



## Department of Health

ANDREW M. CUOMO  
Governor

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

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

April 15, 2016

Re: 2015 RHCF-4 Software

Dear Administrator:

In accordance with Part 86-2.2 of the Commissioner's Administrative Rules and Regulations, all nursing facilities must complete and file annual financial and statistical reports (i.e., Cost Reports) provided by the Department of Health ("the Department"). The 2015 RHCF-4 Cost Report software is now available through the Internet-based Health Commerce System (HCS).

**Please be advised that the 2015 RHCF-4 Cost Report and independent accountant and operator certifications must be filed with the Department no later than Friday, July 15, 2016.**

Any facility that does not submit the 2015 RHCF-4 Cost Report and independent auditor and operator certification by due date above will be considered late. The Department will not accept requests to extend the established due date. Facilities that fail to meet the Friday, July 15, 2016 due date may be subject to the penalties imposed by Section 86-2.2 of the New York Codes Rules and Regulations (NYCRR) as well as penalties associated with the Quality Initiative.

The Department has included two attachments on HCS to accompany the software release. Attachment 1 outlines guidelines associated with the submission of the cost report. Attachment 2 provides instructions on the Electronic Certification process and a blank access request form.

If you have any questions concerning the submission of the RHCF-4 Cost Report or HCS access please send an email to [RHCF-HCS@health.ny.gov](mailto:RHCF-HCS@health.ny.gov) with RHCF-4 in the subject line. **Do not send emails to [BVAPR@health.ny.gov](mailto:BVAPR@health.ny.gov) . That email address is no longer associated with RHCF's or HCS.**

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Simmons".

Steve Simmons  
Director  
Bureau of Managed Long Term Care