

## Licensed Home Care Services Agency Statistical Report and Registration Forms on Universal Data Collection System (UDCS) Instructions

Please see Attachment A at the end of this document – it contains descriptions to all items on the tool bars located on the top of the Report Manager worksheets.

### General Information:

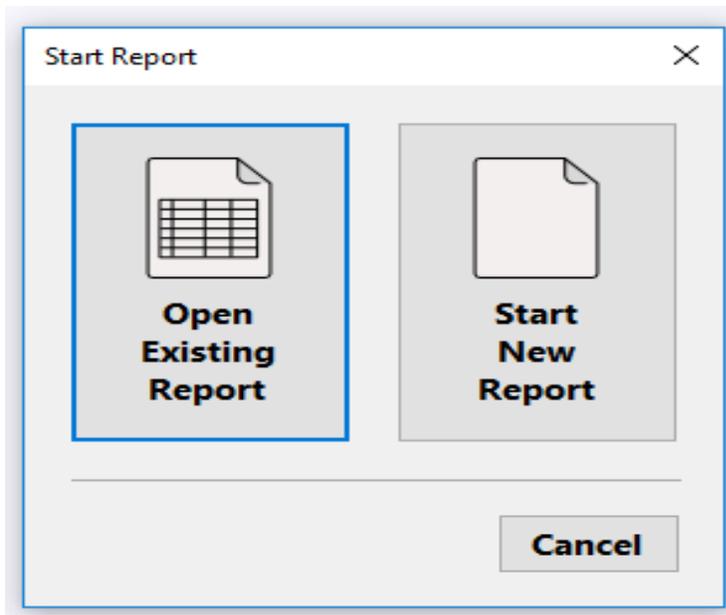
- Enter information in the blank white fields. All other fields (pink, lavender, and brown) are read-only fields. You can leave white fields blank if you have nothing to report – you do not have to enter zeros.
- A few fields are required. If they are left blank, you will not be able to submit the report. The field header will indicate that the field is required.
- Some fields require a Yes or No answer. You must double click on the blank field and choose Yes or No from the box.
- Some forms have validation edits to ensure accurate information is collected. The validation edits are described in these instructions.

**Note: 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).**

### To Begin:

Once you have downloaded the Report Manager software and report shell (see the separate downloading instruction document):

- To start a new report, click on the Start New Report icon or to resume working on a previously saved report click on the Open Existing Report icon.



Once you have started a new report or opened an existing report, a box will pop up which is the Configure Report Organization. In this box, you will select your organizations name from the drop-down box in the organization line. If your organization is not listed in the drop-down click on the box that states Organization Not found In List for further instruction. In region section you will have to select statewide. Then click OK.

Configure Report Organization

Organization

Region

Submission Period **Annual**

Report Duration **01/01/2021 - 12/31/2021**

You will then see a report configuration box. Click the Next tab in the bottom right corner.

Report Configuration

Report Types

Select LHCSA.

