

June 3, 2013

DAL: DHCBS 13-08

Subject: 2010 LHCSA Statistical Report

Dear Administrator:

The Department will activate the 2010 LHCSA Statistical Report on the Health Commerce System (HCS) on June 10, 2013. The reports must be submitted by August 9, 2013. The LHCSA Statistical Report is used to collect information such as the number of visits and revenue by payor, the number of personnel employed, and the numbers of cases and visits by service and county. This data collection is authorized under NYCRR 766.12.

The data collection tool has been changed from those used in previous years. Prior to the 2009 reporting year, the data was collected through HCBC surveys on the HCS. For the 2009 reporting year, an MS Excel spreadsheet was used. A re-designed HCBC survey will be used for the 2010 reporting year. The data collected will be the same as that collected for the 2009 reporting year except for the consolidation of fringe benefits into statutory and non-statutory and the addition of unduplicated patient counts by county, regardless of services provided.

To access the application, log on to the HCS and click on **HCBC** under **My Applications**. Then select your agency from the **Reporting Organizations** drop down menu, click **DATA ENTRY** on the navigation bar at the top of your browser window and select **2010 LHCSA Statistical Report** from the **Activity** drop down menu.

Individuals assigned in the Administrator, Director of Patient Services, HCS Coordinator, and Data Reporter roles in the HCS Communication Directory may enter data. Only the Administrator may submit data.

It is important that you submit accurate and complete information. The data collected is used to make policy decisions concerning the home health care industry; NYSDOH's Home Health Profile web pages are based on this data; agencies not submitting may be cited, enforced, and fined; LHCSA applications of delinquent agencies will not be processed; and not submitting a report will be considered evidence of not being operational.

The Commerce Training Institute (CTI) will be offering web-based training on the HCS survey tools on which the LHCSA Statistical Report is built. This training will be available during the period in which this statistical report will be collected. To register for the webinar, enroll in course CTI-119 at <https://www.nylearnsph.com>. You may contact them by email at hcsoutreach@health.state.ny.us or by calling (518) 473-1809.

Again, the reports must be submitted by August 9, 2013. Historically, a significant number of agencies have waited until the last week prior to the report due date to enter and submit their Statistical Reports. Due to the high volume of users during this period and limited system and personnel resources, agencies that do so may encounter extended system delays and wait times for support. We strongly encourage agencies to enter and submit data as early as possible.

Send questions or requests for assistance with this report to HCTestRpts@health.state.ny.us or call Rick Kubis at (518) 408-1638.

Sincerely,

A handwritten signature in cursive script, reading "Rebecca Fuller Gray". The signature is written in black ink and is positioned above the printed name.

Rebecca Fuller Gray

Director

Division of Home and Community Based Services