INTRODUCTION

Welcome to the documentation for LHCSA (Licensed Home Care Services Agency) and ALP (Assisted Living Program) LHCSA Statistical Report using the Universal Data Collection System (UDCS), a data collection tool that enables you to enter data for submission to the Department of Health in a spreadsheet-like environment. In the past, the Statistical Report information was collected through the Health Electronic Response Data System (HERDS). This has been upgraded to UDCS because it offers a more familiar, Excel-like interface and more powerful editing capabilities.

A UDCS data collection application has two parts – the UDCS Report Manager and Shell, which manage the reports on your computer and is like the Microsoft Excel executable, and the reports or formats that correspond to spreadsheets. This document will guide you through the process of downloading and installing the UDCS Report Manager and Shell and the reports.

NOTES:

- A Health Commerce System (HCS) account is required to download the UDCS Report Manager, Shell, and the reports.
- The Report Manager requires Windows 7 or later operating system. The software WILL NOT operate correctly with previous operating systems such as Windows Vista or Windows XP and CANNOT be run on an Apple computer.
- The software, executables, and reports must be installed on the computer of the user who will be entering and submitting the data. The user installing the software must have Windows Administrator privileges on the computer on which it is being installed. The Windows Administrator must not use the "Administrator Shortcut" where the user is signed on to the computer, but the Administrator right clicks and chooses "Run as Administrator". The Administrator must sign on to the computer.
- Only users who were assigned the HCS Administrator role <u>when the application was released</u> will be able to submit data. Other users can be added afterward but a request must be sent to <u>HCStatRpts@health.ny.gov</u> after the user has been assigned the HCS Administrator role.
- A single data file (this file has an extension of .pnp) should be created for each licensed site that your organization operates.
- A single copy of the data file can be stored in a location where multiple people can access it. This will
 enable people to enter the data that is appropriate for their organizational function e.g. business office
 personnel entering the cost and revenue data and human resources personnel entering staffing and
 wages data. <u>HOWEVER, ONLY ONE PERSON SHOULD ENTER DATA AT A TIME.</u> If multiple people
 are entering data at the same time, only the data from the last person who saved will be retained.
- This documentation has been updated from previous versions. Images may be from previous report years. Dates in the text have been updated for the current report year (2023).

User Account Control

Do you want to allow this app from an unknown publisher to make changes to your device?

×

C:\WINDOWS\Installer\b6	1361a.msi
Publisher: Unknown File origin: Hard drive on this c	omputer
Show more details	
To continue, enter an admin us	er name and password.
User name	
Password	
Domain: SVC	
More choices	
Yes	No

Installing the Software, Reports and Documentation

- 1. Login to the HCS.
- 2. Click on Healthcare Financial Data Gateway in My Applications.
- 3. If it is not there:
 - a. Click on the My Content tab at the top of the HCS home page.
 - b. Click on All Applications.
 - c. Click on **H** in the **Browse by** alphabet list.
 - d. Click on the green sphere marked with a plus sign (+) on the row for the Healthcare Financial Data Gateway.
 - e. Go back to My Content.
 - f. Click on Healthcare Financial Data Gateway in My Applications.

This will take you to the **Healthcare Financial Data Gateway** main page.

100			EVAL			
Home	Software	Submissions	Publications	Reports	Administration	
Welcome to th	e Healthcare I	Financial Data Gate	way			
The navigation bar a	bove contains selec	table tabs for each function	al area of the application a	nd is used to navigate thre	oughout the application.	
Please read the desi	criptions of these ar	reas below:				
Software:	The "Software" ta download will be s	b is used to download the saved as a zip file.	Cost Report software a	nd supporting document	ation. Items selected for	
Submissions:	The "Submissions	" tab can be used to do any	of the following.			
	 View the d 	ur completed and finalized C etails of past submissions reviously submitted Cost Re				
Publications:		" tab is used to download the distribution of the Cost		tributed by the Departm	ent of Health that is not	
Reports:	The "Reports" tab	is used to access a downlo	adable history of submiss	ion and certification detai	ils for the Cost Reports.	
Administration:	The "Administratio	on" tab can be used to do an	ry of the following.			
	Manage R Set Submi	ssion CutOff ftware, Reports, and Suppor	ting Documentation			

Installing the Software

- 1. Go to the Healthcare Financial Data Gateway main page.
- 2. Click on the Software tab the Software, Reports and Documentation page will display.