Class Code	Line Number
999810002	1

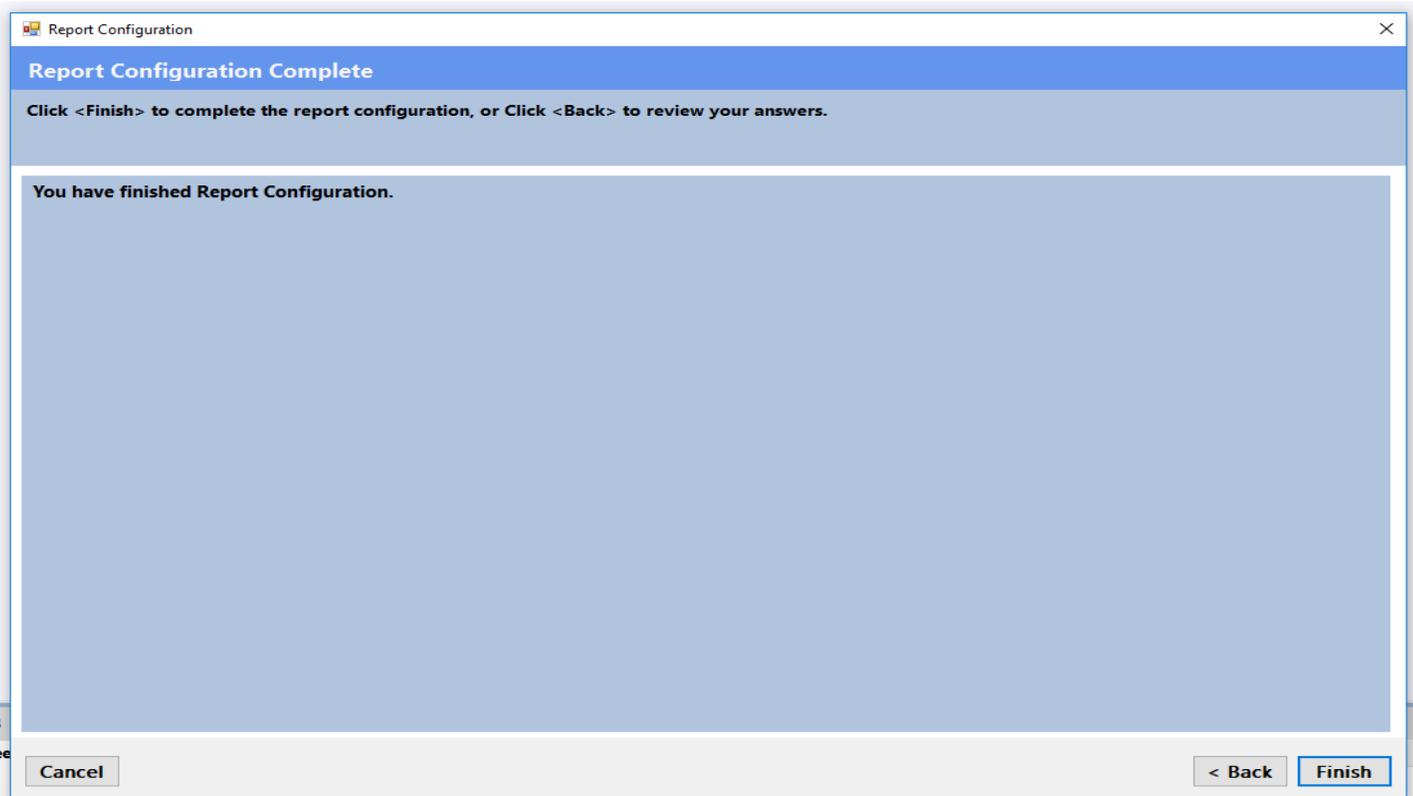
LHCSA - LHCSA

A second report configuration box then appears with the title CheckBox List Panel. This is where you will select the counties that your agency serves. For example, if you have served patients for this reporting year in only three counties you would **ONLY** pick those three counties in this county list. Once you have done so, click the Next tab at the bottom right corner.

The screenshot shows a window titled "Report Configuration" with a sub-header "CheckBox List Panel". Below the sub-header is the instruction "Select the Counties for which you are reporting." The main area contains a table with three columns: "Class Code", "Line Number", and a list of counties with checkboxes. The "Class Code" column contains the value "999820000" for all rows. The "Line Number" column contains integers from 1 to 16. The county names are listed in the third column, each preceded by an unchecked checkbox. At the bottom of the window, there are three buttons: "Cancel", "< Back", and "Next >".

Class Code	Line Number	County
999820000	1	<input type="checkbox"/> 01 - ALBANY
999820000	2	<input type="checkbox"/> 02 - ALLEGANY
999820000	3	<input type="checkbox"/> 03 - BROOME
999820000	4	<input type="checkbox"/> 04 - CATTARAGUS
999820000	5	<input type="checkbox"/> 05 - CAYUGA
999820000	6	<input type="checkbox"/> 06 - CHAUTAUQUA
999820000	7	<input type="checkbox"/> 07 - CHEMUNG
999820000	8	<input type="checkbox"/> 08 - CHENANGO
999820000	9	<input type="checkbox"/> 09 - CLINTON
999820000	10	<input type="checkbox"/> 10 - COLUMBIA
999820000	11	<input type="checkbox"/> 11 - CORTLAND
999820000	12	<input type="checkbox"/> 12 - DELAWARE
999820000	13	<input type="checkbox"/> 13 - DUTCHESS
999820000	14	<input type="checkbox"/> 14 - ERIE
999820000	15	<input type="checkbox"/> 15 - ESSEX
999820000	16	<input type="checkbox"/> 16 - FRANKLIN

A third report configuration box will appear once you have completed selecting your counties of service. Click Finish in the bottom right-hand corner.



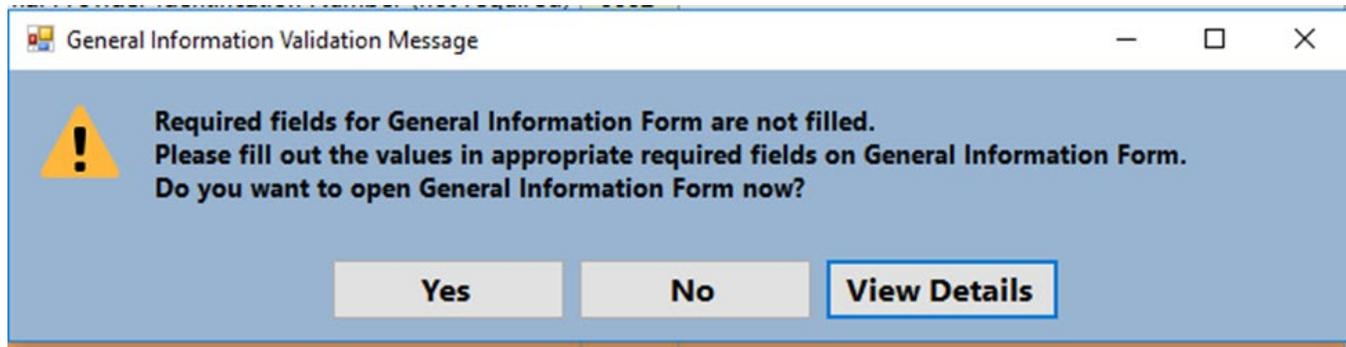
**Important Note:** After you have clicked finish, if you need to make a revision to the counties that you have selected this can be done by selecting "Configure" and "Report Configuration" from the top tool bar. After you have made the revision, you will be prompted to replace your current .pnp file with the revised file. Click yes to replace the current file.



