



# Department of Health

ANDREW M. CUOMO  
Governor

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

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

MAY 21 2015

RE: 2014 LTHHCP Cost Report Software

Dear Administrator:

In accordance with Part 86-5.2 of Title 10 of the Commissioner's Administrative Rules and Regulations, all Long Term Home Health Care Programs (LTHHCP) shall complete and file annual financial and statistical report forms.

The 2014 LTHHCP Cost Report (lthhc12) must be filed with the Department **no later than August 15, 2015. The operator's and accountant's certifications must be received on or before August 15, 2015 also.** If a provider files the report or certifications after the required due dates, penalties may be assessed in accordance with Part 86-5.2(a) and Section 12-d of the Public Health Law and the agency will not receive a 2016 Medicaid rate.

### **Health Commerce System (HCS) Address**

The 2014 LTHHCP Cost Report software is now available on the Department's Internet-based HCS (formerly HPN). This may now be accessed at <https://commerce.health.state.ny.us> by the appropriate individuals at your agency with user accounts. Once you have reached this site the new Health Commerce System (HCS) portal is now available by choosing "HCS Portal" for more personalized user access to specific applications such as the LTHHCP cost report application. Note the search engine available on the left - type "orientation guide" for a link to information designed to help you familiarize yourself with the new HCS portal features that will allow users more direct access to their specific applications.

Users with access to the LTHHCP Cost Report application should find that application in their personalized list of "my applications" on the left; choose LTHHC cost report and then scroll down and access the 2014 LTHHCP Cost Report software for download.

You will note a recent change in the LTHHCP Cost Report application display on HCS. This revision is the result of a change in the Department's internal process for accepting and storing cost report data that requires a separate link for you to review historical cost report information for reports submitted prior to April 29, 2015. It has no impact on the process for you to upload your 2014 report and you should certify the finalized 2014 cost report on the links identified as "after APR-28-2015".

## **Accountant and Operator Electronic Certifications**

The Department will continue to utilize an electronic signature process for the submission of the CPA and Operator certifications. Two applications for this electronic signature process are available through the new HCS portal as you scroll down under the LTHHCP cost report page, and access to both is required to successfully complete and submit the 2014 LTHHCP Cost Report. As noted above, reports are to be certified on the links identified as "after APR-28-2015".

To certify the Cost Report electronically, the facility's CPA and the appropriate signatory for the agency, in accordance with Part 86-5.2, each must have an HCS account. If these individuals do not yet have an HCS account, your HCS coordinator should immediately begin the process of requesting the account(s) through the HCS system. If your CPA does not have an existing HCS account, providers are encouraged to establish the CPA's user account under your Home Health Agency organization, to expedite the process of obtaining access to the CPA certification application.

For both certifications to be valid, a current "Electronic Certification Access Request Form" (attached) must be on file with the Department. If you submitted this form for a previous Cost Report and the same individuals who provided the Operator and CPA certifications for the 2013 report are also certifying for 2014, a new form is not required.

**However, if one or both of the certifiers has changed, you must submit a new form. Please complete the form in its entirety** (including any elements that have not changed), scan and submit electronically (as an e-mail attachment) to the Bureau's LTHHCP mail log: ***BLTCR-LT@health.ny.gov***. If you do not have scanning capability, the original signed hard copy must be mailed to:

Mr. Russell J. Smith  
New York State Department of Health  
Bureau of Managed Long Term Care/FFS  
One Commerce Plaza – Room 1405  
99 Washington Avenue  
Albany, NY 12210

This form should not be submitted until both the operator and CPA signatories have HCS accounts established. Upon receipt of the properly completed form, Bureau staff will grant the appropriate access to each of the electronic signature applications. **Please be sure that the information on signatories in the "Configure" section of the cost report is an exact match with the Electronic Certification Access Request Form. Information from the "Configure" screen will automatically appear on the certifications.**

The operator and CPA electronic certifications must be submitted no later than August 15, 2015. If an agency files multiple reports, certifications are only required for the report you deem to be the "final" report.

## **Filing the Report**

Once your Cost Report passes all edits and is finalized, a Declaration Control Number (DCN) will appear on the computer screen and each page of report printouts. Any change in the cost report will cause the DCN to be erased and another DCN will not be generated until the report is finalized again. Please refer to the HELP section of the LTHHCP software for information on how to create and submit a final Cost Report and the DCN Number.

The Department will be accepting reports when you receive this letter. When the report has been successfully uploaded and filed with the Department, the agency will receive an electronic acknowledgment indicating the report is accepted and confirming the DCN for the agency's report. This will happen each time that the agency files a report with a different DCN. Reports with the same DCN will be rejected after the first report is accepted.

If an agency files multiple reports, certifications are required only for the "final" report. If multiple certified reports are erroneously filed, the Department will deem the last report filed for the agency as the "final" report.

**Please note that a Cost Report is not deemed to be complete and properly filed, and thus eligible to be used by the Department to determine reimbursement rates, until the required certifications from the CPA and Operator are electronically submitted.**

To resolve any problems or questions regarding the electronic mail network please contact the **HELP line at 1-866-529-1890**.

To resolve any questions concerning HCS access, the electronic certification process, or for the completion and submission of the Cost Report, please contact Russ Smith at (518) 473-4421.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Simmons', with a stylized flourish at the end.

Steve Simmons  
Director  
Managed Long Term Care/FFS  
Office of Health Insurance Programs

