiver Services	1014											
Telehealth Monitoring	1015											
Assistive Technology	1016											
Dubable Medical Equipment	1017											
Other	1018											
Total Cases - Includes Nursing Services (Calculated)	1040											

Some of the totals on this form are automatically calculated – they are the lavender fields.

For each County that your agency provides services:

Enter the number of unduplicated patients in each of the four age/sex cohorts:

- Under age 21
- Age 21-64
- Male Age 65+
- Female Age 65+

These amounts are automatically calculated in the lavender field in the first column.

Enter the number of new admissions during the report year.

Validation Edit - The amount entered as new admissions must be less than or equal to the unduplicated patient count.

An **unduplicated patient** is an individual who has received at least one episode of care and may have received more than one. Regardless of the number of episodes in the reporting year, the individual is only counted once. Differently from last year we are asking for the unduplicated patient count to be broken out in age/sex cohorts of age groups. Please count the age of the patient at the first episode of service (if service was initiated during the report year), or if the patient started service in a prior year count their age at the beginning of the year.

New admissions are patients that have been admitted to the agency during the reporting year. Patients that were admitted at a previous time during the report year (or in prior years) and discharged and were admitted again during the report year should count as a new admission at the time of admission, with the following exceptions:
DO NOT count a patient as a new admission if any of the following conditions apply:

- The patient's age category was changed during the report year
- The patient was discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis. In this instance the discharge should not be counted.
- The patient was admitted with an unspecified diagnosis and a definite diagnosis was subsequently established.

Nursing services captures data about nursing services provided to patients in the selected county. The data is then broken out by **cases and visits**, age, and gender (for ages 64+). If your agency records Nursing Services in hours, please count 2.5 hours as 1 visit. In addition, if your agency is part of the Nurse Family Partnership – the number of nursing service **cases and visits** should be recorded in the selected county. The **Nurse Family Partnership** is a program in which nurse home visitors work with low-income young women who are pregnant with their first child, helping these vulnerable young clients achieve healthier pregnancies and births, stronger child development, and a path toward economic self-sufficiency.

All other services provided to patients in the selected county must be recorded below the Nursing Services row. The data is then broken out by **cases and hours**, age, and gender (for ages 64+).

A **case** is an episode of service with a start date (admission) and an end date (discharge). Multiple services may be provided during an episode of service. For an episode of service to count as a case for this report the admission date must be in this reporting year or prior year(s), and the discharge date must be in this reporting year or the patient must still be receiving services at the end of the reporting year. A patient who has been seen only to be assessed for personal care services should not be counted as a case and these visits should not be reported.

A patient sometimes represents more than one case. However, DO NOT count a patient as a new case if any of the following conditions apply:

- The patient's age category was changed during the report year
- The patient was discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis. In this instance the discharge should not be counted.
- The patient was admitted with an unspecified diagnosis and a definite diagnosis was subsequently established.

Validation Edit - If you enter an amount in the "Cases" column you must enter an amount in the corresponding "Hours" column. Also, if you enter an amount in the "Hours" column, you must enter an amount in the corresponding "Cases" column.

Validation Edit - If you enter amounts in the cases columns you must have an amount entered in the unduplicated patient count. Conversely, if you have an unduplicated patient count, you must have amounts entered under cases.

LSR7A – Wellcare Form

LSR7A – Wellcare Form - collects data about Wellcare services provided to patients. **Wellcare services** include services which have as their primary purpose the prevention of illness and obtaining optimum health for their recipients. Examples of such services are nurses performing lead screening assessments, providing maternal and child health education, or following up on communicable diseases.

<u>**Only County-Operated LHCSAs that provided wellcare services need to complete this form.**</u>

LSR7A Wellcare Services

Report Type : LHCSA

LSR7A Wellcare Services		**Cases - Male**	**Visits/Hours - Male**	**Cases - Female**	**Visits/Hours - Female**
74000	**74001**	**74002**	**74003**	**74004**	**74005**
COUNTY HEALTH DEPARTMENTS ONLY					
Double Click below to Choose the County:					
	0001				
Enter Wellcare Cases, Visits, and Hours for each age group in each service type					
NURSES		**Cases - Male**	**Visits - Male**	**Cases - Female**	**Visits - Female**
Less than 1 Year of Age	**0002**				
1-5 Years of Age	**0003**				
6-18 Years of Age	**0004**				
19-20 Years of Age	**0005**				
21-35 Years of Age	**0006**				
36-64 Years of Age	**0007**				
65+ Years of Age	**0008**				
Total	**0010**				
PRIVATE DUTY NURSES		**Cases - Male**	**Hours - Male**	**Cases - Female**	**Hours - Female**
Less than 1 Year of Age	**0012**				
1-5 Years of Age	**0013**				
6-18 Years of Age	**0014**				
19-20 Years of Age	**0015**				
21-35 Years of Age	**0016**				
36-64 Years of Age	**0017**				
65+ Years of Age	**0018**				
Total	**0020**				

Some of the totals on this form are automatically calculated – they are the lavender fields.

Nursing services captures data about nursing services provided to patients in the selected county. The data is then broken out by **cases and visits**, and gender. If your agency records Nursing Services in hours, please count 2.5 hours as 1 visit.

Private Duty Nursing Services captures data about nursing services provided to patients in the selected county. The data is then broken out by **cases and hours**, and gender.

LSR8 – Contracts Form

LSR8 – Contracts Form - collects information on your agency's contracts to provide services on behalf of another agency.

LSR8 Contract Form
Report Type : LHCSA

LSR8 Contract Form		License/Op Cert No.	Agency	HHA Service Hours	Rate Paid for HHA Services	PCA Service Hours	Rate Paid for PCA Services
80000	80001	80002	80003	80004	80005	80006	80007
		Yes/No					
Did your agency provide Aide services for patients of another agency under contract?	9999						
Enter Contract information for services performed for other agencies/facilities		License/Op Cert Number	Agency	HHA Service Hours	Rate Paid for HHA Services	PCA Service Hours	Rate Paid for PCA Services
Contract No. 1	0001						
Contract No. 2	0002						
Contract No. 3	0003						
Contract No. 4	0004						
Contract No. 5	0005						
Contract No. 6	0006						
Contract No. 7	0007						
Contract No. 8	0008						
Contract No. 9	0009						
Contract No. 10	0010						

If your agency did not have any contracts to provide services for another agency, answer **No** to the first question, and you are now finished with this form.

If your agency did have contracts to provide services on behalf of another agency, answer **Yes** to the first question, and enter the information for the contract(s).

If it is available, enter the license number/operating certificate number for the agency with whom you are contracting. CHHAs and Hospices will have operating certificate numbers. Other organizations may not have an operating certificate number. Enter N/A if the organization does not have an operating certificate or license number.

Operating Certificate numbers can be found in the Home Care section on the Profiles webpage https://profiles.health.ny.gov/home_care/index. Hover the mouse at the Home Care tab and you will see several ways to search for an agency. Once you find the agency you are looking for, click on the overview tab and open the administration section.

Enter the number of HHA and PCA hours of service you provided under this contract and the amount your agency was paid per hour of service.

If the requested information for a given contract changed during the reporting year, enter it as two or more separate contracts.

LSR9WFA – Workforce Form A

LSR9WFA – Workforce Form A - collects information on admissions and the number of cases by authorized hours per week for all services.

LSR9WFA Workforce Form A

Report Type : LHCSA

LSR9WFA Workforce Form A		Amount	April 1	October 1
90001	90002	90003	90004	90005
Admission Information				
How many times during this reporting year was your agency closed to admissions?	0001			
How many cases did your agency have during the report year where you were unable to fill the total hours approved for the case?	0002			
How many cases was your agency unable to accept on April 1 and Oct 1 of the report year?	0003			
No. of Cases by Hours Per Week for ALL Services				
Using your caseload of April 1 and October 1, how many cases were authorized for:			No. of Cases on April 1	No. of Cases on Oct 1
1-10 hours per week	0010			
11-20 hours per week	0011			
21-30 hours per week	0012			
31-40 hours per week	0013			
40+ hours per week	0014			
No. of Live-in Aide Cases	0015			

An agency is **closed to admissions** when the agency is not accepting any new patients. This would not include times during the reporting year when an agency receives a referral list, fills cases it is able to, and does not take cases it is unable to. However, if the agency is not accepting any new cases due to reasons such as staffing and scheduling constraints, it should be included in this count. Do not include days, such as holidays, if the agency would not normally accept a new case on that day.

An agency is **unable to fill the total hours approved for a case** if the case is approved for a certain number of hours, but the agency is not able to fill the total number of approved hours with its current workforce for any reason. Cases that are unfilled because someone calls out of work one day should not be included in the response.

LSR9WFB – Workforce Form B

LSR9WFB – Workforce Form B - collects information on number of staff employed and assigned to cases, and the number of open positions at two points during the year. This form also collects the number of staff that have been employed by your agency for the full report year and the number of staff that have left your agency during the report year.

LSR9WFB Workforce Form B
Report Type : LHCSA

LSR9WFB Workforce Form B		Count of Staff Employed on April 1 (From LSR6)	Count of Staff Assigned Cases on April 1	Count of Open Positions on April 1	Count of Staff Employed on Oct 1 (From LSR6)	Count of Staff Assigned Cases on Oct 1	Count of Open Positions on Oct 1	Count of Staff Employed for the full Report Year	Count of Staff that left the Agency for any reason during the report year
91001	91002	91003	91004	91005	91006	91007	91008	91009	91010
Staffing									
Enter the information for each of the following staff types:									
Administrators	0001								
Other Administrative Staff	0002								
Nursing Supervisors	0003								
RNs	0004								
LPNs	0005								
Private Duty Nurses	0006								
Community Health Workers	0007								
Medical Social Workers	0008								
Case Managers/Care Managers	0009								
Audiologists, Nutritionists, and Therapists	0011								
Home Health Aides	0012								
Personal Care Aides	0013								
Homemakers and Housekeepers	0014								
Other Staff	0015								

The number of staff employed on April 1 and October 1 is totaled (count of full time staff plus count of hourly staff) and forwarded from form LSR6 – Staff and Wages Form.

- Enter the number of staff assigned to cases on April 1 and October 1. This means staff that have cases assigned to them as of that date, not just staff actually working a case on that date. For staff not providing direct care, such as administrators or administrative staff, enter a “0” in the response.
- Enter the number of Open positions on April 1 and October 1. A position is considered open when an agency has advertised for a position, but it is not filled. This includes both hourly and full time positions. If an agency is continuously recruiting for any of the job categories, it should quantify the number of workers it would need to hire to be considered fully staffed in that category.
- Enter the number of staff (full time and hourly) that have remained employed by your agency for the full report year or more. If an employee is terminated and rehired during the report year, they should not be included in this total.
- Enter the number of staff (full time and hourly) that have left your agency (no longer employed by your agency) for any reason during the reporting year. This is a count of workers who left their position for any reason – voluntary or involuntary – excluding promotions.

LSR9WFC – Workforce Form C

LSR9WFC – Workforce Form C - collects employee benefit information for four types of employees, and non wage supports for all staff.

LSR9WFC Workforce Form C

Report Type : LHCSA

LSR9WFC Workforce Form C		**Nurses**	**HHAs**	**PCAs**	**Homemakers and Housekeepers**
92001	**92002**	**92003**	**92004**	**92005**	**92006**
Questions regarding Nurses, HHAs, PCAs, and Homemakers and Housekeepers					
Please answer the following questions for each staff type:					
How many employees are enrolled in employer-provided health insurance as of October 1?	**0003**				
How many employees have paid sick/vacation leave as of October 1?	**0004**				
How many employees have access to employer sponsored retirement plans as of October 1?	**0005**				
How many employees have short term disability insurance which the agency pays at least part of the premium as of October 1?	**0006**				
How many employees have filed Workers Compensation claims during the reporting year?	**0007**				

Non Wage Supports		Yes/No			
Does your agency offer any of the following non-wage supports to staff?					
Transportation Support	**0008**				
Childcare Support	**0009**				
Mentoring	**0010**				
Benefit Assistance	**0011**				
Scholarships	**0012**				
Does the agency pay increased wages for employees filling cases on weekends, holidays, or for complex cases?	**0014**				
Does the agency offer employer-provided health insurance?	**0015**				

Employees that receive health insurance or retirement plan benefits through the union, if the agency pays into the benefit, should be counted as enrolled in employer-provided health insurance or employer-sponsored retirement plan.

Short-term disability insurance may include the required coverage under New York State law or supplemental coverage that the agency offers.

LSR10 – Registration Form

LSR10 – Registration Form - collects an attestation that indicates the LHCSA is currently operational and serving patients. If the LHCSA has opened in the past year, you can report on the form that the LHCSA is not yet operational and is currently not seeing patients.

Some fields on this form are **required fields**. You will not be able to submit the statistical report if this information is not filled in.

The appropriate Governing Authority Representative must request that the LHCSA be registered with the Department of Health for the upcoming calendar year.

LSR10 LHCSA Registration Form

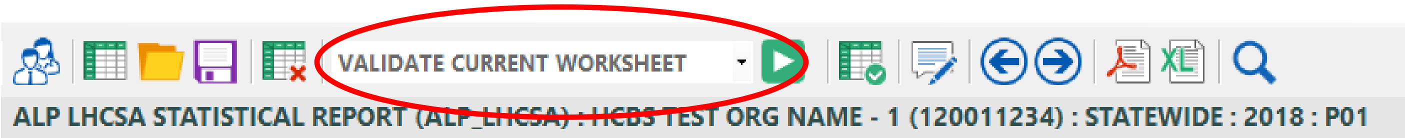
Report Type : LHCSA

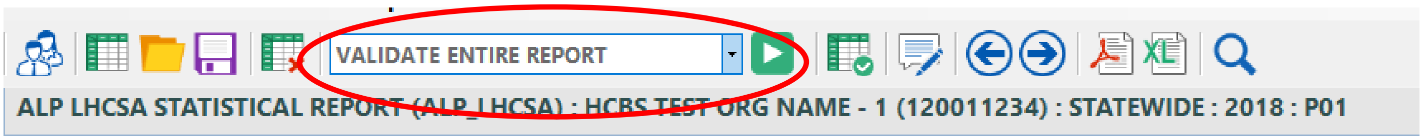
LSR10 LHCSA Registration Form		**Response**
100000	**100001**	**100002**
		Name and Date
Today's Date	**0001**	
LHCSA Operator Name	**0002**	
LHCSA Administrator Name	**0003**	
		Yes/No
Did this LHCSA provide patient care services during the report year of 1/1/2018 - 12/31/2018?	**0004**	
Did this LHCSA provide patient care services during any portion of 2019?	**0005**	
Does this LHCSA intend to provide patient care services in 2020?	**0006**	
		Yes/No and Date
Has this LHCSA been open less than one year from today's date and has not served patients during this timeperiod?	**0007**	
Date LHCSA Opened	**0008**	
		Yes/No
Has this LHCSA received payment for Nursing, HHA, or PCA services during the report year of 1/1/2018 - 12/31/2018?	**0009**	
No Licensed Home Care Services Agency shall be permitted to operate, provide nursing, personal care aide services or home health aide services	**0010**	
or receive payment for such services from any payor unless it is registered with the NYS Department of Health.	**0011**	
		Yes/No (Required)
Do you wish to register this LHCSA with the NYS Dept of Health for the period 1/1/2020-12/31/2020?	**0012**	
		Yes/No and Name (Required)
By answering yes, I attest that all of the responses to this statistical report are true and correct to the best of my knowledge.	**0013**	
I understand that falsifying a statistical report may subject me to fines and/or other sanctions under Section 210.45 of the Penal Law and may invalidate the registration of the agency.	**0020**	
Name of Governing Authority Representative submitting this report:	**0014**	
The deadline to submit the Registration Form (LSR10) for the period beginning January 1, 2020 is November 16, 2019.	**0015**	
Failure to submit an accurate Registration Form (LSR10) by November 16, 2019 will result in a penalty of five hundred dollars ($500) for each month or part thereof that the LHCSA is in default.	**0016**	
A LHCSA will not be allowed to register for the following registration period unless it submits any unpaid late fees.	**0017**	
The Department shall institute proceedings to revoke the license of any LHCSA that fails to register for two annual periods whether or not the periods are consecutive.	**0018**	

Validating the Statistical Report

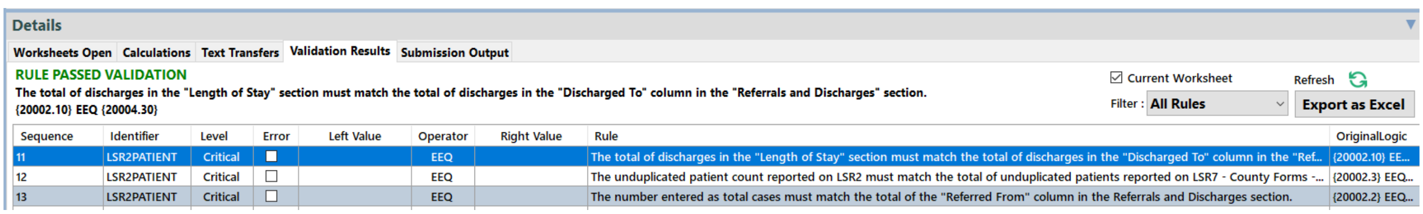
You may, at any time, Validate the Sheet you are working on, or validate the entire Report. You must validate the report before submitting it.