## General Information Form

The General Information Form is part of the Report Manager Software and collects information about your organization that not only identifies you but enables the submission and certification of your report as well as the successful transfer of your data to a data repository.

When you open the report, you will receive a pop-up box that requests that you fill in the General Information Form. You must fill in the General Information Form prior to submitting the report.



Report General Information Form

### General Information Form

#### Configuration Information

	Class Code	Line Number	
Submission Type :	0	1005	LHCSA
Submission Year :	0	1010	2021
Submission Period :	0	1011	A00
DCN :	0	1004	
Submitter ID :	0	1000	120011234
Region ID :	0	1003	1
Region Name :	0	1002	STATEWIDE
Name of Organization :	0	10	HCBS TEST ORG NAME - 1 (120011234)
Begin Date :	0	34	12/02/2021
End Date :	0	35	12/02/2021

Contact Person			
	Class Code	Line Number	
Name :	54000	3	<input type="text"/> ⓘ
Title :	54000	4	<input type="text"/> ⓘ
Telephone Number :	54000	5	<input type="text"/> ⓘ
Fax Number :	54000	6	<input type="text"/>
E-mail Address :	54000	7	<input type="text"/> ⓘ

Addresses			
Mailing Address			
	Class Code	Line Number	
Street Address :	54000	11	<input type="text"/> ⓘ
City :	54000	12	<input type="text"/> ⓘ
State :	54000	13	<input type="text"/> ⓘ
Zip Code :	54000	14	<input type="text"/>

The General Information Form information section will be filled in for you. You only need to fill in the Contact Person and Address sections.

## Form LSR1 – Agency Form

Form **LSR1 - Agency Form** collects agency location, contact information and other information.

LSR1 Agency Contact Information Form		
Report Type : LHCSA		
LSR1 Agency Information Form		
10000	10001	10002
Agency and Contact Information		Contact Information (Required)
License Number	0001	
National Provider Identification Number	0002	
Federal Employer Identification Number (FEIN)	0026	
Agency Name	0003	
Street Address	0004	
City	0005	
State	0006	
Zip	0007	
Agency Phone Number	0008	
Contact Person Name	0009	
Contact Person Email	0010	
ALP Information		
There are two options for LHCSAs that serve patients in an Assisted Living Program (ALP):	0011	
- If the ALP LHCSA serves patients in the community as well as ALP Patients, they must complete this report AND the ALP LHCSA Statistical Report	0012	
- If the ALP LHCSA EXCLUSIVELY serves ALP patients, DO NOT complete this report - only complete the ALP LHCSA Statistical Report	0013	
Agency Information		Yes/No
		(Double click the boxes below to see the Yes or No choices)
Is this Agency an ALP LHCSA that also serves patients in the community?	0025	
Did this Agency serve patients during the report year?	0016	
Does this Agency operate a Home Health Aide Training Program?	0018	
Does this Agency operate a Personal Care Aide Training Program?	0019	
Does this Agency serve waiver program (NHTD or TBI) patients?	0020	
Are there any employees of this Agency that are represented by a collective bargaining agreement?	0021	
FIs for CDPAP		Yes/No
Is this Agency a Fiscal Intermediary (FI) for the Consumer Directed Personal Assistance Program (CDPAP)?	0022	
If yes, is this Agency EXCLUSIVELY a FI for CDPAP?	0023	
OR is this Agency's FI a separate line of business from your Home Care line of business?	0024	

### Agency and Contact Information Section

All fields in this section, except for NPI number, are **required fields**. You will not be able to submit the statistical report if this information is not filled in.