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EVAL			EVAL			EVAL
Home	Software	Submissions	Publications	Reports	Administration	
SOFTWARE, REPORT	S AND DOCUMENTAT	ΓΙΟΝ				
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Reports	05/29/2018 11:3	wł 3:42 so po	ich your plan is responsib ftware from the SOFTWARI int to that downloaded zip f	le for completing. A zip file E section is installed, you o ile on your PC. NOTE: Sinc	ort XML files. Please choose only will be downloaded to your comp can open the Report Manager So te the REPORTS to be completed when an updated report is poste	uter. Once the ftware and d will vary
Documentation	01/27/2017 09:3				tal items to help aid in the compl rice documents and quarterly lett	
© 2014 NYS Department of Heal	ith				Sy	stem Information

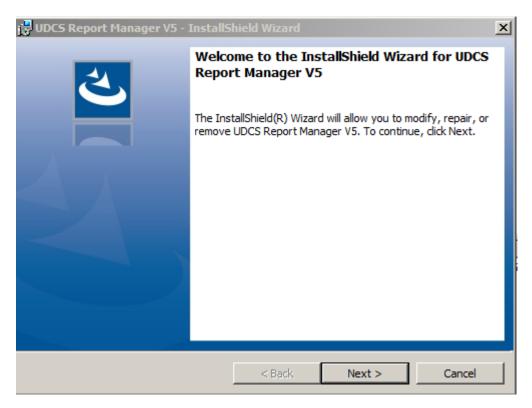
3. Click the **Software** button- the **Download Software** page will display.

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Home	Software	Submissions	Publications	Reports	Administration	
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ote: Download and i	installation only necessar	ry if software was never previo	ously installed or upo	lated since last install, re Version Number	gardless of reports. Last Updated	
	installation only necessar nual matrix reports and ear		ously installed or upo			
For 2017-Anr	nual matrix reports and ear			Version Number	Last Updated 02/22/2018	
For 2017-Anr	nual matrix reports and ear	rlier ONLY.			Last Updated	
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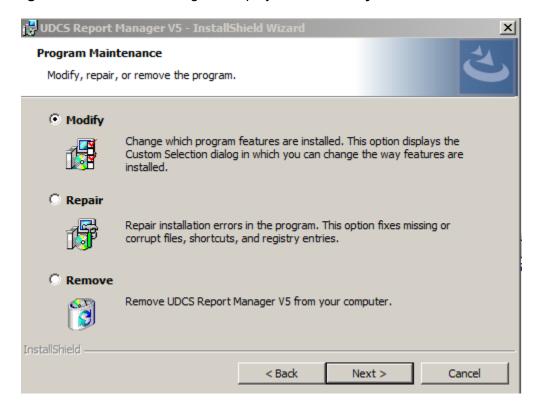
- 4. Select Report Manager and Shell Version 5 (Installation Instructions Included).
- 5. Click on the **Download** button at the bottom of the page.
- 6. Save the .zip file to the location of your choice.
- 7. Open the .zip file and extract the Report Manager and Shell software and the installation documentation (this documentation is more extensive than is required to install the software for the Statistical Report and contains some information not applicable to LHCSAs).

Installing the Software continued...

8. Run the UDCS_REPORT_MANAGER_SETUP_<version>.exe program. The InstallShield Wizard splash screen will display after some initializations are performed. Click Next.



9. The Program Maintenance dialog will display. Select Modify and click Next.



Installing the Software Continued...

