



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

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

February 8, 2018

RE: January 2018 Census Dates and Roster Upload Period

Dear Administrator/Director of Nursing:

This is formal notification of your facility's January 2018 Minimum Data Set (MDS) census data collection period for Medicaid reimbursement. This is a midnight census to include ALL RESIDENTS regardless of payer source.

Census Roster Data for the January 31, 2018 MDS collection must be submitted, accepted by CMS and uploaded over the Health Commerce System (HCS) within the time periods outlined in the chart below.

Date	Task	Owner
January 31, 2018	Census date	DOH
October 31, 2017	Lookback ends	DOH / CMS
March 7, 2018	Last day to submit data to CMS	Providers
March 8, 2018	Freeze database	DOH
March 14, 2018	Load census data table to HCS	DOH
March 19 – April 6	Upload / Reconcile census data to HCS table	Providers
April 13, 2018	MDS Certifications due to PRIMail@health.ny.gov	Providers

After your data has been accepted by the Department during the March 19 to April 6 period, you will have an additional seven (7) calendar days (as specified in the acknowledgement) to make corrections.

Please review the Policy and Procedure for Processing the Minimum Data Set (MDS) Assessment Data for Medicaid Rate Setting Purposes (Revised 12/2009) for detail on the MDS data collection process and upload. The policy manual is available on the MDS for NF Reimbursement section of the Health Commerce System (HCS).

If you have any questions please send an email to PRIMail@health.ny.gov
Or call (518) 473-4421.

Sincerely,

Ann Foster
Deputy Division Director
Division of Finance and Rate Setting
Office of Health Insurance Programs