### Important Note for ALP LHCSAs –

Send questions to [hcstatrpts@health.ny.gov](mailto:hcstatrpts@health.ny.gov)

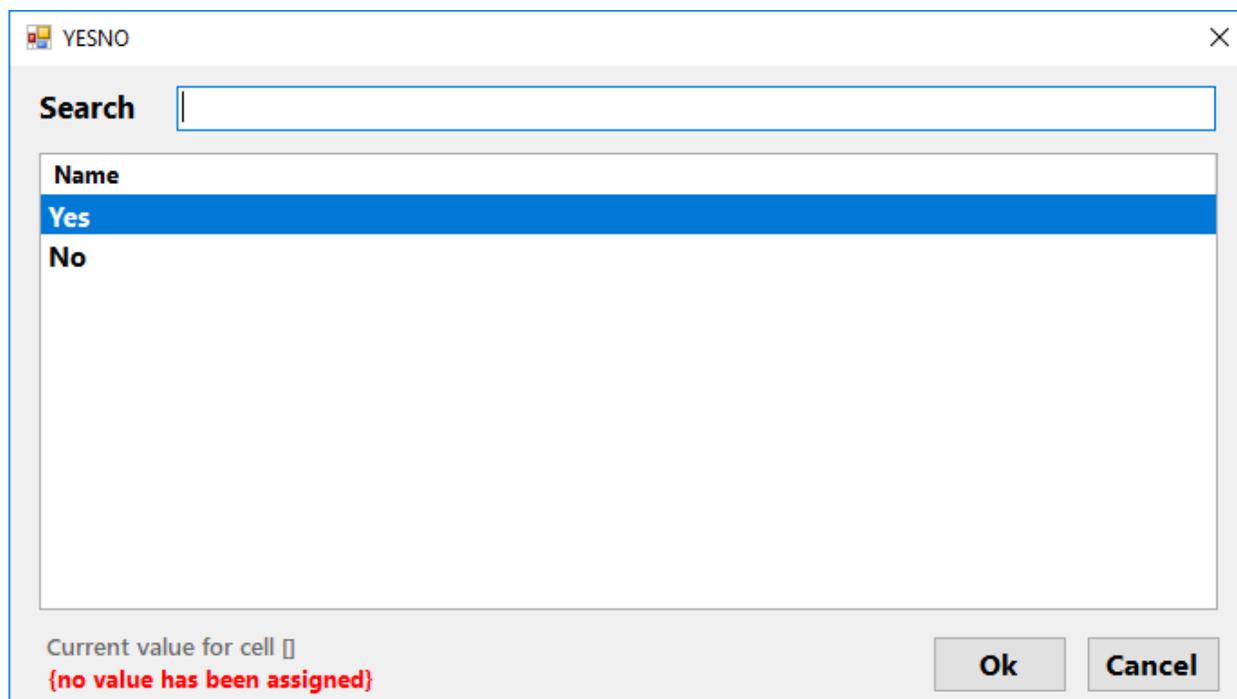
**The ALP LHCSA Statistical Report will be posted on the UDCS Platform this year and will include the DOH Registration form.**

If your LHCSA serves patients in an Assisted Living Program (ALP) there are two options:

- If your LHCSA serves patients in the community as well as ALP patients, you must submit both the Annual LHCSA Statistical Report regarding your community patients and the Annual ALP LHCSA Statistical Report regarding your ALP patients.
- If your LHCSA EXCLUSIVELY serves patients in an ALP program, you only need to submit the Annual ALP LHCSA Statistical Report – you do not need to submit any part of the annual LHCSA Statistical Report.

**Agency Information and FIs for CDPAP Sections**

The fields in these sections require yes or no responses. You must double click on the blank space and the box with the choices will appear.



The image shows a software dialog box titled "YESNO". At the top left is a small icon and the title "YESNO", and at the top right is a close button (X). Below the title bar is a "Search" label followed by an empty text input field. Underneath the search field is a list box with a header "Name". The list contains two items: "Yes" and "No". The "Yes" item is currently selected and highlighted with a blue background. At the bottom of the dialog box, there is a status bar that reads "Current value for cell []" and "{no value has been assigned}" in red text. To the right of the status bar are two buttons: "Ok" and "Cancel".

**Validation Edit** – Your answer to the question “Did this agency serve patients during the report year?” on row 16 of form LSR1 must match your answer to the question “Did this LHCSA provide patient care services during the last year?” on row 4 of form LSR10.

## Form LSR2 – Patient Form

Form **LSR2 - Patient Form** collects patient demographic information, including discharges and referrals.

