



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Acting Commissioner

MEGAN E. BALDWIN
Acting Executive Deputy Commissioner

June 9, 2023

Dear Administrator:

This letter provides you with information regarding the 2022 RHCF Cost Report submissions. The 2022 software is now available through the internet-based Health Commerce System (HCS). The 2022 cost report and applicable electronic certifications are due to the Department by **Wednesday, August 9, 2023**.

Please note the following changes have been made to the software,

- Schedule Q – Facility Reported Capital – Section IV has been removed
- Schedule 9 – Line 63 – Computer Rent – Section I and Section III has been removed
- New specialty cost center for approved facilities to report Young Adult specific costs

The following documents are located on the HCS in the NH Cost Report section to aid in the submission:

- RHCF Cost Report Submission Guidelines
- RHCF Cost Report Electronic Certification Access Instructions

Additionally, as referenced in the communication from the Department on March 4, 2022, the software provided by the Department is the **ONLY** software that can be used for submission of the cost report. Third party software creates errors in submission and will not be accepted.

If you or your delegate fills out the cost report in a third-party software and then loads the data into the Department's software, the cost report does **NOT** load correctly and the cost report will be deemed unsubmitted and the provider will be subject to penalty.

It is critical that all providers and their delegates prepare and submit their cost report **ONLY** through the Department of Health software.

If you have any questions regarding the submission of the Cost Report or HCS access, please send an email to RHCF-HCS@health.ny.gov Please include RHCF Submission or HCS access in the subject line.

Sincerely,

Laura Rosenthal, Director
Bureau of Nursing Home and LTC Rate Setting
Division of Finance and Rate Setting
Office of Health Insurance Programs

Attachments