Go to the top tool bar and click on the drop down box next to the green arrow.

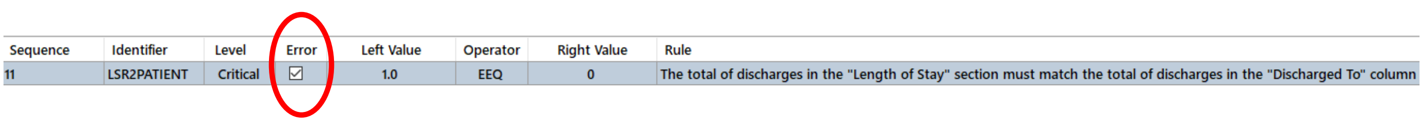




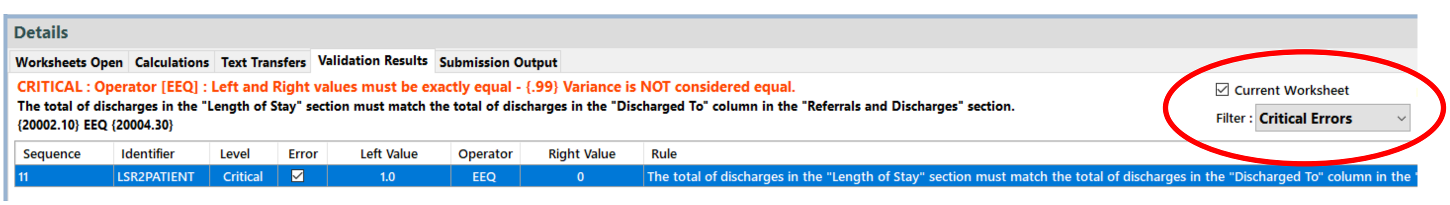
You can validate a worksheet at any time. You can also refresh the validation after it's been done once by clicking the refresh circle in the details portion of the report. Because there are so many worksheets, it may be easier to validate each worksheet once you've finished it. The results of the validation are in a table in the details section of the worksheet. The message that says "Rule Passed Validation" is only referring to the cell you are on – not the whole worksheet.



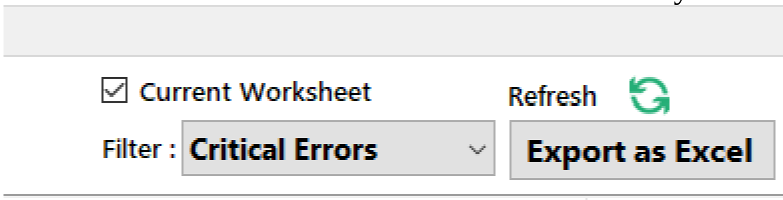
The details section is automatically set up to show all rules. It's only an error if there is a checkmark in the error box



To see if you have any cells with errors – click on the filter in the details section and change it from "all rules" to "critical errors".



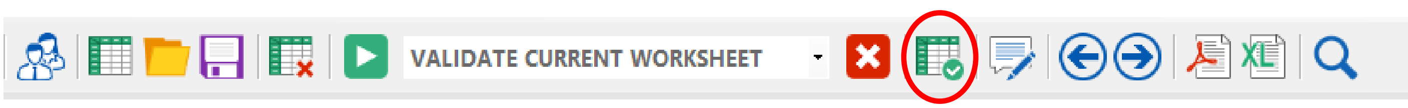
Validations can be done for the worksheet you are on by checking the box that says "Current Worksheet" or it can be done for all worksheets by unchecking the box.
You can fix an error and then re-run the validation by clicking on the refresh circle.



If you have passed the validation edits you will have no error boxes checked and get a green message that says Rule Passed Validation for each cell you choose.

Finalizing the Statistical Report

If you have passed all the validation edits, and you are satisfied with all responses on all forms, click on the Finalize Report icon.



Or click Action on the top tool bar and choose "Finalize Report"

A message will come up asking if you are sure you want to save and finalize. Click Yes.
A second message will come up directing you to correct errors (if there are any) or letting you know that the report has been finalized.

Select a location to save your Finalized Report**. Make sure that you are aware of where it is being saved (i.e. desktop) as you will need to find the file when you upload it onto the Healthcare Financial Data Gateway. You may wish to make a new folder on your desktop and save it there.**
You will save a PDF of the report, as well as a .pnp file of the report.

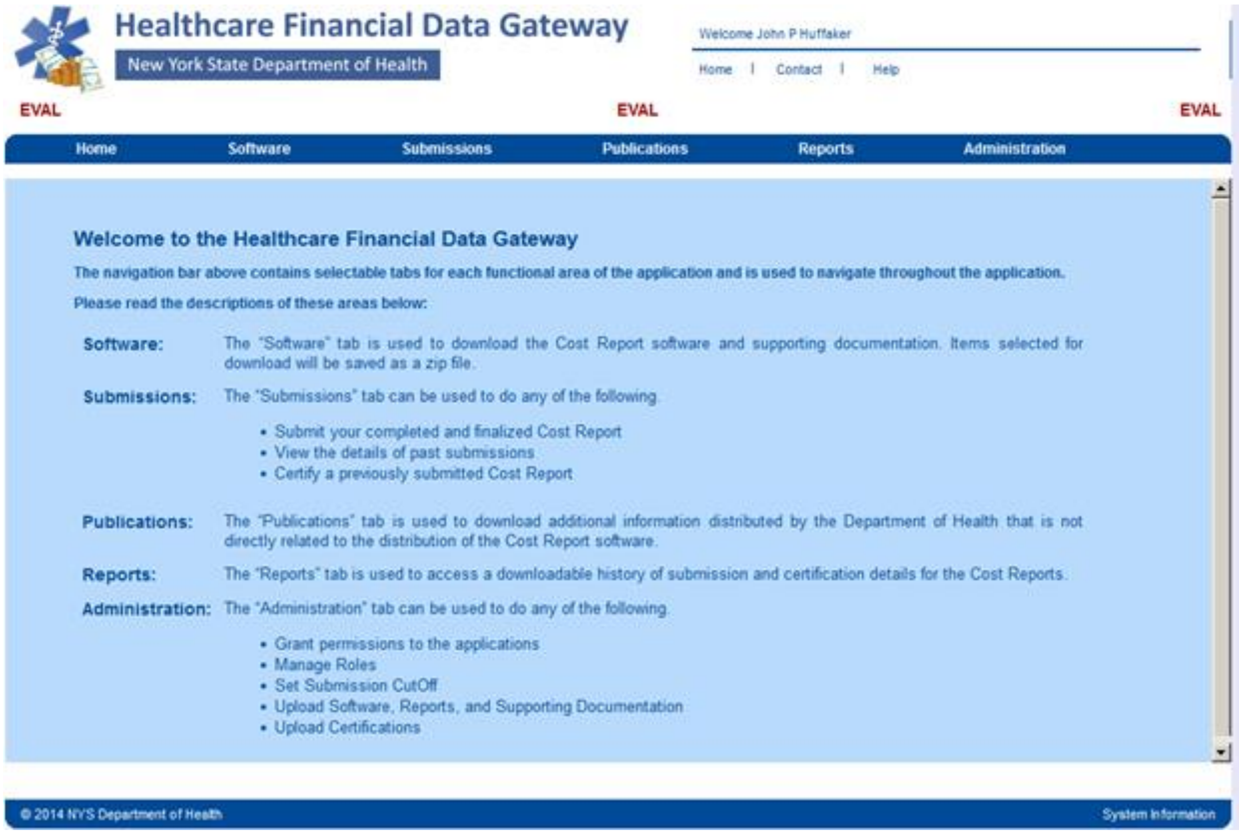
The name of the report will be:
LHCSA_Agency Name_(Agency License Number)_Statewide_2019_A00.pnp

The file you will want to upload will end in ".pnp"

Your report is now ready to be submitted to the Healthcare Financial Data Gateway.

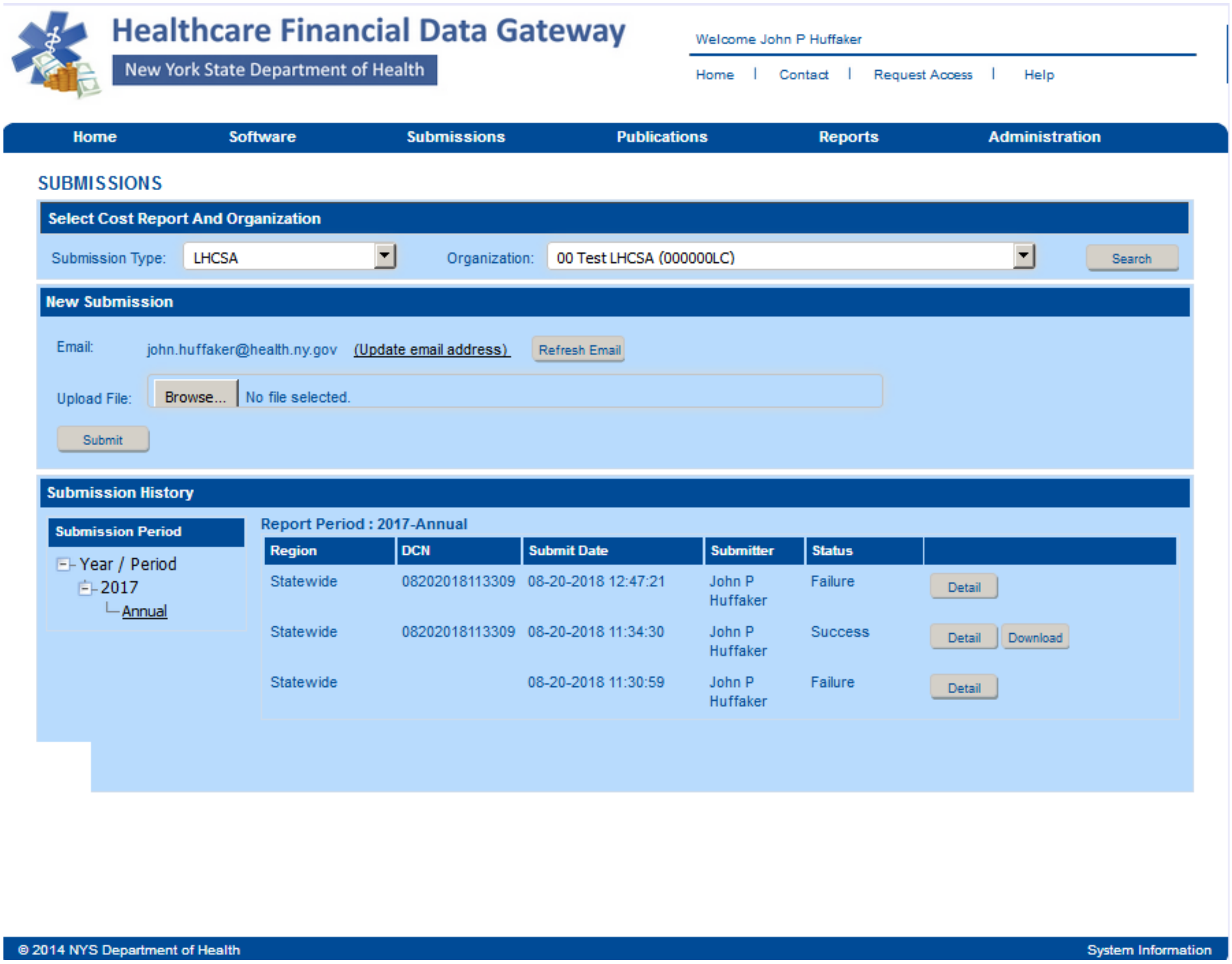
Submitting the Finalized LHCSA Statistical Report to the Healthcare Financial Data Gateway

1. Login to the HCS.
2. Click on **Healthcare Financial Data Gateway** in **My Applications.** This will take you to the **Healthcare Financial Data Gateway** main page.



3. Click the **Submissions** tab – the **Submissions** page will display

4. Select **LHCSA** as the **Submission Type** and your organization from the **Organization** list and then click the **Search** button. The **Submission** page will be expanded.



5. Click the **Browse** button to display a dialog box that allows you to locate your finalized LHCSA Statistical Report. It will have a .pnp file extension.
6. Once you have selected the file to submit, click the **Submit** button.
7. The Su**bmission History** section of the **Submission** page will be updated to reflect the status of the submission.
8. A confirming email message will be sent to the email address listed in the **New Submission** section of the **Submission** page**.**

Attachment A – Report Tool Bar items

Worksheets

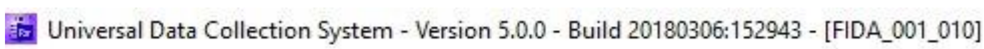
Worksheets

The Worksheets are listed in the Worksheet Panel which is located on the left side of the application window. Worksheets are listed in alphanumeric order by Worksheet name. Click on a Worksheet to view that Worksheet in the Matrix Panel. Click on the small arrow key in the top right of the Worksheet Panel to collapse or expand the panel. Use the "Windows" menu item to organize your Worksheets in the Matrix Panel.

Title Bar

Title Bar

The Title Bar is located at the very top of the window and will display the name, version and software build number, followed by the name of the active matrix table if a table is currently open.