10. The Custom Setup dialog screen will display. Click Next.

🙀 UDCS Report Manager V5 - InstallShield Wizard	x
Custom Setup Select the program features you want installed.	と
Click on an icon in the list below to change how a feature is in	stalled.
	Feature Description
InstallShield	Next > Cancel

11. The **Ready to Modify the Program** dialog will display. Click **Install**.

📴 UDCS Report Manager V5 - InstallShield Wizard 🛛 🗙
Ready to Modify the Program Image: Constant of the Wizard is ready to begin installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. Current Settings:
Setup Type: Typical
Destination Folder: C:\Program Files (x86)\WYS Department of Health\UDCS Report Manager V5\
User Information: Name: pcadmin Company:
InstallShield

12. A Desktop icon will be created named Launch Report Manager V5. Use this to launch the application.

Installing the Reports Downloading the Reports

- 1. Go to the Healthcare Financial Data Gateway main page.
- 2. Click on the Software tab the Software, Reports and Documentation page will display.

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New Y	ork State Department o	of Health	Home	I Contact I Reque	est Access I Help
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Reports	11/30/2021	21:45:49 SC p0	our plan is responsible for comp oftware from the SOFTWARE se	leting. A zip file will be do ection is installed, you cal on your PC. NOTE: Since	XML files. Please choose only the files winloaded to your computer. Once the n open the Report Manager Software ar the REPORTS to be completed will var in updated report is posted.
Documentation			ne DOCUMENTATION section of ports. This includes instructions		items to help aid in the completion of th

- 3. Click on the **Reports** button the **Download Matrix Reports** page will display.
 - a. Organization Type is Home and Community Based Services
 - b. Submission Schedule can be Annual LHCSA or Annual ALP_LHCSA
 - c. Select the Submission Year.
 - d. Submission Period is Annual
- 4. Click on the **Search** button.

	thcare Finar		Gateway	Welcome	
New Yo	ork State Department	of Health		Home I Contact I Red	quest Access I Help
Home	Software	Submissions	Publicatio	ons Reports	Administration
Matrix Reports					
Organization Type:	Home and Community I	Based Services 🗸	Submission Schedule:	Select	~
Submission Year:	Select	~	Submission Period:	Select Annual(ALP_LHCSA only)	Search
				Annual(LHCSA only) CY Annual CY Quarterly	<i>G</i> [−]

Downloading the reports continued...

5. Unselect all reports except for the current year's LHCSA Annual report and click the Download button.

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New Y	ork State Depar	tment of Health			Home	Contact I Req	uest Access I He	elp
Home	Software	Submis	sions	Publicatio	ons	Reports	Administ	ration
		3						
atrix Reports								
Organization Type:	Home and Comm	unity Based Services	~	Submission Schedule:	Annual(LHC	SA only)	~	
Submission Year:	2021	~		Submission Period:	Annual		~	Search
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Select All		Build#	P	ublish Date	Publish By			
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Download								

6. DO NOT OPEN THE .zip FILE. Save the .zip file to the location of your choice. Some computers automatically save the downloaded .zip file into the computer's Download folder. If your computer does not ask where you would like to save the file, it has most likely automatically saved the file in the Downloads folder. Do not modify this .zip file – it contains an encrypted file and can only be used by the UDCS Shell. Instructions for managing this file with the UDCS Report Manager and using it with the UDCS Shell are contained later in this documentation.

Running the Application

Running the application for the first time

- 1. Click the Launch Report Manager desktop icon.
- 2. The UDCS Select a Report dialog will display. Click the Add Downloaded Report button.

teport Type	File Help		
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Report Year Period		Report Planager - Version 5.1.1 - Build 20180504:064516	×
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Add Downloaded Reports			
Add Downloaded Reports			
Add Downloaded Reports			
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3. Locate and select this year's annual report that you downloaded earlier.

