



## 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 25, 2020

Dear Administrator:

This letter provides information regarding the Home Care Cost Report Outreach Sessions for all Certified Home Health Agencies (CHHA), Licensed Home Care Services Agencies (LHCSA), and Fiscal Intermediaries (FI) operating in New York State (the State).

The purpose of these outreach sessions is to provide in-person sessions for CHHAs, LHCSAs, and FIs to understand the information required for the Home Care cost report submission and audit processes. It is essential that the people who are responsible for filling out cost reports are in attendance for these sessions, as they will learn critical information that will assist them in completing the reports. The presentation materials will be distributed via email prior to the session. **Please print the materials and bring them, as copies will not be provided during the session.**

Speakers from both the Department of Health (DOH) and KPMG will provide the following:

1. Overview of the Cost Report Process
2. Key Information
3. KPMG's Role
4. Introduction to the Web-based Tool
5. Web-based Tool Walkthrough
6. Cost Report Schedules Walkthrough
7. Audit Process Overview
8. Timeline and Next Steps

Below is a schedule of the outreach sessions to be held in various regions throughout the State. ***Please use the RSVP link to register for the session you plan to attend – no later than three (3) days prior to the session.*** In the event that your selected outreach session reaches maximum capacity, DOH will offer additional sessions to accommodate all agencies.

### 1. **Wednesday, March 4<sup>th</sup> (two sessions)**

#### Session One:

- Time: 9:00 AM – 1:00 PM
- Location: HRA (LDSS), 505 Clermont Avenue, 6<sup>th</sup> floor Auditorium (06-41), Brooklyn, NY 11238
- RSVP Link: <https://www.eventbrite.com/e/94852948723>

#### Session Two:

- Time: 1:30 PM – 5:30 PM
- Location: HRA (LDSS), 505 Clermont Avenue, 6<sup>th</sup> floor Auditorium (06-41), Brooklyn, NY 11238
- RSVP Link: <https://www.eventbrite.com/e/94853083125>

2. **Friday, March 6<sup>th</sup>**

- Time: 12:30 PM – 4:30 PM
- Location: Mohawk Valley Health System Center for Rehabilitation and Continuing Care – Community Room, 1650 Champlin Avenue, Utica, NY 13502
- RSVP Link: <https://www.eventbrite.com/e/94850529487>
- Note: Even if your agency has preregistered for this session through the Home Care Association of New York State, you will still need to register via the Eventbrite link. **If your agency has not preregistered for this session, you will be added to a waiting list as the session is currently at maximum capacity.**

3. **Thursday, March 12<sup>th</sup>**

- Time: 1:00 PM – 5:00 PM
- Location: Hilton Garden Inn, 30 Celebration Drive, Rochester, NY 14620
- RSVP Link: <https://www.eventbrite.com/e/94848693997>

4. **Thursday, March 19<sup>th</sup>**

- Time: 9:00 AM – 1:00 PM
- Location: Empire State Plaza, Meeting Rooms 3 & 4, Albany, NY 12210
- RSVP Link: <https://www.eventbrite.com/e/94853751123>

5. **Wednesday, March 25<sup>th</sup>**

- Time: 12:30 PM – 4:30 PM
- Location: Catholic Home Care, Castellano Conference Room, 110 Bi County Boulevard, Farmingdale, NY 11735
- RSVP Link: <https://www.eventbrite.com/e/94851217545>
- Note: Even if your agency has preregistered for this session through the Home Care Association of New York State, you will still need to register via the Eventbrite link. **If your agency has not preregistered for this session, you will be added to a waiting list as the session is currently at maximum capacity.**

6. **Wednesday, April 1<sup>st</sup>**

- Time: 12:30 PM – 4:30 PM
- Location: Auditorium; South Nassau Communities Hospital – Business Office, 1000 South Oyster Bay Road, Hicksville, NY 11801
- RSVP Link: <https://www.eventbrite.com/e/94852579619>

Note that each of the above sessions will consist of an identical presentation that applies to CHHAs, LHCSAs, and FIs. Your agency can choose which session to attend based on the date and location that works best. Each agency should send the representative(s) who will be responsible for the completion of the cost report submission and audit processes.

**Next Steps**

Once your agency has decided which of the above outreach sessions you will be attending, please use the Eventbrite link included below the respective session to RSVP for your chosen session. If you pre-registered for either the March 6 or 25<sup>th</sup> sessions, and a different location/date is preferable, you may register for those instead. Please RSVP through Eventbrite by three days prior to the

intended session and be sure to include the name of the individual(s) from your agency who will be attending.

We appreciate your continued support throughout this process and look forward to seeing you in-person at one of these sessions.

Sincerely,

A handwritten signature in cursive script that reads "Ann Foster".

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