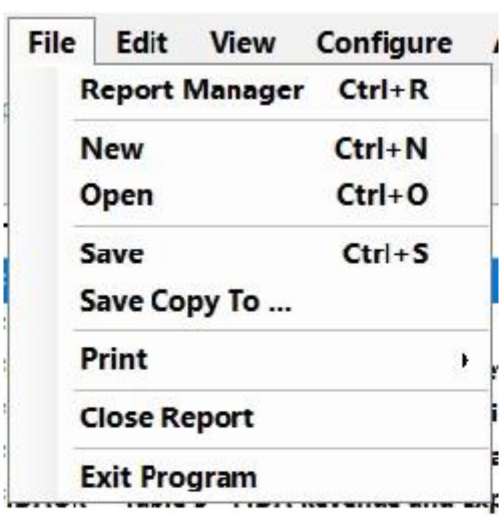
Menu Bar

UDCS Menu bar

The following Help Topics will guide you through the menu bar functionality.

File

The File Menu.



Report Manager: Select Report Manager to return to the Report Manager.

New: This command will start a new Report

Open: This command will enable you to open an existing Report

Save: This will save the Report you are working on.

Save Copy To: The Save Copy window will open and enable you to save a copy of your Report to a location that you choose.
Your working report location will remain in the default location: C:\ProgramData\UDCS\report

Print: Two options will be displayed that will enable you to save your Report as a Microsoft Excel document or a PDF document.
For either option, the Select Worksheets window will open. Check the worksheets you wish to export or check Select All to check all of the worksheets.
You will be prompted to save the export file to a location you choose. You can then open the file from this saved location and print.

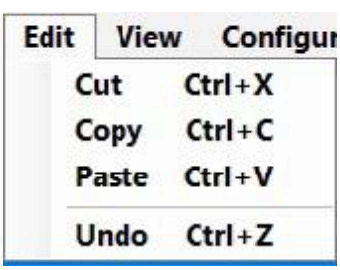
Close Report: Closes the Report. You will be prompted to save your data first.

Exit Program: Closes the UDCS software and the Report Manager. You will be prompted to save your data first.

Edit

The Edit Menu

Cut, Copy, Paste, Undo



These features will enable you to copy data from one part of your report to another, or from Microsoft Excel to your Report with some limitations:
1) You may copy numeric data to numeric or non-numeric type cells. You may not copy non-numeric data to numeric type cells.

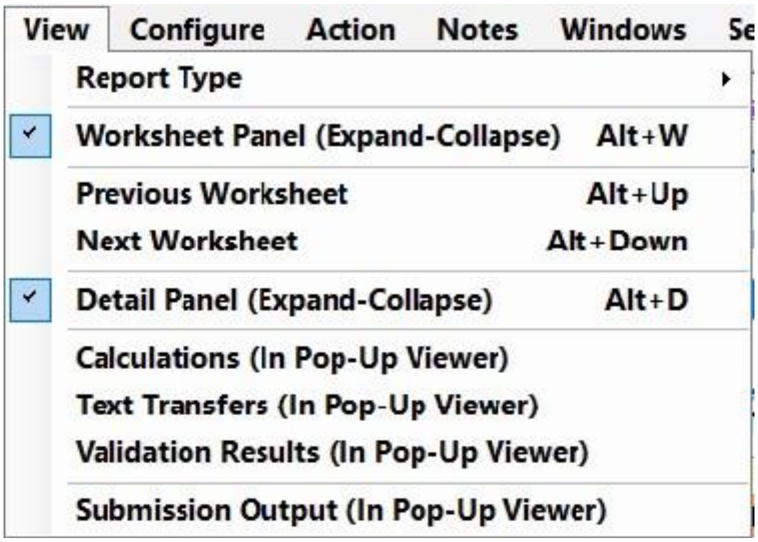
2) You may not paste data into read only cells such as targets of formulas.

3) You may select a range of cells to copy. However, when you paste the cells, the range size must match. If the range size does not match, you will not be allowed to copy the data.

For example, if you copy a 5 cell by 5 cell range and try to paste in a 3 cell by 3 cell area, or the area has read only cells, you will be alerted to adjust your range.

View

The View Menu



Report Type: You can choose to Select All Worksheets to display all of the worksheets in the Report in the Worksheet display panel.
For Reports that have multiple Report Types, you may choose to select only the worksheets from the selected Report Type.

Worksheet Panel (Expand-Collapse): Expands or collapses the worksheets panel. It may be convenient to collapse the worksheet panel
when you are working on a large worksheet and could use extra space to see more of the worksheet.

With the worksheets collapsed you may also click on the arrow icon where the worksheets are collapsed to expand the worksheets.

Previous Worksheet and Next Worksheet: Use these commands to navigate through the worksheets.

Detail Pane (Expand-Collapse): Use this command to expand or collapse the Details panel. This works similarly to
expand-collapse worksheets.

The following menu items will each open a window that will enable you to Export the data as a text file.
Calculations: A window will open that lists all of the mathematical expressions in the Report.

Text Transfers: Lists all of the Text Transfers in the Report.
Text Transfers consist of a value and a target. Once the value is entered, the target will automatically get populated with the same value.

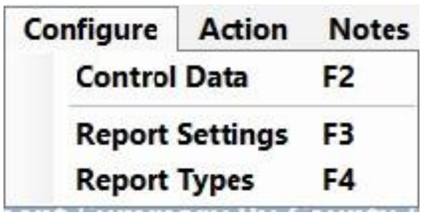
Validation Rules: Lists all of the Validation Rules in the Report.

Validation Rules are conditions that must be met in order for the report to be completed satisfactorily.

Submission Output: This is the XML output of the Report. It lists Report configuration information as well as class code/line numbers and the values that were entered for them.

Configure

The Configure Menu

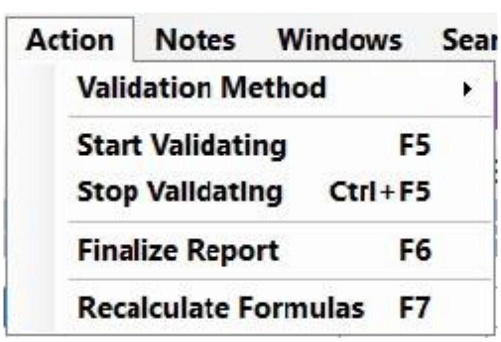


Control Data: Contains information that is required in order for the Report to be completed correctly and allowed to be submitted.
All required Control Data fields must be complete. Required fields will have a red exclamation point next to them.
When you open the Report, you will be alerted if the Control Data information is not completely filled out.

Report Settings / Report Types: These menu items are merely instructions to remind you what to do in the event that you have created
your report using the wrong configuration information, such as the wrong Report Type or wrong Region. Click on the File menu to
Start a New Report. Select the correct settings and then transfer your data from the incorrect Report to the new Report.

Action

The Action Menu



Validation Method: Current Worksheet or Entire Report.

In order to Finalize the Report for Submission you must run it through the validation process. You can validate to check only
the current Worksheet or you can run Validation for the entire Report. You must Validate the entire Report in

order to
pass Validation and have a Finalized Report that is ready to submit.

Start Validating/Stop Validating: Once you have selected to validate the current Worksheet or the entire Report you can
select the Start Validating item. For larger Reports, you may choose to Stop Validating at any time.

Notepad

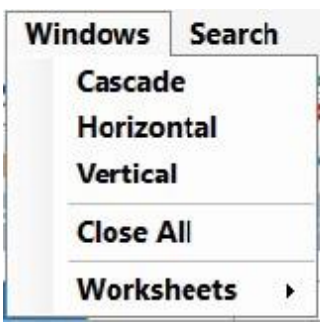
The Notepad Menu

This is a scratch pad to keep notes and provide additional information while you complete your report. Click the File menu and then Save to save Notes to your Report.
Use the File and Edit menu as you would a typical text editor.

Windows

The Windows Menu

Use the Windows commands to arrange the Worksheets to your satisfaction.
Select the Worksheets command to see a list of opened Worksheets. You may select an open Worksheet to bring it to the front of the Report.



Search

The Search Menu

Enter what you would like to search for in the Search box and click the Search button.
All results that match your Search criteria will be listed below. You may choose to Search
the Current Worksheet or All Worksheets by toggling the radio buttons at the bottom of the window.

Help

The Help Menu

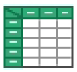
View Documentation will open the Help File that you are currently reading.

Click About to open the following window. This information contains details about the Report you have open as well as the versions of the software and files being used.

Icon Menu

Icon Menu

 Open the Control Data Form.

 Start a New Report.

 Open an Existing Report.

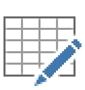
 Save the Report.

 Close the Report.

 Validate the Current Worksheet or the Entire Report.

 Stop the Validation process.

 Finalize the Report.

 Open Notepad.

 Open the Previous Worksheet.

Open the Next Worksheet.

Export the Worksheet as a PDF document.

Export the Worksheet as an Excel file.

Open the Search Window.

2019 Licensed Home Care Services Agency Statistical Report Frequently Asked Questions

Q: Do we combine FI (Fiscal Intermediary) and LHCSA (Licensed Home Care Services Agencies) information if we operate both programs?

A: If you operate both a LHCSA that serves the community and you are a Fiscal Intermediary (FI) for the CDPAP program you must separate all FI information out from the LHCSA information. The FI should be run as a distinct line of business from the LHCSA.
You should indicate on form LSR1 that you are an FI. You should fill out all other information on the Statistical Report regarding the patients you serve in the community and staffing information should be in regard to the LHCSA activities only.

If your LHCSAs is exclusively an FI, you will have no patient information to report, but you should fill out ALL forms for which they have information, including staffing levels, salary, etc.

Q. Where can I find instructions and documentation for the 2019 LHCSA Statistical Report?

A. Sign on to the Health Commerce System (HCS)

Click on:

- My Content on the top purple tool bar
- Documents by Group
- View all Document Groups

- Long Term Care
- Training
- Home Care
- LHCSA Statistical Report

Q: Our Agency was not open in 2019 – do we need to submit a report?

A: If your agency was newly opened in 2020, you may register using the LHCSA Registration Short Form HERDS survey. You will need to send a note to HCStatRpts@health.ny.gov requesting access to the survey. Once this request is received, DHCBS staff will work with to register your LHCSA.

Q: Our Agency was open in 2019, but did not serve patients – do we need to submit a report?

A: You must complete and submit the 2019 LHCSA Statistical Report to register your agency with the Department of Health. You must fill out the contact information on form LSR1 Agency Information Form and fill out form LSR10 Registration Form entirely. If your agency has staff, you must complete and submit forms regarding Staffing and Wages, Costs and Workforce.

Q: Our Agency is an ALP (Assisted Living Program) LHCSA (Licensed Home Care Services Agency) that exclusively serves patients of an Assisted Living Program. What needs to be submitted?

A: LHCSAs that EXCLUSIVELY serve patients in an Assisted Living Program (ALP) are only required to submit the 2019 ALP LHCSA Statistical Report Form.

If your agency is a LHCSA that serves ALP residents and also serves patients in the community, you must complete and submit all forms on the 2019 LHCSA Statistical Report in regards to your patients in the community AND the 2019 ALP LHCSA Statistical Report in regards to the patients in the Assisted Living Program.

Q: I do not have access to the 2019 LHCSA Statistical Report on the Healthcare Financial Data Gateway. What can I do?

A: People who were able to access the Healthcare Financial Data Gateway last year to download the software and submit the report continue to have access this year.   If you are in the Administrator role and you are unable to access the Gateway, please send an email to hcstatrpts@health.ny.gov. If you are not in the Administrator role on the Health Commerce system – you should discuss with your administrator what they would like to do regarding giving you access to the report.

Q. Do I have to be assigned the Administrator role to enter data into the 2019 LHCSA Statistical Report?

A. No. Once the software is installed on a computer and the Report format is loaded, anyone with access to that computer can enter data. However, only someone assigned the Administrator role can submit the report.

Q. My agency has multiple people assigned the Administrator role who are also registered with the Healthcare Financial Data Gateway so that they can download the software and report and can submit the final report. Should they all download a copy of the application and report?

A. The answer is it depends. They can each download and install the software on their computer, but care must be taken that all of them only enter data into a single, shared copy of the report. If they enter data into private copies of the report, the private copies cannot be merged. If they submit private copies of the report, only the data from the last submitted copy will be available. See the next question.

Q. How can multiple people enter data into a LHCSA Statistical Report?

A. You may want to have different people fill out different parts of the LHCSA Statistical Report. For example, you may want someone from your fiscal unit to fill out the cost and revenue sections, someone from human resources fill out the staffing and workforce sections and someone else enter the patient and service data. This can be done in different ways, but care must be exercised so that only one person is entering data into a report at a time. If more than one person enters data into a report at the same time, only the changes made by the last person to save their copy of the report will be retained.

The simplest way to have multiple people work on the LHCSA Statistical Report is to install the application on a single computer and have people use that computer to enter data into a report stored on the computer. This enforces the requirement that only one person enter data at a time.

Another method for multiple input to the report would be to install the application on the computers of everyone who will be entering data. The application and report can be downloaded once, stored on a file server or flash drive, and then installed from the server or flash drive onto the computers of all the people who will be entering data.

One person should then create and save the initial instance of the report for a license. The default location for this file (which has a .pnp extension) will be in the My Documents\UDCS folder of the person who created the report. A copy of this file can then be placed on a file server where it can be accessed by those who have had the application installed on their computer.

Only one person should enter data into the report at a time. **If more than one person enters data into a report at the same time, only the changes made by the last person to save their data will be retained.** Also, everyone must enter data into this one report. Data entered into other copies of this report cannot be merged into this one report and will have to be re-entered.

Alternatively, the initial instance of a LHCSA Statistical Report can be stored on a single flash drive which can be given, in succession, to each person who will be entering data. These people must have the LHCSA Statistical Report application installed on their computers. All people entering data must save it to the same flash drive; **there is no way to merge data entered into multiple instances of a LHCSA Statistical Report into a single copy.**

Q: I've downloaded the Report Manager software, but I get an error message when I try to install it on to my computer. What can I do?

A: You may not have the privileges needed to install software on your computer. You may need to contact your IT Department and have them install the software on your computer. Please note that the Report Manager software requires Windows 7 or later operating system.

Q: I've tried to download the Report Manager software on my Mac computer, and it does not work. What can I do?

A: Report Manager software requires Windows 7 or later operating system. It will not work on a Mac. You must use a computer that has Windows to submit your 2019 LHCSA Statistical Report.

Q. I have downloaded and installed the software, but when I download the Report and try to open the downloaded file, I get a prompt for a password or an error message that says the file may be damaged. How can I download the Report?

A. The file containing the LHCSA Statistical Report matrix is a .zip file that contains an encrypted file. Depending upon how your browser is configured, it may attempt to open the .zip file for you. You do not need to open this file and extract the contents; you should save it where you can locate it and load it into the Report Manager.

Q: I have completed the report and finalized and saved it. When I go to upload the report on the Healthcare Financial Data Gateway, I get the error message that says I cannot upload a PDF file. What do I need to do?

A: When you finalize the report and are asked to save it, the software will save both a PDF version of the file and a PNP version of the file. You must upload the PNP version.

FAQs about the Forms:

LSR2

Q: What is meant by census?

A: Census is the number of patients being served at a particular point in time.

Q: What is meant by cases?

A: A case is the provision of a course of services to an individual from a starting point to an ending point. A patient can have multiple courses of service and can consequently contribute more than once to the total number of cases.