Load Report File						
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 Downloads Documents Jen's Data HCBS_Inbox QRMS Home Care HERDS ERIN REITER DOCS Home Care 2020 stat report DHCBS 21-15 LHCSA St LTC Survey and Certification Trackers 	オ オ オ オ	Name Today (1) HCS_REPORTS_2021-Annual_2022110912 Earlier this year (5) A long time ago (3) 	Status	Date modified	Type Compressed (zipp	Size 407 KE
OneDrive - New York Stat	-	PORTS_2021-Annual_20221109121423			Report File	
					Open	Cancel

Running the Application for the First Time, continued...

4. Click the down arrow at the end of the **Select a Report...** drop down menu and click on either the **LHCSA Statistical Report** menu item, or the ALP LHCSA Statistical Report item. Then select the correct year for the report. This will load the report into the UDCS Report manager.

Report N	Manager - Version 5.5.3 - Build 20	0190826:101306				×
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NYS Dep Report LHCSA Sta Year	partment of Health U atistical Report Period	niversal Data Collection System	Product	✓ All✓ Version	r ✓ All :0859.1	ort Manager
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NYS Dep Report LHCSA Sta Year 2021 2019	partment of Health U atistical Report Period Annual	niversal Data Collection System Duration 01-01-2021 to 12-31-2021	Product 4	 All Version 20211102 20200921 	r ~ All :0859.1	ort Manager Period

5. Make sure that the correct report is selected and click the **Open Selected Report** button – the Start Report dialog will display.

Universal Data Collection Syst	em - Version 5.1.1 - Build 20180504:084516		_ 🗆 🗙
File Help			
Report Type		· · · · · · · · · · · · · · · · · · ·	
	🔂 Report Manager - Version 5.1.1 - Build 20180504:084516	×	
	NYS Department of Health Universal Data Collection System	Report Manager	
	Report	Year Period	
	Select A Report		
	Select A Report		
	LHCSA Statistical Report		
			V
	Add Downloaded Reports Open External Report	Open Selected Report	
			- 1

Running the Application for the First Time, continued...

6. Click the Start New Report button.

💑 Universal Data Collection System - Version 5.1.1 - Build 20	180504:084516	
File Help		
Report Type 📃 👻		
<	LHCSA STATISTICAL REPORT (LHCSA)	
	Start Report Start Open Start Existing Report Details Cancel Worksheets Open Calculations Text Transfers Validation Result	Submission Output

Running the Application for the First Time, continued...

7. Click the **OK** button on the **Select Report** Type dialog – the **Configure Report Organization** dialog will display. Select your LHCSA from the **Organization** dropdown menu.

🔒 Universal Data Collection System - Vers	ien 5.1.1 - Build 20180594:084516	_ [] X
File Help		
Report Type		
	< LHCSA STATISTICAL REPORT (LHCSA)	
	Configure Report Organization	
	Organization HCBS Test Org Name - 2	
	HCBS Test Org Name - 1 HCBS Test Org Name - 2	
	Submission Period Annual (A00-Annual)	
	Report Duration 01/01/2021 - 12/31/2021	
	Ok Cancel	
	D	٧
	Worksheets Open Calculations Text Transfers Validation Results Submission Output	
	R. C.	i
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8. Select **Statewide** from the **Region** dropdown menu click the **OK** button.

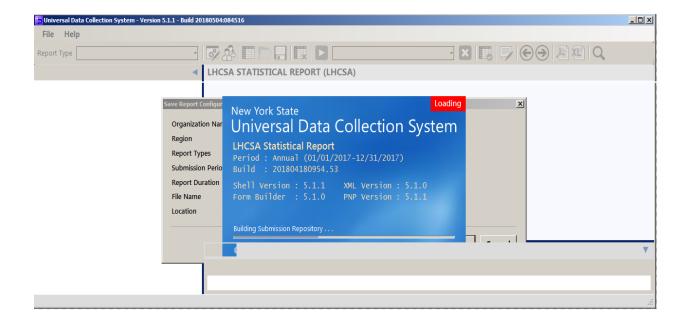
👼 Universal Data Collection System - Version 5.1.1 - Build 2018	0504:084516		_ _ _ _ _
File Help			
Report Type	7&□□.		
< ۱	HCSA STATISTICAL	REPORT (LHCSA)	
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r	<u></u>	Northeast Northern Metro	
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Running the Application for the First Time, continued...