<b>LSR2 Patient Form</b>					
Report Type : LHCSA					
<b>LSR2 Patient Form</b>			<b>Patients/LOS</b>	<b>Referred From</b>	<b>Discharged To</b>
<b>20000</b>		<b>20001</b>	<b>20002</b>	<b>20003</b>	<b>20004</b>
<b>Patients</b>		<b>Patients</b>			
Census on December 31 of the Report Year		<b>0001</b>			
Total Cases		<b>0002</b>			
Unduplicated Patient Count		<b>0003</b>			
Total Unduplicated Patient Count from Services by County Forms - LSR7		<b>0999</b>			
<b>Length of Stay</b>		<b>Length of Stay</b>			
Number of Discharged cases with:					
1-60 Days of Stay		<b>0004</b>			
61-120 Days of Stay		<b>0005</b>			
121 + Days of Stay		<b>0006</b>			
<b>TOTAL</b>		<b>0010</b>			
<b>Referrals and Discharges</b>				<b>Referred From</b>	<b>Discharged To</b>
Number of Cases Referred from or Discharged to:					
Hospitals		<b>0012</b>			
Physicians		<b>0013</b>			
Self/Family/Friends		<b>0014</b>			
Nursing Homes		<b>0015</b>			
CHHAs		<b>0016</b>			
LTHHCPs		<b>0017</b>			
LHCSAs		<b>0018</b>			
Hospices		<b>0019</b>			
Adult Care Facilities		<b>0020</b>			
CASA/Local Social Services District		<b>0021</b>			
MLTC/MCOs		<b>0022</b>			
Local Health Department		<b>0023</b>			
Adult Protective Services		<b>0024</b>			
Death		<b>0025</b>			
Other		<b>0026</b>			
Describe "Other" Referrals and Discharges		<b>0027</b>			
<b>TOTAL</b>		<b>0030</b>			

Some of the totals on this form are automatically calculated – they are the lavender fields.

### Patients Section

Send questions to [hcstatrpts@health.ny.gov](mailto:hcstatrpts@health.ny.gov)

Enter information for **Patient Census**. Enter the patient census as of December 31 of the report year. Patient Census means the actual number of individual patients receiving services on December 31 of the report year (12/31/23 for the 2023 report year).

Next, enter the total number of cases in the **Total Cases** field. A case is an episode of care with a start date (admission) and an end date (discharge). Multiple types of service may be provided during an episode of care. For an episode of care to count as a case for this report the admission date must be in this reporting year or prior year(s), and the discharge date must be in this reporting year, or the patient must still be receiving services at the end of the reporting year. A patient who has been seen only to be assessed for personal care services should not be counted as a case, and these visits should not be reported.

A patient sometimes represents more than one case. However, DO NOT count a patient as a new case if any of the following conditions apply:

- The patient's age category was changed during the report year.
- The patient was discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis. In this instance the discharge should not be counted.
- The patient was admitted with an unspecified diagnosis and a definite diagnosis was subsequently established.

**Validation Edit** - The number of cases entered on row 2 of LSR2 must match the total of the "Referred From" column on row 30 of LSR2.

Enter the **Unduplicated Patient Count** in the next field. This is the total number of discrete individual patients that your agency has served in the year, regardless of the number of admissions and discharges that patient may have had. A patient is only counted once regardless of the number of cases they represent.

To recap, if a patient is receiving care on 12/31/2023 they will be included in the patient census count. If they had two admissions during the year, they would count as two cases but as only one unduplicated patient.

**Validation Edit** - The unduplicated patient count entered on row 3 of LSR2 must match the total of the unduplicated patients reported on forms LSR7 – Services by County Form. This total is displayed on row 999 in the first section of LSR2 – Patient Form.

### **Length of Stay Section**

Length of Stay (LOS) information is entered in the next section. LOS is calculated for each episode of care or case. Length of stay should be calculated from the date the patient was initially admitted for an episode of care, regardless of the year of admission, to the date they were discharged. For example, if a patient was admitted on 12/30/2022 and discharged on 1/10/2023 her LOS is 12 days. Count the 2 days in 2022 and the 10 days in 2023 to arrive at a 12-day LOS. Patients that were discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis should NOT be counted in the length of stay section.

**Validation Edit** - The total number of discharges calculated from the LOS entries on row 10 of LSR2 must match the total number of discharges calculated from the "Discharged To" section on row 30 of LSR2.

### **Referrals and Discharges Section**

The next section collects patient referral and discharge information. In the "Referred From" column enter the number of cases served by your agency that have been referred from each of the designated sources regardless of their start of service date. This means that if you are serving a case in 2023 that was referred to your agency in 2022, that case should be counted. Patients that were discharged to a hospital or RHCF and

readmitted to the agency within 30 days with the same illness or diagnosis should not be counted in the discharge section.

In the "Discharged To" column enter the number of cases discharged during the reporting year to specific destinations.

## Form LSR3 and LSR4 – Revenue Form

Form **LSR3 and LSR4 – Revenue Form** has two sections.

**LSR3 – Contract Revenue Form** collects information about revenue received from contracts with other agencies to perform services for their patients or provide equipment to their patients.

**LSR4 – Direct Revenue Form** collects data on revenue from services provided to patients directly served by your agency (i.e. services are not provided on behalf of another agency). Direct services may include private pay, commercial insurance, and worker’s compensation cases.