Q: What is meant by unduplicated patient count?

A: The unduplicated patient count is the number of discrete individuals provided with home care services. A patient is counted only once regardless of the number of cases that they represent.

LSR3 – Contract Revenue Form, and LSR4 – Direct Revenue Form

Q: What is meant by revenue?

A: Revenue is income, or monies coming into your agency.

Q: What is the difference between contract revenue and direct revenue?

A: Contract revenue is the income your agency received for services provided to patients because of a contract your agency has with another agency. Direct revenue is the income your agency received for services provided to the patients that are directly under the care of your agency.

Q: Our LHCSA has staff that are paid by a grant. Should this be included as revenue?

A: Yes. Grant money should be included as revenue.

LSR5 – Cost Form

Q: If certain costs fall into two categories, should they be listed twice?

A: No. Do not double count costs. Choose one of the cost categories and enter the cost only once.

Q: Do costs related to the delivery of services include the wages paid to the employee giving the services?

A: Yes. Include Wages in the costs on LSR5 – Cost Form.

Q: What is included under fringe benefits?

A: Fringe benefits are employment benefits granted by an employer that has monetary value but does not affect basic wage rates. Fringe benefits may include health insurance, vision and/or dental insurance, paid holidays, pension, or items such as uniforms or a company car.

Q: We pay HHAs/PCAs bereavement, jury duty, overtime, Paid Time Off (PTO), holidays, travel time, annual medical exam time, in service/special training time etc. Are these considered fringe benefits?

A: Yes. These items can be included as fringe benefits on forms LSR5 Cost Form and the LSR6 Staff and Wages form.

Q: What is meant by Administrative and General Costs?

A: Administrative and General Costs are expenditures related to the day-to-day operations of a business. These costs pertain to the operation of the business rather than the cost for services to patients. Examples include rent, utilities, and office supplies.

Q: What is meant by other operating costs?

A: Other operating costs are costs that are not included elsewhere.

Q: What is meant by Capital and related costs?

A: Capital and related costs are fixed, one-time costs incurred for the purchase of land, buildings, or construction. Building improvement costs that add to the value of the property are included in capital costs. Maintenance of buildings and property are not included in capital costs.

Q: Our LHCSA does not have staff – we contract with a CHHA. Where do we enter the expense of payments to a CHHA for the staff that we use?

A: Enter the costs on LSR5 – Cost Form. There are lines for recording the costs of providing different services. If you are paying the CHHA for staff to provide services, that cost should be recorded here.

LSR 6 – Staff and Wages Form

Q: What is meant by full time employee and hourly employee?

A: The IRS defines a full-time employee as an employee who works on average at least 30 hours per week, or 130 hours per month. Employees that work less than this should be considered hourly.

Q: When entering the highest and lowest hourly rate for HHAs and PCAs – do we have to take in consideration the overtime rates or weekend/mutual case differential when it comes to the highest rate?

A: No. Do not include overtime rates or weekend/mutual case differentials when determining the highest hourly rate. Also do not include fringe benefits that bring the wage up to the wage parity amount.

LSR7 – Services by County

Q: What is meant by unduplicated patient count?

A: The unduplicated patient count is the number of discrete individuals provided with home care services. A patient is counted only once regardless of the number of cases that they represent.

Q: What is meant by New Admission?

A: New Admissions are patients that have been admitted to the agency during the report year.

ALP LHCSA Statistical Report and Registration Forms on Universal Data Collection System (UDCS) Instructions

Submit this report with information regarding the residents your LHCSA (Licensed Home Care Services Agency) serves in the ALP (Assisted Living Program) only. If your LHCSA also serves patients in the community, you must also submit the LHCSA Statistical Report.

Please see Attachment A at the end of this document – it contains descriptions to all items on the tool bars located on the top of the Report Manager worksheets.

General Information:

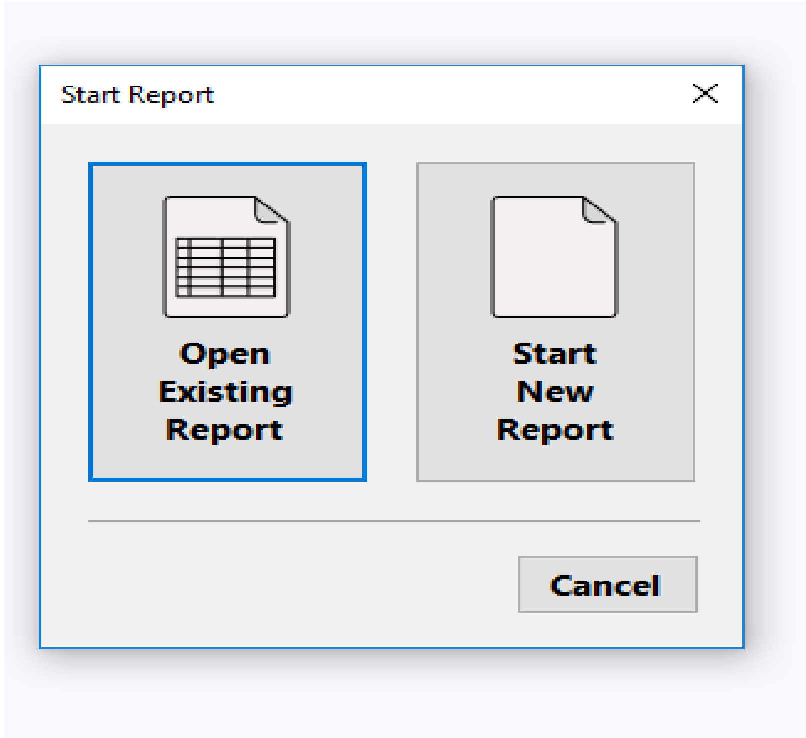
- Enter information in the blank white fields. All other fields (pink, lavender, and brown) are read-only fields. You can leave white fields blank if you have nothing to report – you do not have to enter zeros.
- A few fields are required. If they are left blank, you will not be able to submit the report. The field header will indicate that the field is required.
- Some fields require a Yes or No answer. You must double click on the blank field and choose Yes or No from the box.
- Some forms have validation edits to ensure accurate information is collected. The validation edits are described in these instructions.

To Begin:

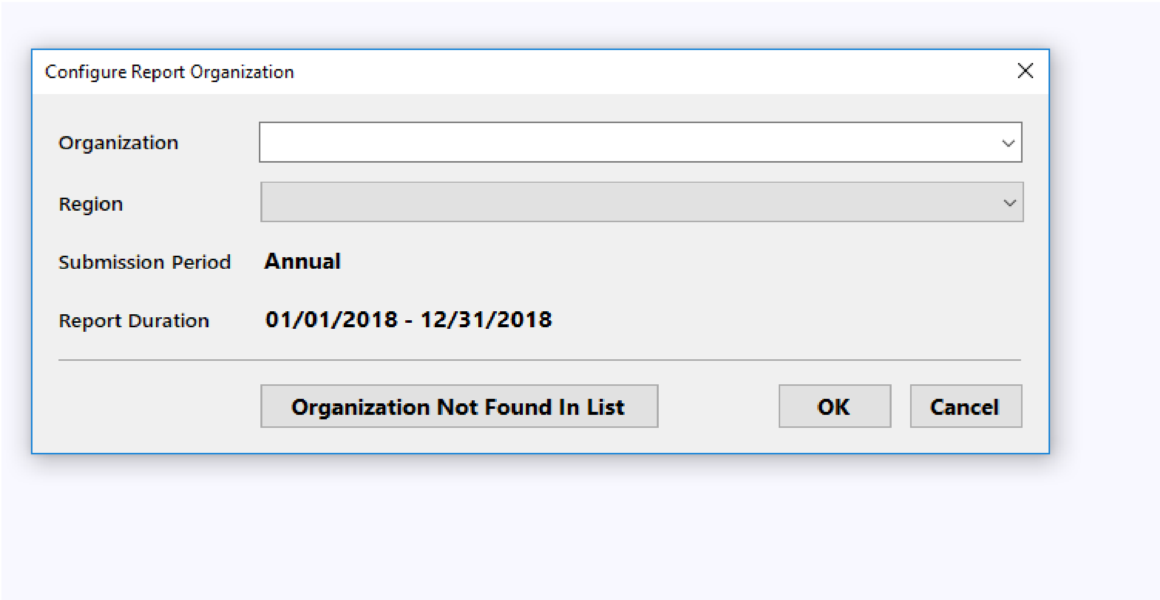
Once you have downloaded the Report Manager software and report shell (see the separate downloading instruction document):

- To start a new report, click on the Start New Report icon or to resume working on a previously saved report click on the Open Existing Report icon.

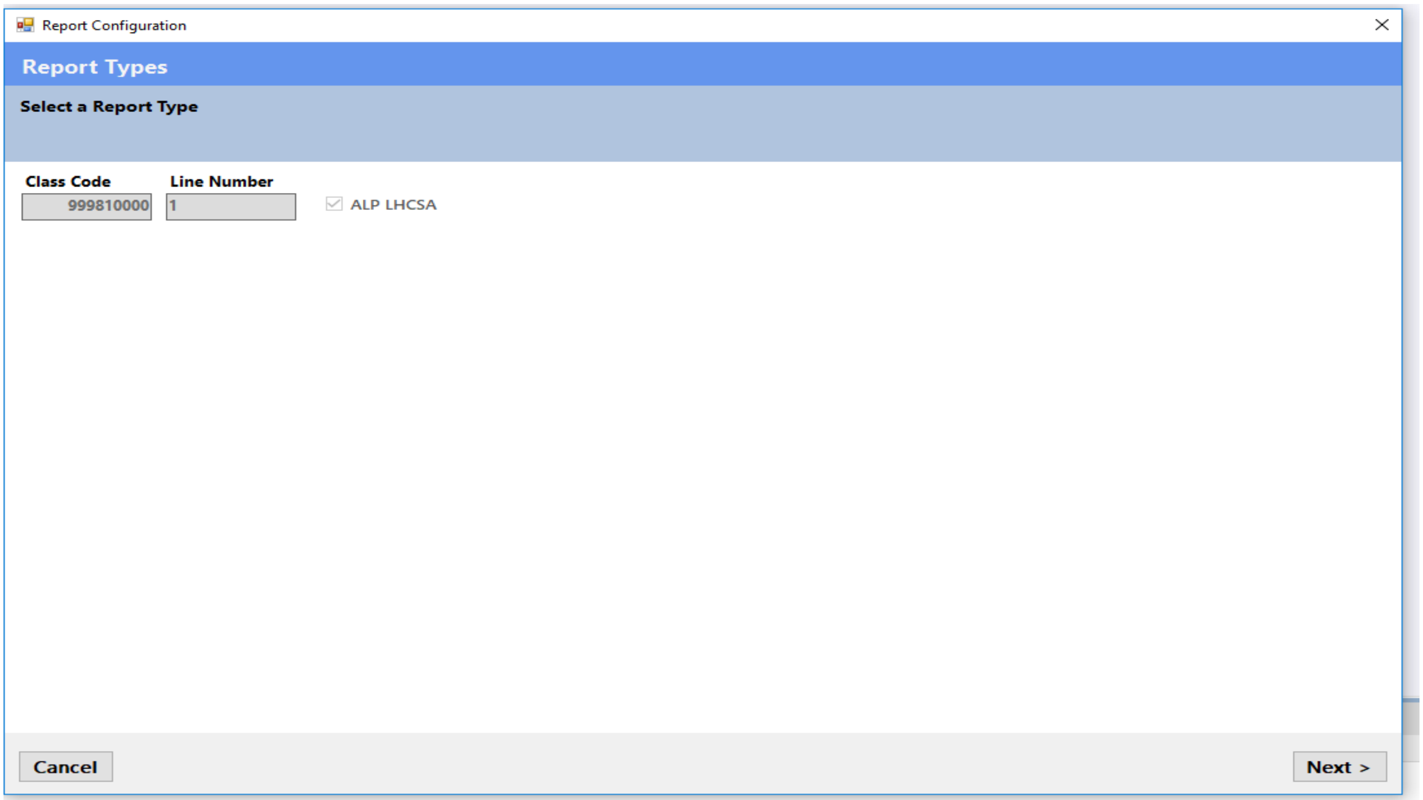
Note: This documentation has been updated from the version used for the 2018 LHCSA Statistical Report. Dates in the text have been adjusted to reflect this. However, the dates in the graphics have not been changed and should be mentally adjusted to reflect the new time period.


Start Report
Open Existing Report
Start New Report
Cancel

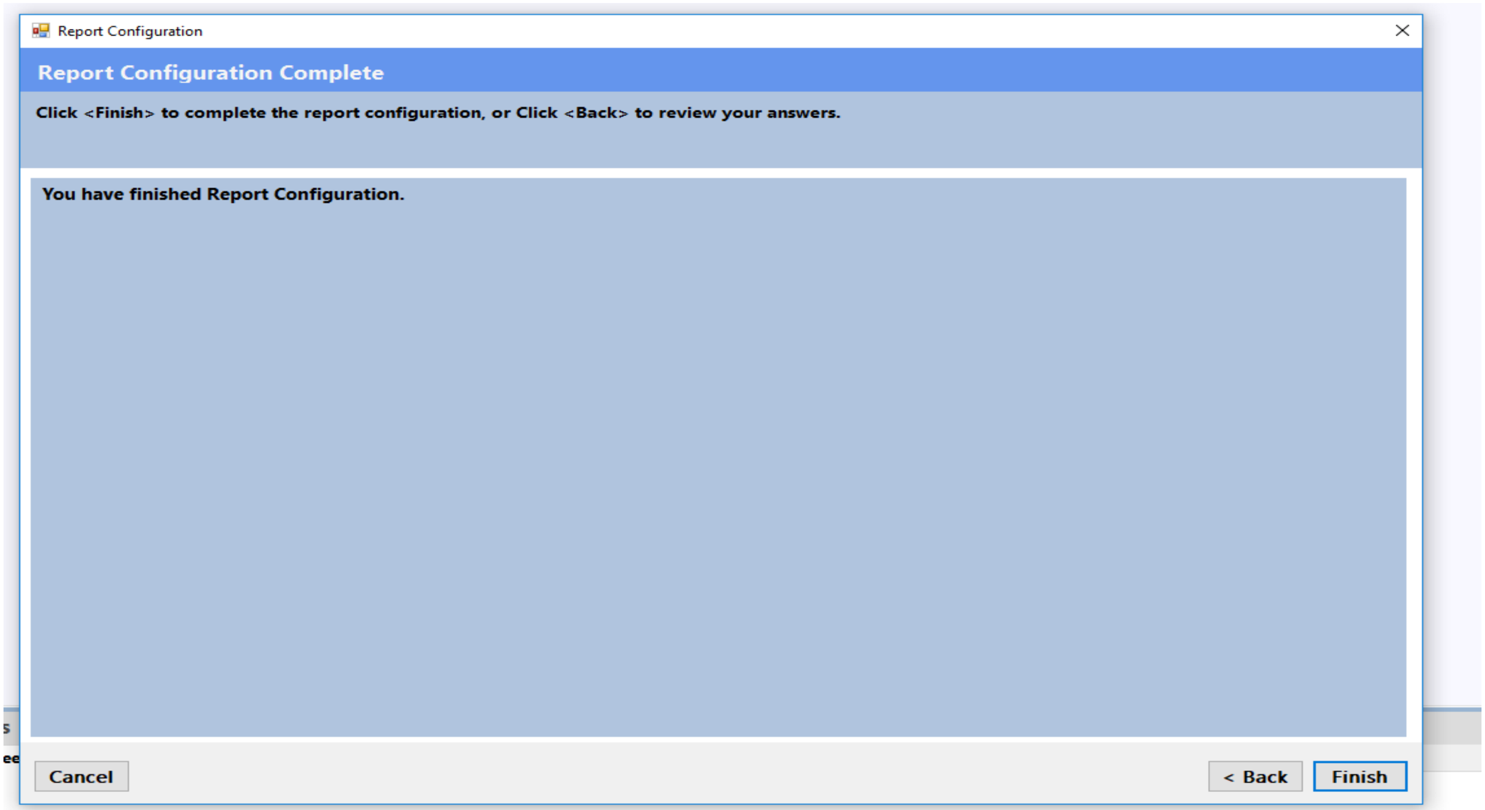
Once you have started a new report or opened an existing report, a box will pop up which is the Configure Report Organization. In this box, you will select your organizations name from the drop-down box in the organization line. If your organization is not listed in the drop-down click on the box that states Organization Not found In List for further instruction. In region section you will have to select statewide. Then click OK.