9. Click the **OK** button on the **Save Report Configuration** dialog.

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File Help			
Report Type - 🥳			
	A STATISTICAL REPORT (LHCSA)		
Save Report Configurat	ien	<u> x</u>	
Organization Nam	HCBS TEST ORG NAME - 2		
Region	STATEWIDE		
Report Types	LHCSA		
Submission Period	ANNUAL (A00-ANNUAL)		
Report Duration	01/01/2021 - 12/31/2021		
File Name	LHCSA_HCBS_TEST_ORG_NAME2_STATEWIDE_2021 A00.PNP		
Location	C:\PROGRAMDATA\UDCS\REPORT\LHCSA\		
		Ok Cancel	*
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HORS	heets Open Calculations Text Transfers Validation Results Sub	mission Output	-
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10. The Universal Data Collection System Shell will start loading the selected report.



Running the Application for the First Time, continued...

11. The **Control Data Validation Message** dialog will display; click the **Yes** button.

🗧 Universa	I Data Collection System - Version 5.1.	1 - Build 20180504-084516 - [LSR1AGENCY]	
👻 File	Edit View Configure A	ction Notes Windows Search Help -	θ×
Report Typ	SHOW ALL WORKSHEETS	🛛 🐼 🖉 🛅 🔚 🔛 VALIDATE CURRENT WORKSHEET 👘 🔀 💭 🕞 🗩 🖄 🔍 🔍	
		LHCSA STATISTICAL REPORT (LHCSA) : HCBS TEST ORG NAME - 2 : STATEWIDE : 2017 : A00	
Type	Worksheets (13)	LSR1 Agency Contact Information Form	
LHCSA	LSR1 Agency Contact Information	Form	
LHCSA	LSR2 Patient Form		
LHCSA	LSR3 and LSR4 Revenue Form	Required fields for Control Data Form are not filled.	
LHCSA	LSR5 Cost Form	Please fill out the values in appropriate required fields on Control Data Form.	
LHCSA	LSR6 Staff and Wages Form	Do you want to open Control Data Form now?	
LHCSA	LSR7.1 Services By County-Albany		
LHCSA	LSR7.2 Services By County-Hamilto	Ves No View Details	
LHCSA	LSR7.3 Services By County-Rensse		
LHCSA	LSR7.4 Wellcare Services		
LHCSA	LSR8 Contract Form	State 0005	
LHCSA	LSR9WFA Workforce Form A	Zip 0006 Agency Phone Number 0007	
LHCSA	LSR9WFB Workforce Form B	Contract Decrem Name 0009	*
LHCSA	LSR9WFC Workforce Form C	Footnotes	
			100
		Details	
		Worksheets Open Calculations Text Transfers Validation Results Submission Output	
		LSRI Agency Contact Information Form Close	se
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12. Fill out the General Information data and Click the Validate button.

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🖳 File	Edit	View Configure Action Notes	Windows	Search	Help		₽×
Report Ty		-					
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Туре	Wor	Configuration Information			<u> </u>		
LHCSA	LSR1 /	Configuration Information					-
LHCSA			Class Code	Line Number	r		
LHCSA LHCSA	LSR3 a LSR5 (Submission Type :	0	1005	ANNUAL		
LHCSA							
LHCSA	LSR7.:	Submission Year :	0	1010	2017		
LHCSA LHCSA	LSR7.2 LSR7.3	Submission Period :	0	1011	A00		
LHCSA	LSR7.4	DCN :	0	1004			
LHCSA		Submitter ID :	0	1000	120021234		
LHCSA	LSR9V	Submitter ID :	U	1000	120021234		
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		End Date :	0	35	12/31/2017	Clo	se
		Contacts					
					Velidete Serve		
					Validate Save Cancel		
							.::

- 13. If the data validates, click the **Save** button.
- 14. Start entering data into the LHCSA Statistical Report or the ALP_LHCSA Statistical Report.