<b>LSR3 and LSR4 Revenue Form</b>				
Report Type : LHCSA				
<b>LSR3 and LSR4 Revenue Form</b>		<b>Visits</b>	<b>Hours</b>	<b>Gross Revenue</b>
<b>34000</b>	<b>34001</b>	<b>34002</b>	<b>34003</b>	<b>34004</b>
<b>LSR3 - Contracted Services</b>		<b>Yes/No</b>		
Did your Agency perform services, or provide equipment to patients during the report year?		<b>9999</b>		
Enter the number of contracted visits or hours and revenue for each service:		<b>Visits</b>	<b>Hours</b>	<b>Gross Revenue</b>
Nursing Services	<b>0001</b>			
Private Duty Nursing Services	<b>0002</b>			
Community Health Work Services	<b>0003</b>			
Medical Social Work Services	<b>0004</b>			
Case Management/Care Management Services	<b>0005</b>			
Audiology, Nutrition, and Therapy Services	<b>0007</b>			
Home Health Aide Services	<b>0008</b>			
Personal Care Aide Services	<b>0009</b>			
Homemaker and Housekeeper Services	<b>0010</b>			
IV Infusion Therapy Services	<b>0011</b>			
HHA Training Program	<b>0012</b>			
PCA Training Program	<b>0013</b>			
Waiver Services	<b>0014</b>			
Telehealth Monitoring	<b>0015</b>			
Assistive Technology	<b>0016</b>			
Durable Medical Equipment	<b>0017</b>			
Other Services	<b>0018</b>			
<b>TOTAL</b>	<b>0020</b>			

<b>LSR4 - Direct Services</b>					
Enter the number of direct visits or hours and revenue for each service:			<b>Visits</b>	<b>Hours</b>	<b>Gross Revenue</b>
Nursing Services	<b>0021</b>				
Private Duty Nursing Services	<b>0022</b>				
Community Health Work Services	<b>0023</b>				
Medical Social Work Services	<b>0024</b>				
Case Management/Care Management Services	<b>0025</b>				
Audiology, Nutrition, and Therapy Services	<b>0027</b>				
Home Health Aide	<b>0028</b>				
Personal Care Aide	<b>0029</b>				
Homemaker and Housekeeper Services	<b>0030</b>				
IV Infusion Therapy Services	<b>0031</b>				
HHA Training Program	<b>0032</b>				
PCA Training Program	<b>0033</b>				
Waiver Services	<b>0034</b>				
Telehealth Monitoring	<b>0035</b>				
Assistive Technology	<b>0036</b>				
Durable Medical Equipment	<b>0037</b>				
Other Services	<b>0038</b>				
<b>TOTAL</b>	<b>0040</b>				

Some of the totals on this form are automatically calculated – they are the lavender fields.

Please note that data on **Nursing Services** is collected as visits, instead of hours. If your agency records Nursing Services in hours, please count 2.5 hours as 1 visit.

### Contracted Services Section

Begin by answering the **Perform Services Question** - If your agency DID NOT perform services for, or provide equipment to, the patients of other agencies under contract during the report year, answer the first question “no” and move down to the Direct Services section of the form. You may leave the columns blank and do not need to enter 0s in these columns.

If your agency DID perform services for or provide equipment to the patients of other agencies under contract, enter “yes” for the first question. Enter the number of contract hours and revenue by the type of service if you have contracted with another agency, usually a CHHA or an MLTC plan, to provide service on their behalf.

### Direct Services Section

Enter the number of hours and revenue by the type of service.

If your agency did not provide any services directly to any patients, leave the columns blank (you do not have to enter 0s).

For both the Contracted Services and the Direct Services - the **Gross Revenue** is the total revenue received for the services or equipment provided before any deductions or allowances.

**Validation Edit** – If there is an entry made in the hours or visits column, there must be a corresponding entry made in the gross revenue column.

## LSR5 – Cost Form

**LSR5 – Cost Form** - collects data on costs for providing services to patients. Costs are divided into direct and indirect costs.

**Direct costs** are costs that are clearly associated with the provision of home care patient services. Examples of direct costs are staff wages, transportation costs, consumable supplies such as gloves and masks, and the cost of providing in-service training to aides.

<b>LSR5 Cost Form</b>		
Report Type : LHCSA		
<b>LSR5 Cost Form</b>		<b>Cost</b>
<b>50000</b>	<b>50001</b>	<b>50002</b>
<b>Direct Costs - Include Wages</b>		
Enter the Costs related to the delivery of each service type:		<b>Cost</b>
Nursing Services	<b>0001</b>	
Private Duty Nursing Services	<b>0002</b>	
Community Health Work Services	<b>0003</b>	
Medical Social Work Services	<b>0004</b>	
Case Management/Care Management Services	<b>0005</b>	
Audiology, Nutrition, and Therapy Services	<b>0007</b>	
Home Health Aide Services	<b>0008</b>	
Personal Care Aide Services	<b>0009</b>	
Homemaker and Housekeeper Services	<b>0010</b>	
IV Infusion Therapy Services	<b>0011</b>	
HHA Training Program	<b>0012</b>	
PCA Training Program	<b>0013</b>	
Waiver Services	<b>0014</b>	
Telehealth Monitoring	<b>0015</b>	
Assistive Technology	<b>0016</b>	
Durable Medical Equipment	<b>0017</b>	
Other Services	<b>0018</b>	
<b>TOTAL DIRECT COSTS</b>	<b>0020</b>	

**Indirect costs** are fringe benefits and payroll taxes as well as costs for activities and materials that are used by the entire agency.