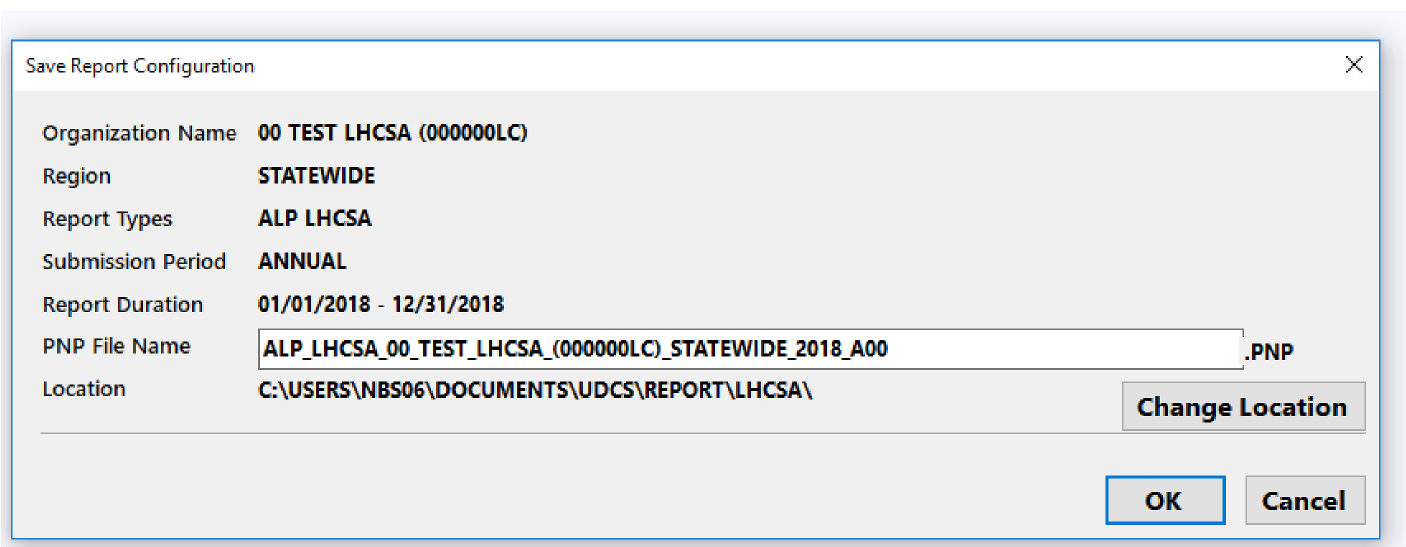
You will then see a report configuration box. Click the Next tab in the bottom right corner.



A second report configuration box will appear once you have completed selecting your counties of service. Click Finish in the bottom right hand corner.



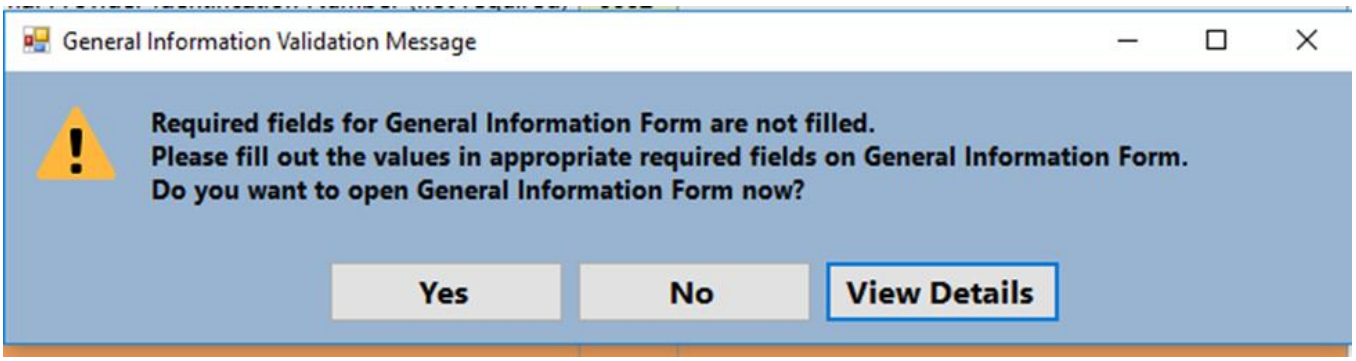
The Save Report Configuration box will come up next to show you where your report is being stored on your computer. You can change where you want it stored by clicking the change location button.

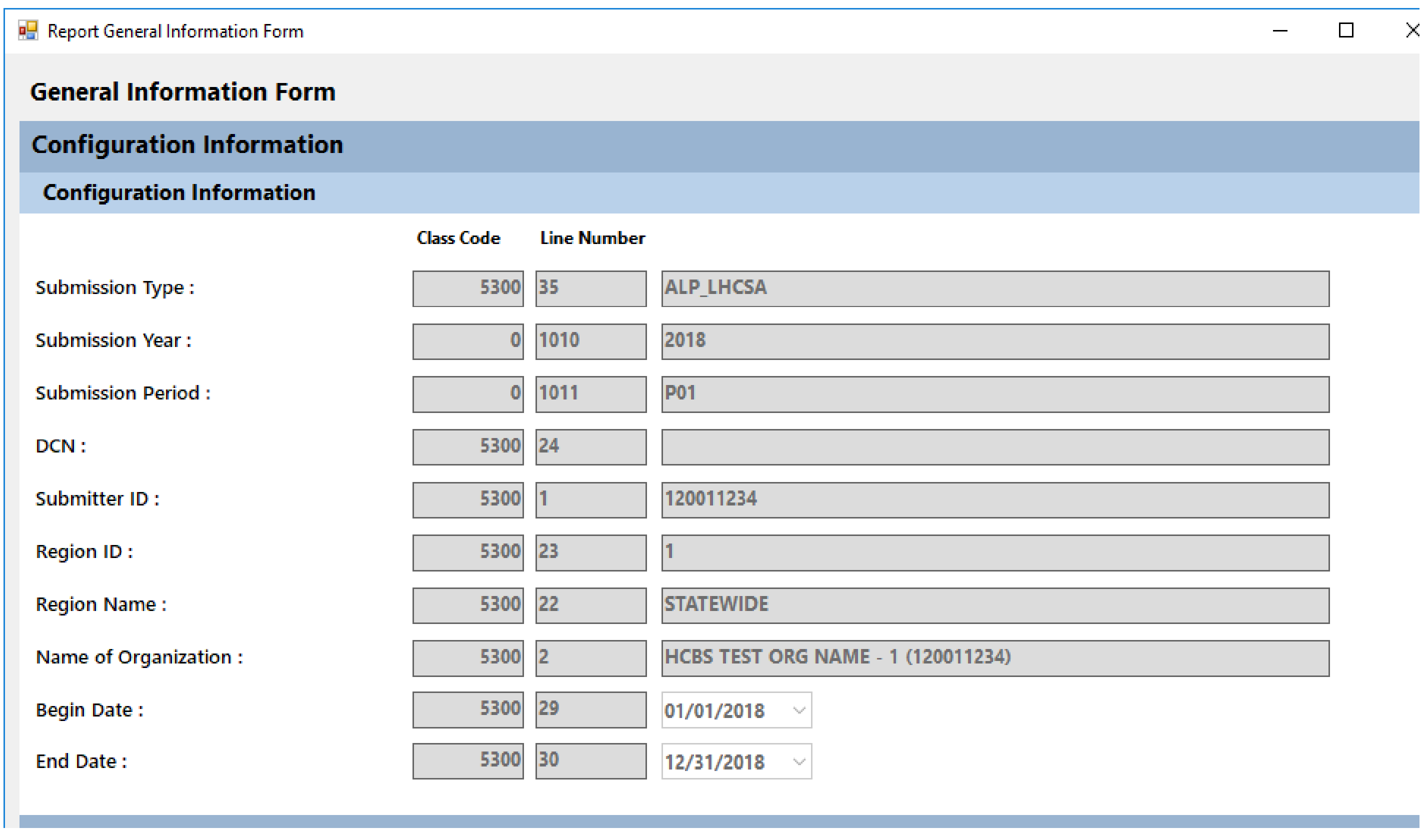


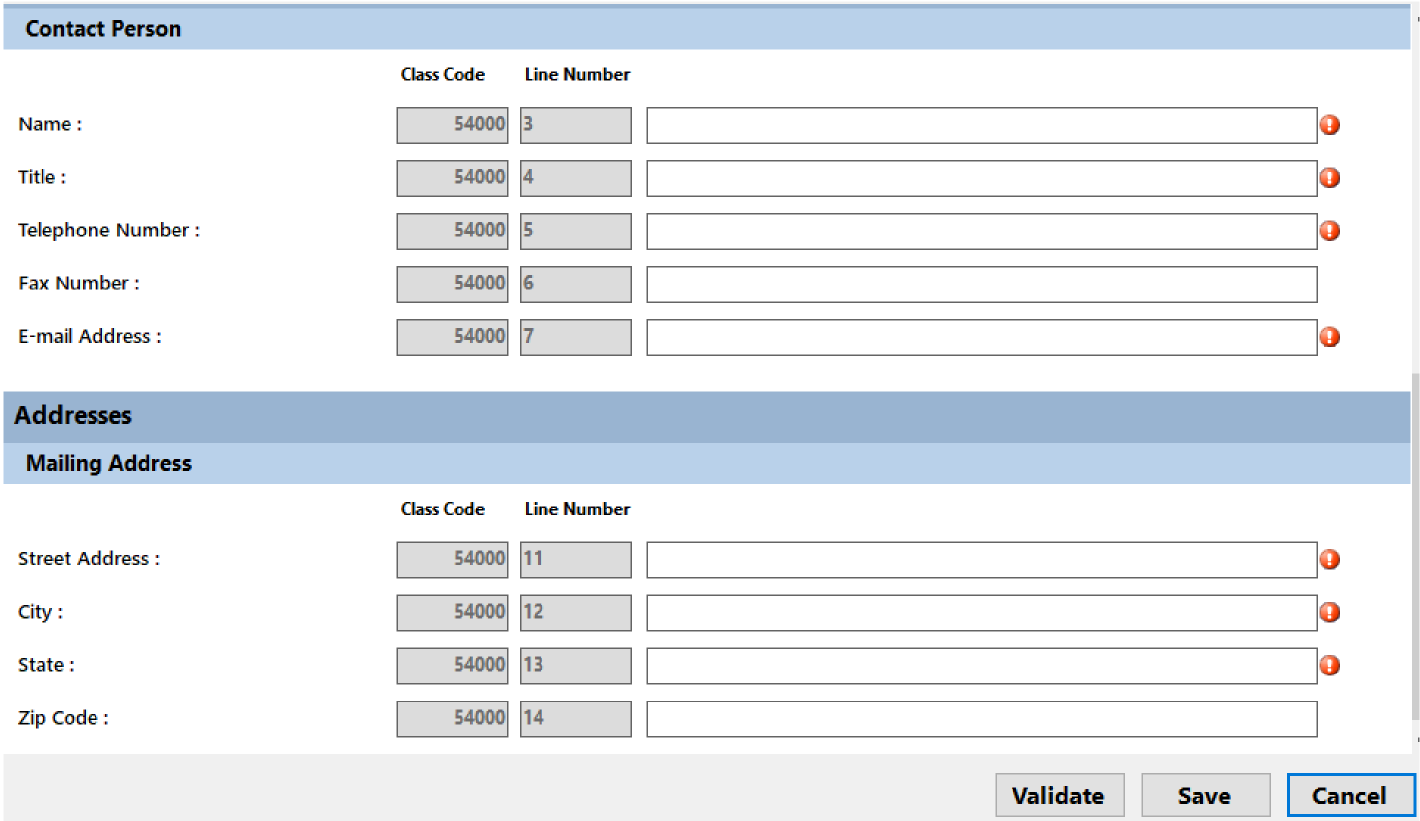
General Information Form

The General Information Form is part of the Report Manager Software and collects information about your organization that not only identifies you but enables the submission and certification of your report as well as the successful transfer of your data to a data repository.

When you open the report, you will receive a pop-up box that requests that you fill in the General Information Form. You must fill in the General Information Form prior to submitting the report.







Contact Person

	Class Code	Line Number	
Name :	54000	3	
Title :	54000	4	
Telephone Number :	54000	5	
Fax Number :	54000	6	
E-mail Address :	54000	7	

Addresses

Mailing Address

	Class Code	Line Number	
Street Address :	54000	11	
City :	54000	12	
State :	54000	13	
Zip Code :	54000	14	

Validate Save Cancel

The General Information Form information section will be filled in for you. You only need to fill in the Contact Person and Address sections.

Form ALP1 – Agency Form

Form **ALP1 - Agency Form** collects agency location, contact information and other information.

ALP1 Agency Form Report Type : ALP_LHCSA		
ALP1 Agency Form		Contact Information
10000	10001	10002
Agency and Contact Information		Contact Information (Required)
License Number	00001	
National Provider Identification Number	00002	
Federal Employer Identification Number (FEIN)	00026	
Agency Name	00003	
Street Address	00004	
City	00005	
State	00006	
Zip	00007	
Agency Phone Number	00008	
Contact Person	00009	
Contact Person Email	00010	

Agency and Contact Information Section

All fields in this section, except for NPI number, are **required fields**. You will not be able to submit the statistical report if this information is not filled in.

Form ALP2 – Resident Form

Form **ALP2 - Resident Form** collects resident demographic information, including discharges and referrals.

ALP2 Resident Form
Report Type : ALP_LHCSA

ALP2 Resident Form		Residents	Male	Female	Length of Stay	Admitted From	Discharged To
20000	20001	20002	20003	20004	20005	20006	20007
Residents		Residents					
Resident Census on December 31 of Report Year	00001						
Number of Unduplicated Residents	00002						
Resident Information by Age/Sex							
Number of Residents as of December 31 or Date of Discharge			Male	Female			
Residents aged 1-21	00003						
Residents aged 22-64	00004						
Residents aged 65-74	00005						
Residents aged 75-84	00006						
Residents aged 85 and over	00007						
Total Number of Residents	00009						
Length of Stay							
For Discharged Residents:					Residents/LOS		
Number of Residents with a Length of Stay less than 6 months	00011						
Number of Residents with a Length of Stay of 6-12 months	00012						
Number of Residents with a Length of Stay of 13-24 months	00013						
Number of Residents with a Length of Stay of more than 24 months	00014						
Total Residents	00020						
Admitted From or Discharged To							
Number of Cases Admitted from or Discharged to:						Admitted From	Discharged To
Hospital	00022						
Self/Family/Friend	00023						
Adult Care Facility	00024						
Nursing Home	00025						
Other	00026						
Number of Residents Discharged to Death	00028						
Total Cases	00030						

Some of the totals on this form are automatically calculated – they are the lavender fields.

