



Department of Health

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Governor

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Commissioner

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Acting Executive Deputy Commissioner

November 29, 2021

DAL: DHCBS 21-15
Subject: 2020 LHCSA Statistical Report and
2020 ALP LHCSA Statistical Report

Dear Administrator:

The 2020 Licensed Home Care Services Agency (LHCSA) Statistical Report and the 2020 Assisted Living Program (ALP) LHCSA Statistical Report will be made available for downloading on November XX, 2021. Reports must be submitted by **December 31, 2021**.

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/data>

LHCSAs that were licensed during the current year, 2021, will be automatically registered for and may provide services and bill during 2021. LHCSAs must register for 2022 by successfully submitting a **complete** 2020 LHCSA Statistical Report and/or 2020 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 2020 ALP LHCSA Statistical Report. An ALP LHCSA serving patients in the community must also fill out and submit all sections of the 2020 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 2020 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 2020 LHCSA Statistical Report and the 2020 ALP LHCSA Statistical Report will use the NYSDOH developed Universal Data Collection System (UDCS) platform.

- Please review and follow the directions for the 2020 Statistical Reports.
- 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 past submissions of the 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.

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 2020 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 2020 LHCSA Statistical report on time. Please send any questions, comments, and concerns to HCStatRpts@health.ny.gov.

Sincerely,

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