



September 18, 2025

DAL: DHCBS 25-13
Subject: 2024 Licensed Home Care
Services Agency Statistical Report and
2024 Assisted Living Program Licensed
Home Care Services Agency Statistical
Report

Dear Administrator:

The 2024 Licensed Home Care Services Agency Statistical Report and the 2024 Assisted Living Program Licensed Home Care Services Agency Statistical Report will be made available for completion on September 18, 2025. Reports must be submitted by **December 31, 2025**.

Licensed Home Care Services Agency Registration Process

Section 3605-b of the Public Health Law requires annual registration of all licensed home care service agencies with the Department of Health (“Department”). As such, all Licensed Home Care Services Agencies, including those that are affiliated with an Assisted Living Program, are required to be registered with the Department beginning January 1, 2019, and annually thereafter. The registration status of each Licensed Home Care Services Agency is then publicly posted on the Department’s Health Data NY website at <https://data.ny.gov/browse?q=Licensed%20Home%20Care%20Services%20Agency%20Registration%20Status>.

Licensed Home Care Services Agencies must register for 2026 by successfully submitting a **complete** 2024 Licensed Home Care Services Agency Statistical Report and/or 2024 Assisted Living Program Licensed Home Care Services Agency 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 Licensed Home Care Services Agency is not registered.
- Licensed Home Care Service Agencies that are not registered will not be allowed to operate until they become registered.
- The Department may revoke the license of any Licensed Home Care Services Agency that fails to register timely for two years, not necessarily consecutive.

Please note that Licensed Home Care Services Agencies that were licensed during the current calendar year (2025) will need to complete the registration portion of the statistical report to be registered for 2026.

Assisted Living Program Licensed Home Care Services Agencies

All Assisted Living Program Licensed Home Care Services Agencies must submit the 2024 Assisted Living Program Licensed Home Care Services Agency Statistical Report. An Assisted Living Program Licensed Home Care Services Agency serving patients in the community must also complete and submit all sections of the 2024 Licensed Home Care Services Agency Statistical Report to report data for these community patients;

however, an Assisted Living Program Licensed Home Care Services Agency that does not serve patients in the community must only complete and submit the 2024 Assisted Living Program Licensed Home Care Services Agency Statistical Report. For those Assisted Living Program Licensed Home Care Services Agencies 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 2024 Licensed Home Care Services Agency Statistical Report and the 2024 Assisted Living Program Licensed Home Care Services Agency Statistical Report will use the Department-developed Universal Data Collection System platform.

- Please review and follow the directions for the 2024 Statistical Reports.
- Only those assigned the Health Commerce System Administrator Role will be allowed to submit the report. It is imperative that your agency's Health Commerce System Administrator Role assignments be accurate and up to date. The Licensed Home Care Services Agency 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 email HCStatRpts@health.ny.gov to ensure that requisite permissions to access the Universal Data Collection System platform are in place.
- The Universal Data Collection System application and the Licensed Home Care Services Agency Statistical Report form(s) must be downloaded from the Health Commerce System and installed on a user's computer. There have not been changes to the software; therefore users who submitted the 2023 report will not need to download the software again to complete the 2024 report. However, the 2024 report form(s) will need to be downloaded. Users designated by the agency can then enter the required data.

Please continually monitor the Health Commerce System. Information will be provided through the Health Commerce System including directions for downloading and installing the Universal Data Collection System application and the Licensed Home Care Services Agency 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 2024 Licensed Home Care Services Agency Statistical Report is extensive and the successful registration of your Licensed Home Care Services Agency depends upon your submission of an acceptable Licensed Home Care Services Agency Statistical Report.**

Thank you in advance for the timely submission of your 2024 Licensed Home Care Services Agency Statistical report. Please send any questions, comments, and concerns to HCStatRpts@health.ny.gov.

Sincerely,



Mildred P. Ferriter, MBA
Director, Division of Home &
Community Based Services
Surveillance

Attachment

cc: V. Deetz
M. Chittenden