Residents Section

Enter information for **Resident Census**. Enter the resident census as of December 31 of the report year (12/31/2019). Resident Census means the actual number of individual residents receiving services.

Enter the **Unduplicated Resident Count** in the next field. This is the total number of discrete individual residents that your agency has served in the year, regardless of the number of admissions and discharges that resident may have had. A resident is only counted once regardless of the number of cases they represent.

To recap, if a resident is receiving care on 12/31/2019 they will be included in the resident census count. If they had two admissions during the year, they will count as two cases but as only one unduplicated resident.

Length of Stay Section

Length of Stay (LOS) information is entered in the next section. LOS is calculated for each episode of care or case. Length of stay should be calculated from the date the resident was initially admitted for an episode of care, regardless of the year of admission, to the date they were discharged. For example, if a resident was admitted on 12/30/2018 and discharged on 1/10/2019 her LOS is 12 days. Count the 2 days in 2018 and the 10 days in 2019 to arrive at a 12 day LOS. Residents that were discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis should NOT be counted in the length of stay section.

Validation Edit - The total number of discharges calculated from the LOS entries on row 20 of ALP2 must match the total number of discharges calculated from the "Discharged To" section on row 30 of ALP2.

Referrals and Discharges Section

The next section collects resident referral and discharge information. In the "Referred From" column enter the number of cases served by your agency that have been referred from each of the designated sources regardless of their start of service date. This means that if you are serving a case in 2019 that was referred to your agency in 2018, that case should be counted. Residents that were discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis should not be counted in the discharge section.

In the "Discharged To" column enter the number of cases discharged during the reporting year to specific destinations.

ALP3 – Cost Form

ALP3 – Cost Form - collects data on revenue and costs for providing services to residents.

ALP3 Cost Form
Report Type : ALP_LHCSA

ALP3 Cost Form		**Total**
30000	**30001**	**30002**
Total Number of Days of Care	**00001**	
Total Revenue	**00002**	
Average Revenue per day of Care (Calculated by System)	**00003**	
Total Costs	**00004**	
Capital and Related Costs	**00005**	
Operational Costs (Calculated by System)	**00006**	
Average Operational Costs per Days of Care (Calculated by System)	**00007**	
Administrative and General Costs	**00008**	
Administrative and General Costs Ratio of Operating Costs (Calculated by System)	**00009**	
Home Health Aide Costs	**00010**	
Personal Care Aide Costs	**00011**	
Total HHA and PCA Costs (Calculated by System)	**00012**	
Administrative and General Costs Ratio applied to total HHA + PCA Costs (Calculated by System)	**00013**	

Some of the totals on this form are automatically calculated – they are the lavender fields.

One lines 1 and 2 enter the total number of days of care and total revenue for the report year.

On line 3 the system will calculate the average revenue per day of care by dividing the revenue by the days of care.

Enter total costs for the report year on line 4 and the amount of capital related costs on line 5.

- Capital and Related costs are onetime costs for construction, major repairs to real estate owned by the agency, etc.

On line 6 the system will calculate Operational Costs by subtracting the amount of capital costs from the total costs.

On line 7 the system will calculate the average operational costs per days of care by dividing the operational costs by the total number of days of care.

Enter the Administrative and General Costs of line 8

- Administrative and General costs are expenses for activities and materials that are used to administer your business. Examples are rent, utilities, and office supplies.

On line 9 the system will calculate a percentage by dividing the administrative costs by the operating costs.

On line 10 and 11 enter the costs to provide Home Health Aide and Personal Care Aide services.

On line 12 the system will calculate total HHA and PCA Costs.

On line 13 the system will apply the percentage from Line 9 to the total HHA and PCA costs on line 12.

ALP4 – Staff and Wages Form

ALP4 – Staff and Wages Form - collects information by staff type for full time and hourly staff at two different dates during the reporting year and the total number of W2s issued, hours worked, wages, and fringe benefits.

ALP4 Staffing and Wages
Report Type : ALP_LHCSA

ALP4 Staffing and Wages		Estimated Percentage of Staff Time Spent on LHCSA	Number of Full Time Staff on April 1	Number of Hourly Staff on April 1	Number of Full Time Starr on October 1	Number of Hourly Staff on October 1	Average Number of Full Time Staff	Average Number of Hourly Staff	Number of Staff Hours	Number of FTEs	Staff Wages	Fringe Benefits	Total Compensation	Number of W2s issued
40000	40001	40002	40003	40004	40005	40006	40007	40008	40009	40010	40011	40012	40013	40014
Director/Administrator	00001													
Other Administrative Staff	00002													
Nursing Supervision Staff	00003													
HHA Staff	00004													
PCA Staff	00005													

Some of the totals on this form are automatically calculated – they are the lavender fields.

Enter the number of full-time and hourly staff at your agency on April 1 and October 1. The current definition of a full-time staff is someone who works an average of 30 or more hours a week and 130 hours or more per month. The form will calculate the average number of full time and part time staff in the first two lavender columns.

Enter the total hours worked for the year. The form will calculate the number of FTEs represented by these hours by dividing the number of hours by 2,080.

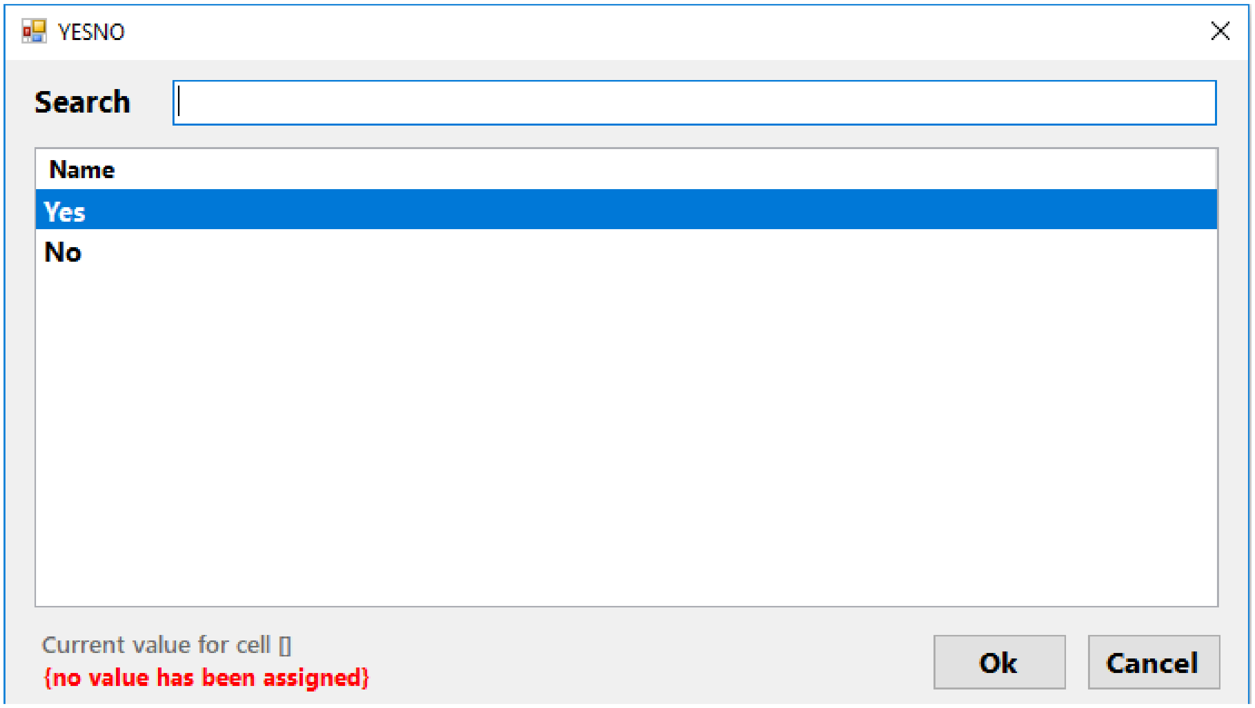
Enter total wages paid, and total fringe benefits paid for each staff type. The amount of wages plus fringe benefits will be calculated.

Enter the number of W2s issued during the year for each staff type.

ALP9WFC – Workforce Form C

ALP9WFC – Workforce Form C - collects employee benefit information for four types of employees, and non-wage supports for all staff.

This form requires some Yes or No Responses. To answer Yes or No, double click on the white field and the following box will pop up.



Choose your yes or no response to the question, click OK, and it will populate in the field.

Workforce Form C

Report Type : ALP_LHCSA

Workforce Form C		**Nurses**	**HHAs**	**PCAs**	**Homemakers and Housekeepers**
92001	**92002**	**92003**	**92004**	**92005**	**92006**
Please answer the following questions for each staff type:					
How many employees are enrolled in employer-provided health insurance as of October 1?	**00003**				
How many employees have paid sick/vacation leave as of October 1?	**00004**				
How many employees have access to employer sponsored retirement plans as of October 1?	**00005**				
How many employees have short term disability insurance which the agency pays at least part of the premium as of October 1?	**00006**				
How many employees have filed Workers Compensation claims during the reporting year?	**00007**				
Non Wage Supports		**Yes/No**			
Does your agency offer any of the following non-wage supports to staff?					
Transportation Support	**00008**				
Childcare Support	**00009**				
Mentoring	**00010**				
Benefit Assistance	**00011**				
Scholarships	**00012**				
Does the agency pay increased wages for employees filling cases on weekends, holidays, or for complex cases?	**00014**				
Does the agency offer employer-provided health insurance?	**00015**				

Employees that receive health insurance or retirement plan benefits through the union, if the agency pays into the benefit, should be counted as enrolled in employer-provided health insurance or employer-sponsored retirement plan.

Short-term disability insurance may include the required coverage under New York State law or supplemental coverage that the agency offers.

ALP10 – Registration Form

ALP10 – Registration Form - collects an attestation that indicates the ALP LHCSA is currently operational and serving residents. If the ALP LHCSA has opened in the past year, you can report on the form that the ALP LHCSA is not yet operational and is currently not seeing residents.

Some fields on this form are **required fields**. You will not be able to submit the statistical report if this information is not filled in.

The appropriate Governing Authority Agent must request that the ALP LHCSA be registered with the Department of Health for the upcoming calendar year.

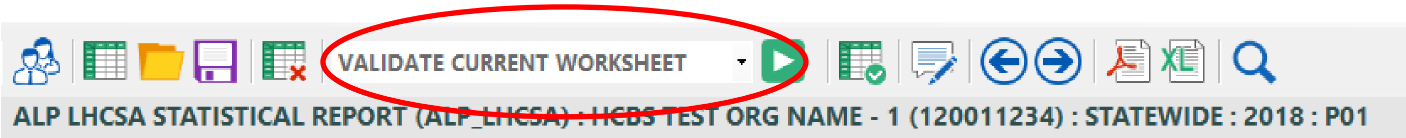
ALP10 Registration Form
Report Type : ALP_LHCSA

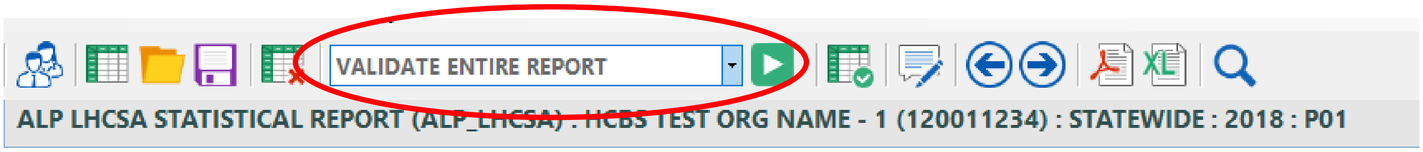
ALP10 Registration Form		**Response**
100000	**100001**	**100002**
		Name and Date
Today's Date	**00001**	
LHCSA Operator Name	**00002**	
LHCSA Administrator Name	**00003**	
		Yes/No
Did this ALP LHCSA provide resident care services during the report year of 1/1/2018-12/31/2018?	**00004**	
Did this ALP LHCSA provide resident care services during any portion of 2019?	**00005**	
Does this ALP LHCSA intend to provide resident care services in 2020?	**00006**	
		Yes/No and Date
Has this ALP LHCSA been open less than one year from today's date and has not served residents during this timeperiod?	**00007**	
Date the ALP LHCSA Opened	**00008**	
		Yes/No
Has this ALP LHCSA received payment for Nursing, HHA, or PCA services during the report year of 1/1/2018-12/31/2018?	**00009**	
No Licensed Home Care Services Agency shall be permitted to operate, provide nursing, persnoal care aide services or home health aide services	**00010**	
or receive payment for such services from any payor unless it is registered with the NYS Department of Health.	**00011**	
		Yes/No (Required)
Do you wish to register this ALP LHCSA with the NYS Dept of Health for the period 1/1/2020-12/31/2020?	**00012**	
		Yes/No and Name (Required)
By answering yes, I attest that all of the responses to this statistical report are true and correct to the best of my knowledge.	**00013**	
I understand that falsifying a statistical report may subject me to fines and/or sanctions under Section 210.45 of the Penal law and may invalidate the registration of the agency.	**00020**	
Name of Governing Authority Representative submitting this report:	**00014**	
The deadline to submit the Registration Form (ALP10) for the period beginning January 1, 2020 is November 16, 2019.	**00015**	
Failure to submit an accurate Registration Form (ALP10) by November 16, 2019 will result in a penalty of five hundred dollars ($500) for each month or part thereof that the ALP LHCSA is in default.	**00016**	
An ALP LHCSA will not be allowed to register for the following registration period unless it submits any unpaid late fees.	**00017**	
The Department shall institute proceedings to revoke the license of any ALP LHCSA that fails to register for two annual periods whether or not the periods are consecutive.	**00018**	

Validating the Statistical Report

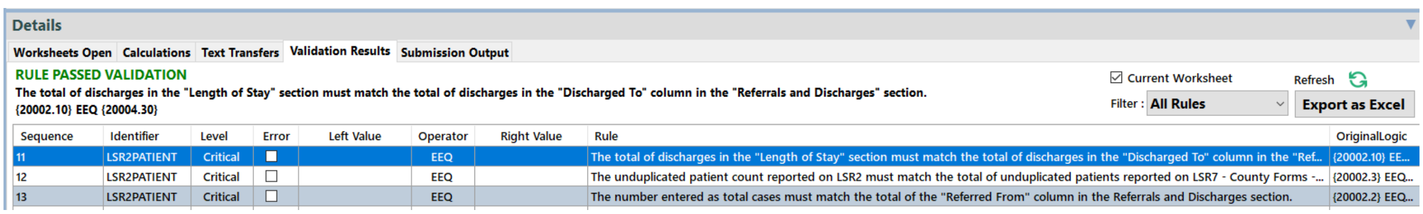
You may, at any time, validate the sheet you are working on, or validate the entire report. You **must** validate the report before submitting it.