The indirect costs are broken out by fringe benefits and other indirect costs, such as administrative and general costs, capital and related costs, and other operating costs.

- Administrative and General costs are expenses for activities and materials that are used to administer your business. Examples are rent, utilities, and office supplies.

- Capital and Related costs are onetime costs for construction, major repairs to real estate owned by the agency, etc.

<b>Indirect Costs</b>		
Fringe Benefits and Payroll Taxes:		<b>Cost</b>
Social Security	<b>0021</b>	
Insurance - Life/Health	<b>0022</b>	
Pension and Retirement	<b>0023</b>	
Workers Compensation	<b>0024</b>	
Unemployment Insurance	<b>0025</b>	
Disability Insurance	<b>0026</b>	
Supplemental Wages	<b>0027</b>	
Employee Physicals	<b>0028</b>	
Other	<b>0029</b>	
Other Indirect Costs		<b>Cost</b>
Administrative and General Costs	<b>0030</b>	
Capital and Related Costs	<b>0031</b>	
Other Operating Costs	<b>0032</b>	
<b>TOTAL INDIRECT COSTS</b>	<b>0040</b>	
<b>TOTAL DIRECT + INDIRECT COSTS</b>	<b>0050</b>	

Some of the totals on this form are automatically calculated – they are the lavender fields.

## LSR6 – Staff and Wages Form

**LSR6 – Staff and Wages Form** - collects information by staff type for full time and hourly staff at two different dates during the reporting year and the total number of W2s issued, hours worked, wages, and fringe benefits.

LSR6 Staff and Wages Form													
Report Type : LHCSA													
LSR6 Staff and Wages Form		Count of Full Time Staff on Apr 1	Count of Hourly Staff on Apr 1	Count of Full Time Staff on Oct 1	Count of Hourly Staff on Oct 1	Count of W2s issued	Total Hours for the Year	Total Wages for the Year	Total Fringe Benefits	Wages + Fringes (Calculated)	Average Hourly Rate (Calculated)	Lowest Hourly Rate Paid for each Staff Type	Highest Hourly Rate Paid for each Staff Type
60000	60001	60002	60003	60004	60005	60008	60006	60007	60009	60010	60011	60012	60013
Enter the information for each of the following staff types:													
Administrators	0001												
Other Administrative Staff	0002												
Nursing Supervisors	0003												
RNs	0004												
LPNs	0005												
Private Duty Nurses	0006												
Community Health Workers	0007												
Medical Social Workers	0008												
Case Managers/Care Managers	0009												
Audiologists, Nutritionists, and Therapists	0011												
Home Health Aides	0012												
Personal Care Aides	0013												
Homemakers and Housekeepers	0014												
Other Staff	0015												
<b>TOTAL</b>	<b>0020</b>												

Some of the totals on this form are automatically calculated – they are the lavender fields.

Enter the number of full-time and hourly staff at your agency on April 1 and October 1 of the reporting year. The current definition of a full-time staff is someone who works an average of 30 or more hours a week and 130 hours or more per month.

**Validation Edit** – the number of HHAs entered in each of the 4 first columns must not exceed 17,000.

**Validation Edit** – the number of PCAs entered in each of the 4 first columns must not exceed 17,000.

Enter the number of W2s issued during the year for each staff type.

**Validation Edit** – the total number of W2s must not exceed 25,000.

Enter the total hours worked, total wages paid, and total fringe benefits paid for each staff type. The amount of wages plus fringe benefits will be calculated in the first lavender column. The second lavender column will divide the total wages (not including fringe benefits) by the total number of hours to calculate an average hourly wage. In the next two columns, enter the lowest hourly rate paid and the highest hourly rate paid for each staff type.

## LSR7– Services by County Form

**LSR7 – Services by County Form** - collects data on services provided by county. There is a sheet for each county that you chose when you started the report. The LSR7 worksheets were put at the end of the list of worksheets on the left-hand side of the screen.