Running the application after the first time

- 1. Click on the Launch Report manager desktop icon.
- 2. The UDCS Select a Report dialog will display.
- 3. Click on the down arrow at the end of the **Select A Report...** drop down menu.
- 4. Select the LJHCSA Statistical Report menu item.
- 5. Click on the **Open Selected Report** button The **Start Report** dialog will display.
- 6. Click on the **Open Existing Report** button.
- 7. When **File Explorer** opens, select the report created when the application was initially started and open it.
- 8. The Universal Data Collection System Shell will start loading the selected report.
- 9. If you have not yet entered the Configuration Information data
 - a. the Control Data Validation Message dialog will display; click on the Yes button
 - b. File out the Configuration Information data
 - c. Click on the Validate button.
 - d. If the data validates, click on the **Save** button.
- 10. Continue entering data into the LHCSA Annual Statistical Report

Submitting the Finalized Statistical Report

- 1. Login to the HCS.
- 2. Click on Healthcare Financial Data Gateway in My Applications. This will take you to the Healthcare Financial Data Gateway main page.

		ncial Data Ga	teway Weld	Welcome			
New York S	itate Departmen	t of Health	Hom	Home I Contact I Request Access I Help			
Home	Software	Submissions	Publications	Reports	Administration		
Welcome to t	he Healthcar	e Financial Data Gat	eway				
The navigation bar	r above contains se	electable tabs for each funct	tional area of the application	n and is used to navigate	throughout the application.		
Please read the de	scriptions of these	areas below:					
Software:		tab is used to download the vnload will be saved as a zig		latrix Reports and suppo	rting documentation. Items		
Submissions:	The "Submissio	ons" tab can be used to do a	ny of the following.				
	 View the 	our Completed and Finalize Details of Submissions nd Print Submitted Cost Rep					
Publications:		ns" tab is used to downloa to the distribution of the Cos		istributed by the Depart	ment of Health that is not		
Reports:	The "Reports" t Reports.	tab is used to view and ex	port (to Excel) a history o	f Submission and Certif	ication details for the Cost		
Administration	: The "Administra	ation" tab can be used to do	any of the following.				
	 Manage Manage Set Subr 	rmissions to the application Certifications Roles mission Cut Off Dates Software, Reports and Supp		ifications			

3. Click the **Submissions** tab – the **Submissions** page will display.



Submitting the Finalized Statistical Report continued...

4. Select LHCSA or ALP_LHCSA as the Submission Type and your organization from the Organization list and then click the Search button. The Submission page will be expanded.

		cial Data G	aceway	Welcome John	P Huffaker	
New Yo	rk State Department of	Health		Home I C	ontact I Requ	iest Access I Help
Home	Software	Submissions	Publicati	ons	Reports	Administration
BMISSIONS						
elect Cost Repor	t And Organization					
Submission Type:	LHCSA	Organizatio	n: 00 Test LHCSA (00	0000LC)		▼ Search
ew Submission						
Email: ioho h	uffaker@health.ny.gov (U	ndate email address)	Refresh Email			
Jonnin		<u>Jouro oman addrecoj</u>				
Upload File: Bro	wse No file selected.					
Submit						
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ubmission Histor	Report Period	: 2017-Annual				
Submission Period	Report Period Region	: 2017-Annual DCN	Submit Date	Submitter	Status	
Submission Period - Year / Period - 2017		DCN	Submit Date 08-20-2018 12:47:21	Submitter John P Huffaker	Status Failure	Detail
Submission Period E- Year / Period	Region	DCN 08202018113309		John P		Detail Detail Download

- 5. Click the **Browse** button to display a dialog box that allows you to locate your finalized LHCSA Statistical Report. It will have a .pnp file extension.
- 6. Once you have selected the file to submit, click the **Submit** button.
- 7. The **Submission History** section of the **Submission** page will be updated to reflect the status of the submission.
- 8. A confirming email message will be sent to the email address listed in the **New Submission** section of the **Submission** page.