Go to the top tool bar and click on the drop down box next to the green arrow.

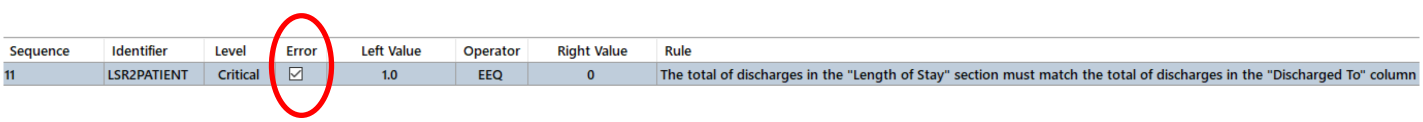




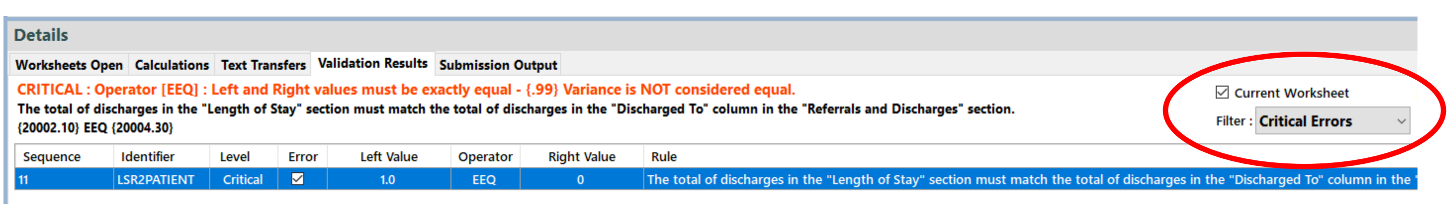
You can validate a worksheet at any time. You can also refresh the validation after it's been done once by clicking the refresh circle in the details portion of the report. Because there are so many worksheets, it may be easier to validate each worksheet once you've finished it. The results of the validation are in a table in the details section of the worksheet. The message that says "Rule Passed Validation" is only referring to the cell you are on – not the whole worksheet.



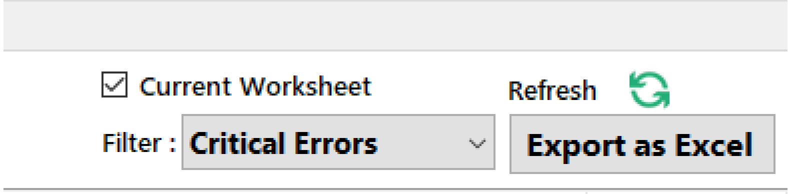
IMPORTANT NOTE: The details section is automatically set up to show all rules. It's only an error if there is a checkmark in the error box



To see if you have any cells with errors – click on the filter in the details section and change it from "all rules" to "critical errors".



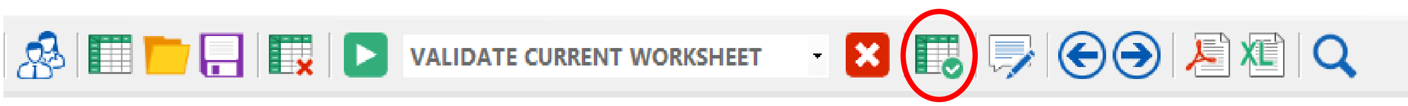
Validations can be done for the worksheet you are on by checking the box that says "Current Worksheet" or it can be done for all worksheets by unchecking the box.
You can fix an error and then re-run the validation by clicking on the refresh circle.



If you have passed the validation edits you will have no error boxes checked and get a green message that says Rule Passed Validation for each cell you choose.

Finalizing the Statistical Report

If you have passed all the validation edits, and you are satisfied with all responses on all forms, click on the Finalize Report icon.



Or click Action on the top tool bar and choose "Finalize Report"

A message will come up asking if you are sure you want to save and finalize. Click Yes.
A second message will come up directing you to correct errors (if there are any) or letting you know that the report has been finalized.

Select a location to save your Finalized Report**. Make sure that you are aware of where it is being saved (i.e. desktop) as you will need to find the file when you upload it onto the Healthcare Financial Data Gateway. You may wish to make a new folder on your desktop and save it there.**
You will save a PDF of the report, as well as a .pnp file of the report.

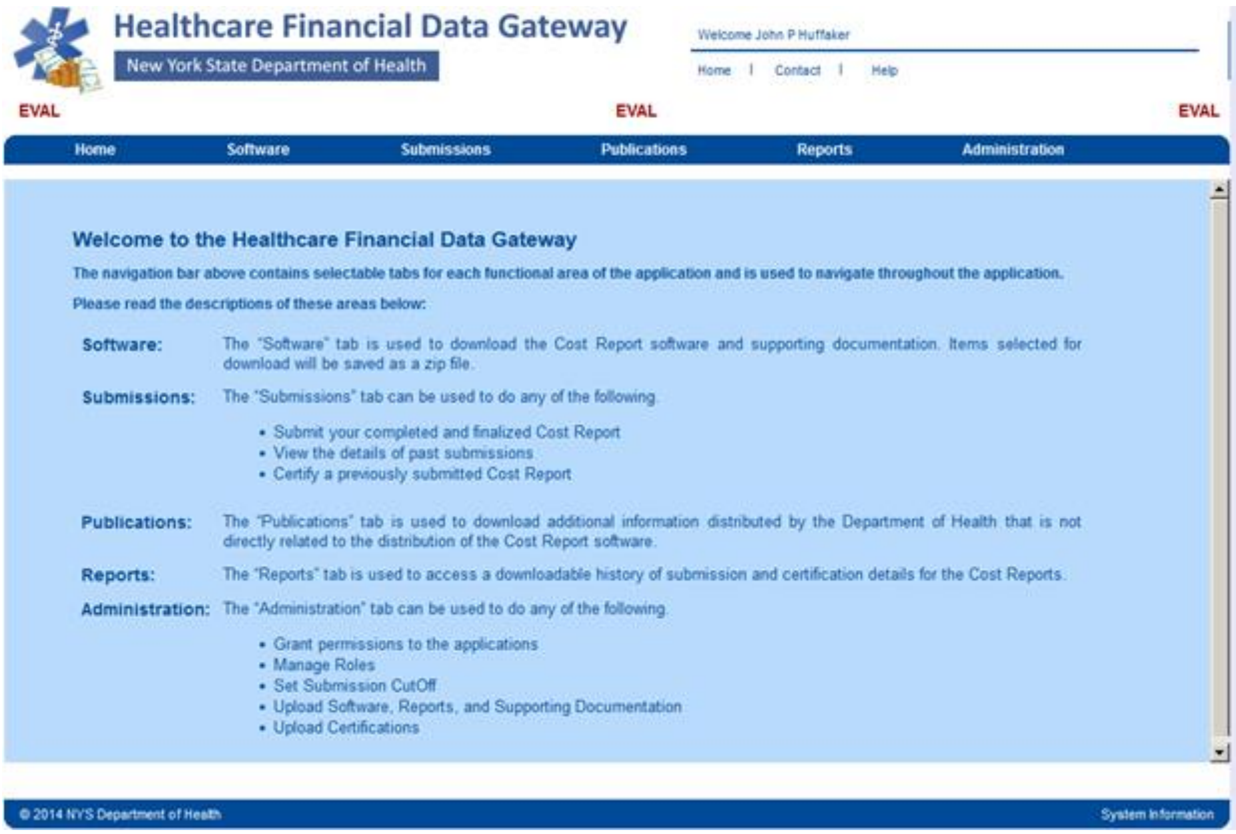
The name of the report will be:
Agency Name_(Agency License Number)_Statewide_2019_A00.pnp

The file you will want to upload will end in ".pnp"

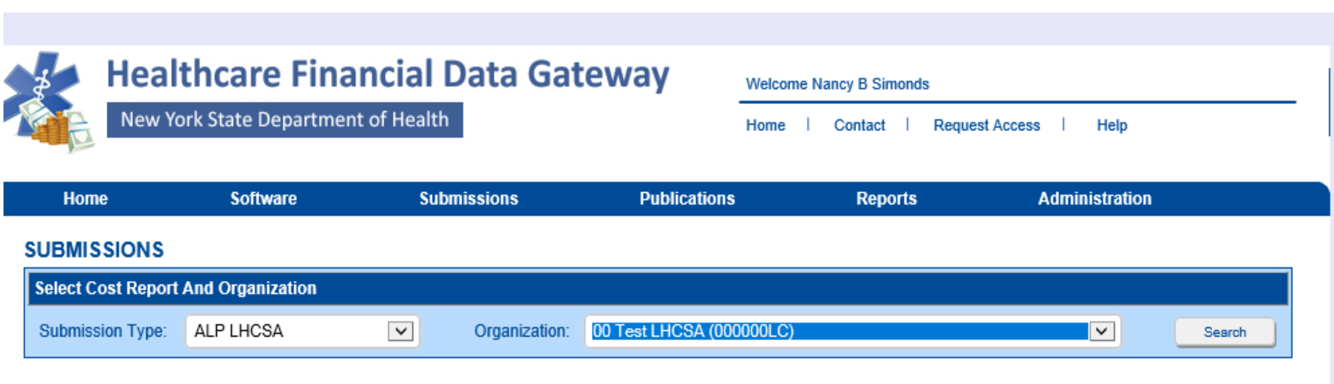
Your report is now ready to be submitted to the Healthcare Financial Data Gateway.

Submitting the Finalized ALP LHCSA Statistical Report to the Healthcare Financial Data Gateway

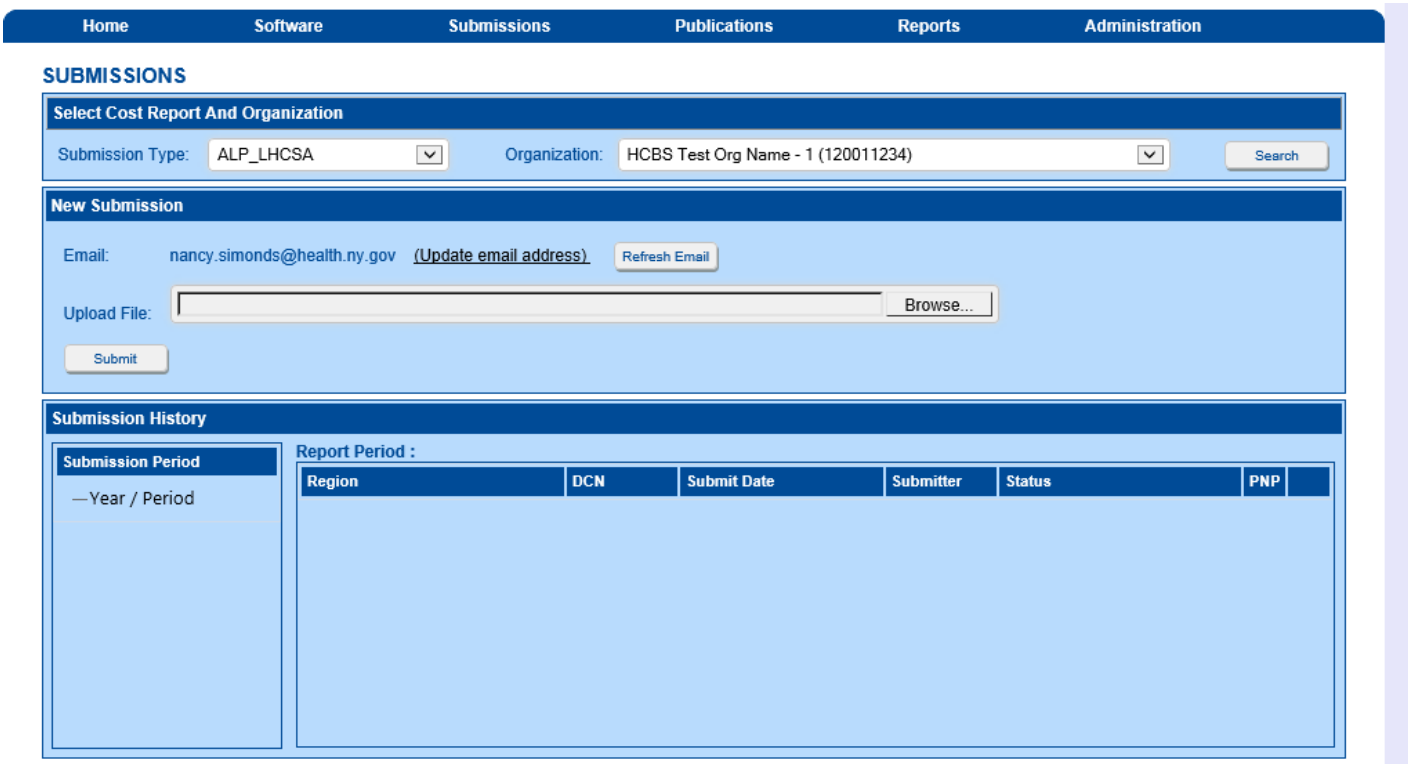
1. Login to the HCS.
2. Click on **Healthcare Financial Data Gateway** in **My Applications.** This will take you to the **Healthcare Financial Data Gateway** main page.



3. Click the **Submissions** tab – the **Submissions** page will display



4. Select **ALP LHCSA** as the **Submission Type** and your organization from the **Organization** list and then click the **Search** button. The **Submission** page will be expanded.



5. Click the **Browse** button to display a dialog box that allows you to locate your finalized ALP LHCSA Statistical Report. It will have a .pnp file extension.
6. Once you have selected the file to submit, click the **Submit** button.
7. The Su**bmission History** section of the **Submission** page will be updated to reflect the status of the submission.
8. A confirming email message will be sent to the email address listed in the **New Submission** section of the **Submission** page**.**

Attachment A – Report Tool Bar items

Worksheets

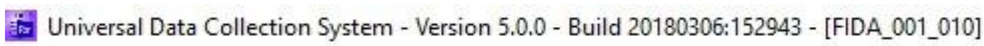
Worksheets

The Worksheets are listed in the Worksheet Panel which is located on the left side of the application window. Worksheets are listed in alphanumeric order by Worksheet name. Click on a Worksheet to view that Worksheet in the Matrix Panel. Click on the small arrow key in the top right of the Worksheet Panel to collapse or expand the panel. Use the "Windows" menu item to organize your Worksheets in the Matrix Panel.

Title Bar

Title Bar

The Title Bar is located at the very top of the window and will display the name, version and software build number, followed by the name of the active matrix table if a table is currently open.



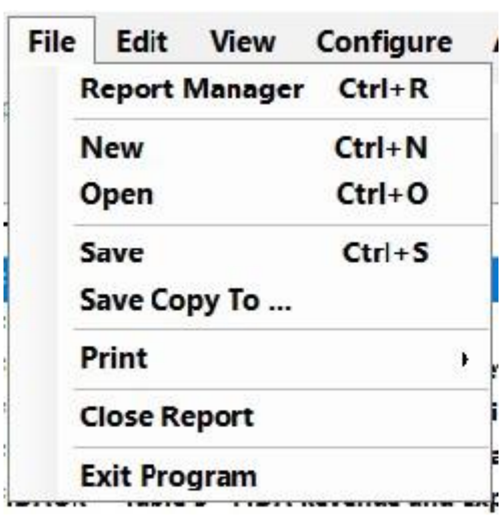
Menu Bar

UDCS Menu bar

The following Help Topics will guide you through the menu bar functionality.

File

The File Menu.



Report Manager: Select Report Manager to return to the Report Manager.

New: This command will start a new Report

Open: This command will enable you to open an existing Report

Save: This will save the Report you are working on.

Save Copy To: The Save Copy window will open and enable you to save a copy of your Report to a location that you choose.
Your working report location will remain in the default location: C:\ProgramData\UDCS\report

Print: Two options will be displayed that will enable you to save your Report as a Microsoft Excel document or a PDF document.
For either option, the Select Worksheets window will open. Check the worksheets you wish to export or check Select All to check all the worksheets.
You will be prompted to save the export file to a location you choose. You can then open the file from this saved location and print.

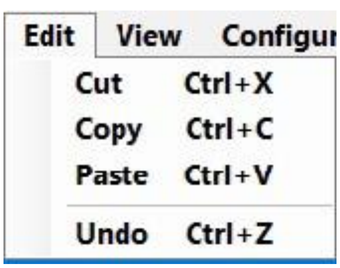
Close Report: Closes the Report. You will be prompted to save your data first.

Exit Program: Closes the UDCS software and the Report Manager. You will be prompted to save your data first.

Edit

The Edit Menu

Cut, Copy, Paste, Undo



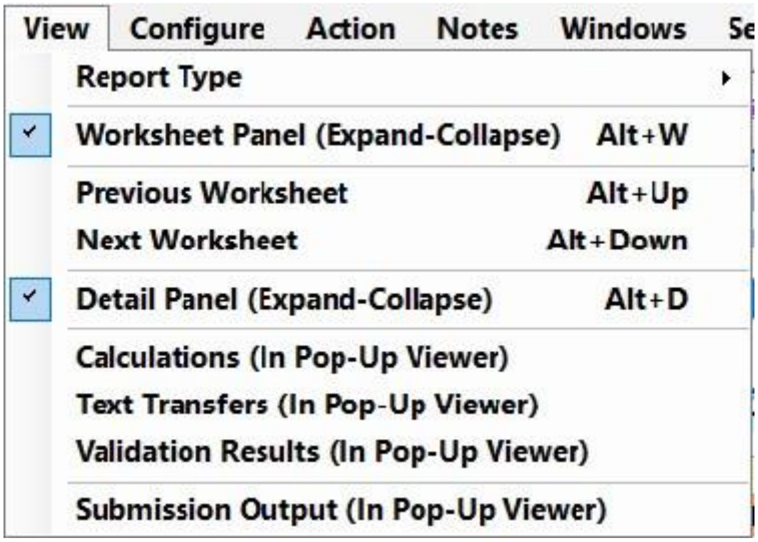
These features will enable you to copy data from one part of your report to another, or from Microsoft Excel to your Report with some limitations:
1) You may copy numeric data to numeric or non-numeric type cells. You may not copy non-numeric data to numeric type cells.

2) You may not paste data into read only cells such as targets of formulas.

3) You may select a range of cells to copy. However, when you paste the cells, the range size must match. If the range size does not match, you will not be allowed to copy the data.
For example, if you copy a 5 cell by 5 cell range and try to paste in a 3 cell by 3 cell area, or the area has read only cells, you will be alerted to adjust your range.

View

The View Menu



Report Type: You can choose to Select All Worksheets to display all the worksheets in the Report in the Worksheet display panel.
For Reports that have multiple Report Types, you may choose to select only the worksheets from the selected Report Type.

Worksheet Panel (Expand-Collapse): Expands or collapses the worksheets panel. It may be convenient to collapse the worksheet panel
when you are working on a large worksheet and could use extra space to see more of the worksheet.

With the worksheets collapsed you may also click on the arrow icon where the worksheets are collapsed to expand the worksheets.

Previous Worksheet and Next Worksheet: Use these commands to navigate through the worksheets.

Detail Pane (Expand-Collapse): Use this command to expand or collapse the Details panel. This works similarly to
expand-collapse worksheets.

The following menu items will each open a window that will enable you to Export the data as a text file.
Calculations: A window will open that lists all of the mathematical expressions in the Report.

Text Transfers: Lists all the Text Transfers in the Report.
Text Transfers consist of a value and a target. Once the value is entered, the target will automatically get populated with the same value.

Validation Rules: Lists all the Validation Rules in the Report.
Validation Rules are conditions that must be met for the report to be completed satisfactorily.

Submission Output: This is the XML output of the Report. It lists Report configuration information as well as class code/line numbers and the values that were entered for them.

Configure

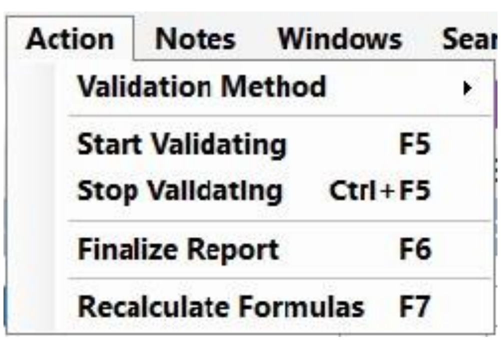
The Configure Menu

Control Data: Contains information that is required for the Report to be completed correctly and allowed to be submitted.
All required Control Data fields must be complete. Required fields will have a red exclamation point next to them.
When you open the Report, you will be alerted if the Control Data information is not completely filled out.

Report Settings / Report Types: These menu items are merely instructions to remind you what to do f you have created your report using the wrong configuration information, such as the wrong Report Type or wrong Region. Click on the File menu to Start a New Report. Select the correct settings and then transfer your data from the incorrect Report to the new Report.

Action

The Action Menu



Validation Method: Current Worksheet or Entire Report.

In order to Finalize the Report for Submission you must run it through the validation process. You can validate to check only the current Worksheet, or you can run Validation for the entire Report. You must Validate the entire Report in order to pass Validation and have a Finalized Report that is ready to submit.

Start Validating/Stop Validating: Once you have selected to validate the current Worksheet or the entire Report you can
select the Start Validating item. For larger Reports, you may choose to Stop Validating at any time.

Notepad

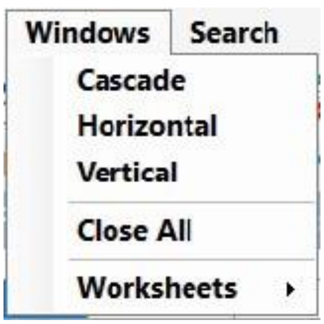
The Notepad Menu

This is a scratch pad to keep notes and provide additional information while you complete your report. Click the File menu and then Save to save Notes to your Report.
Use the File and Edit menu as you would a typical text editor.

Windows

The Windows Menu

Use the Windows commands to arrange the Worksheets to your satisfaction.
Select the Worksheets command to see a list of opened Worksheets. You may select an open Worksheet to bring it to the front of the Report.



Search

The Search Menu

Enter what you would like to search for in the Search box and click the Search button.
All results that match your Search criteria will be listed below. You may choose to Search the Current Worksheet or All Worksheets by toggling the radio buttons at the bottom of the window.

Help

The Help Menu

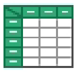
View Documentation will open the Help File that you are currently reading.

Click About to open the following window. This information contains details about the Report you have open as well as the versions of the software and files being used.

Icon Menu

Icon Menu

 Open the Control Data Form.

 Start a New Report.

 Open an Existing Report.

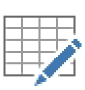
 Save the Report.

 Close the Report.

 Validate the Current Worksheet or the Entire Report.

 Stop the Validation process.

 Finalize the Report.

 Open Notepad.

 Open the Previous Worksheet.

Open the Next Worksheet.

Export the Worksheet as a PDF document.

Export the Worksheet as an Excel file.

Open the Search Window.

2019 Assisted Living Program (ALP) Licensed Home Care Services Agency (LHCSA) Statistical Report Frequently Asked Questions

Q. Where can I find instructions and documentation for the 2019 ALP LHCSA Statistical Report?

A. Sign on to the Health Commerce System (HCS)

Click on:

- My Content on the top purple tool bar
- Documents by Group
- View all Document Groups
- Long Term Care
- Training
- Home Care
- LHCSA Statistical Report

Q: Our Agency was not open in 2019 – do we need to submit a report?

A: If your agency was newly opened in 2020, you may register using the LHCSA Registration Short Form HERDS survey. You will need to send a note to HCStatRpts@health.ny.gov requesting access to the survey. Once this request is received, DHCBS staff will work with you to register your LHCSA.

Q: Our Agency was open in 2019, but did not serve patients – do we need to submit a report?

A: You must complete and submit the 2019 ALP LHCSA Statistical Report to register your agency with the Department of Health. You must fill out the contact information on form ALP1 Agency Information Form and fill out form ALP1 Registration Form entirely. If your agency has staff, you must complete and submit forms regarding Staffing and Wages, Costs and Workforce.

Q: Our Agency is an ALP LHCSA that exclusively serves patients of an Assisted Living Program. What needs to be submitted?

A: LHCSAs that EXCLUSIVELY serve patients in an Assisted Living Program are only required to submit the 2019 ALP LHCSA Statistical Report Form.

If your agency is a LHCSA that serves ALP residents and also serves patients in the community, you must complete and submit all forms on the 2019 LHCSA Statistical Report in regards to your patients in the community AND the 2019 ALP LHCSA Statistical Report in regards to the patients in the Assisted Living Program (ALP).

Q: I do not have access to the 2019 ALP LHCSA Statistical Report on the Healthcare Financial Data Gateway. What can I do?

A: People who were able to access the Healthcare Financial Data Gateway last year to download the software and the report continue to have access this year.   If you are in the Administrator role and are unable to access the Gateway, please send an email to HCStatRpts@health.ny.gov. If you are not assigned the Administrator role on the Health Commerce System – you should discuss with your administrator what they would like to do regarding giving you access to the report.

Q. Do I have to be assigned the Administrator role to enter data into the 2019 ALP LHCSA Statistical Report?

A. No. Once the software is installed on a computer and the Report format is loaded, anyone with access to that computer can enter data. However, only someone assigned the Administrator role can submit the report.

Q. My agency has multiple people assigned the Administrator role who are also registered with the Healthcare Financial Data Gateway so that they can download the software and report and can submit the final report. Should they all download a copy of the application and report?

A. The answer is it depends. They can each download and install the software on their computer, but care must be taken that all of them only enter data into a single, shared copy of report. If they enter data into private copies of the report, the private copies cannot be merged. If they submit private copies of the report, only the data from the last submitted copy will be available. See the next question.

Q. How can multiple people enter data into an ALP LHCSA Statistical Report?

A. You may want to have different people fill out different parts of the ALP LHCSA Statistical Report. For example, you may want someone from your fiscal unit to fill out the cost section, someone from human resources to complete the staffing and workforce sections and someone else enter the patient and service data. This can be done in different ways, but care must be exercised so that only one person is entering data into a report at a time. If more than one person enters data into a report at the same time, only the changes made by the last person to save their copy of the report will be retained.

The simplest way to have multiple people work on the report is to install the application on a single computer and have people use that computer to enter data into a report stored on the computer. This enforces the requirement that only one person enter data at a time.

Another way to have multiple people input data is to install the application on the computers of everyone who will be entering data. The application and report can be downloaded once, stored on a file server or flash drive, and then installed from the server or flash drive onto the computers of all the people who will be entering data.

One person should then create and save the initial instance of the report for a license. The default location for this file (which has an extension of .pnp) will be in the My Documents\UDCS folder of the person who created the report. A copy of this file can then be placed on a file server where it can be accessed by those who have had the application installed on their computer.

Only one person should enter data into the report at a time. **If more than one person enters data into a report at the same time, only the changes made by the last person to save their data will be retained.** Also, everyone must enter data into this one report. Data entered into other copies of this report cannot be merged into this one report and will have to be re-entered.

Alternatively, the initial instance of an ALP LHCSA Statistical Report can be stored on a single flash drive which can be given, in succession, to each person who will be entering data. These people must have the ALP LHCSA Statistical Report application installed on their computers. All people entering data must save it to the same flash drive; there is no way to merge data entered into multiple instances of an ALP LHCSA Statistical Report into a single copy.

Q: I've downloaded the Report Manager software, but I get an error message when I try to install it on to my computer. What can I do?

A: You may not have the privileges needed to install software on to your computer. You may need to contact your IT Department and have them install the software on to your computer. Please note that the Report Manager software requires Windows 7 or later operating system.

Q: I've tried to download the Report Manager software on my Mac computer, and it does not work. What can I do?

A: Report Manager software requires Windows 7 or later operating system. It will not work on a Mac. You must use a computer that has Windows to submit your 2019 ALP LHCSA Statistical Report.

Q. I have downloaded and installed the software, but when I download the Report and try to open the downloaded file, I get a prompt for a password or an error message that says the file may be damaged. How can I download the Report?

A. The file containing the ALP LHCSA Statistical Report matrix is a .zip file that contains an encrypted file. Depending on how your browser is configured, it may attempt to open the .zip file for you. You do not need to open this file and extract the contents; you should save it where you can locate it and load it into the Report Manager.

Q: I have completed the report and finalized and saved it. When I go to upload the report on the Healthcare Financial Data Gateway, I get the error message that says I cannot upload a PDF file. What do I need to do?

A: When you finalize the report and are asked to save it, the software will save both a PDF version of the file and a PNP version of the file. You must upload the PNP version.

FAQs about the Forms:

ALP2

Q: What is meant by resident census?

A: Resident census is the number of residents being served at a particular point in time.

Q: What is meant by unduplicated resident count?

A: The unduplicated resident count is the number of discrete individuals provided with home care services. A resident is counted only once regardless of the number of cases that they represent.

ALP3 – Cost From

Q: If certain costs fall into two categories, should they be listed twice?

A: No. Do not double count costs. Choose one of the cost categories and enter the cost only once.

Q: Do costs related to the delivery of services include the wages paid to the employee giving the services?

A: Yes. Include Wages in the costs on ALP3 – Cost Form.

Q: What is meant by Administrative and General Costs?

A: Administrative and General Costs are expenditures related to the day-to-day operations of a business. These costs pertain to the operation of the business, rather than the cost for services to patients. Examples include rent, utilities, and office supplies.

Q: What is meant by Capital and Related costs?

A: Capital and related costs are fixed, one-time costs incurred for the purchase of land, buildings, or construction. Building improvement costs that add to the value of the property are included in capital costs. Maintenance of buildings and property are not included in capital costs.

ALP 4 – Staff and Wages Form

Q: What is meant by full time employee and hourly employee?

A: The IRS defines a full-time employee as an employee who works on average at least 30 hours per week, or 130 hours per month. Employees that work less than this should be considered hourly.

Q: What is included under fringe benefits?

A: Fringe benefits are employment benefits granted by an employer that have monetary value but do not affect basic wage rates. Fringe benefits may include health insurance, vision and/or dental insurance, paid holidays, pension, or items such as uniforms, or a company car.

Q: We pay HHAs/PCAs bereavement, jury duty, overtime, Paid Time Off (PTO), holidays, travel time, annual medical exam time, in service/special training time etc. Are these considered fringe benefits?

A: Yes. These items can be included as fringe benefits on forms ALP3 Cost Form and the ALP4 Staff and Wages form.