LSR7 Albany - Services By County	70000	70001	70002	70003	70004	70005	70006	70013	70014	70011	70012
	Unduplicated...	Under Age 21	Visits/Hours Und...	Age 21-64	Visits/Hours Age...	Age 65+	Hours 65+	Nurse Family P...	Nurse Family P...		
Albany County		Unduplicated Pa...	Unduplicated Pa...	Unduplicated ...							
Unduplicated Patient Count	01001										
Number of new admissions during the reporting year	01002										
Enter Cases, Visits, and Hours for each service type			Cases Under 21	Visits Under 21	Cases 21-64	Visits 21-64	Cases 65+	Visits 65+	Cases NFP	Visits NFP	
Nursing Services	01003		Cases Under 21	Hours Under 21	Cases 21-64	Hours 21-64	Cases 65+	Hours 65+	Total Cases	Total Hours	
Private Duty Nursing Services	01004										
Community Health Work Services	01005										
Medical Social Work Services	01006										
Case Management/Care Management Services	01007										
Audiology, Nutrition, and Therapy Services	01009										
Home Health Aide Services	01010										
Personal Care Aide Services	01011										
Homemaker and Housekeeper Services	01012										
IV Infusion Therapy Services	01013										
Waiver Services	01014										
Telehealth Monitoring	01015										
Assistive Technology	01016										
Durable Medical Equipment	01017										
Other	01018										
Total Cases - Includes Nursing Services (Calculated)	01040										

Some of the totals on this form are automatically calculated – they are the lavender fields.

For each County that your agency provides services:

Enter the number of unduplicated patients in each of the age cohorts:

- Under age 21
- Age 21-64
- Age 65+

These amounts are automatically calculated in the lavender field in the first column.

Enter the number of new admissions during the report year.

**Validation Edit** - The amount entered as new admissions must be less than or equal to the unduplicated patient count.

An **unduplicated patient** is an individual who has received at least one episode of care and may have received more than one. Regardless of the number of episodes in the reporting year, the individual is only counted once. We are asking for the unduplicated patient count to be broken out in cohorts of age groups. Please count the age of the patient at the first episode of service (if service was initiated during the report year), or if the patient started service in a prior year count their age at the beginning of the year.

**New admissions** are patients that have been admitted to the agency during the reporting year. Patients that were admitted at a previous time during the report year (or in prior years) and discharged and were admitted again during the report year should count as a new admission at the time of admission, with the following exceptions:

DO NOT count a patient as a new admission if any of the following conditions apply:

- The patient's age category was changed during the report year.

- The patient was discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis. In this instance the discharge should not be counted.
- The patient was admitted with an unspecified diagnosis and a definite diagnosis was subsequently established.

**Nursing services** captures data about nursing services provided to patients in the selected county. The data is then broken out by **cases and visits** and age category. If your agency records Nursing Services in hours, please count 2.5 hours as 1 visit. In addition, if your agency is part of the Nurse Family Partnership – the number of nursing service **cases and visits** should be recorded in the selected county. The **Nurse Family Partnership** is a program in which nurse home visitors work with low-income young women who are pregnant with their first child, helping these vulnerable young clients achieve healthier pregnancies and births, stronger child development, and a path toward economic self-sufficiency.

**All other services** provided to patients in the selected county must be recorded below the Nursing Services row. The data is then broken out by **cases and hours** and age category.

A **case** is an episode of service with a start date (admission) and an end date (discharge). Multiple services may be provided during an episode of service. For an episode of service to count as a case for this report the admission date must be in this reporting year or prior year(s), and the discharge date must be in this reporting year, or the patient must still be receiving services at the end of the reporting year. A patient who has been seen only to be assessed for personal care services should not be counted as a case and these visits should not be reported.

A patient sometimes represents more than one case. However, DO NOT count a patient as a new case if any of the following conditions apply:

- The patient's age category was changed during the report year.
- The patient was discharged to a hospital or RHCF and readmitted to the agency within 30 days with the same illness or diagnosis. In this instance the discharge should not be counted.
- The patient was admitted with an unspecified diagnosis and a definite diagnosis was subsequently established.

**Validation Edit** - If you enter an amount in the "Cases" column you must enter an amount in the corresponding "Hours" column. Also, if you enter an amount in the "Hours" column, you must enter an amount in the corresponding "Cases" column.

**Validation Edit** - If you enter amounts in the cases columns you must have an amount entered in the unduplicated patient count. Conversely, if you have an unduplicated patient count, you must have amounts entered under cases.

## LSR7A – Wellcare Form

**LSR7A – Wellcare Form** - collects data about Wellcare services provided to patients. **Wellcare services** include services which have as their primary purpose the prevention of illness and obtaining optimum health for their recipients. Examples of such services are nurses performing lead screening assessments, providing maternal and child health education, or following up on communicable diseases.

**Only County-Operated LHCSAs that provided Wellcare services need to complete this form.**

LSR7A Wellcare Services		Cases	Visits/Hours
74000	74001	74006	74007
<b>COUNTY HEALTH DEPARTMENTS ONLY</b>			
Double Click below to Choose the County:			
County	00001		
Enter Wellcare Cases, Visits, and Hours for each age group in each service type			
<b>NURSES</b>		<b>Cases</b>	<b>Visits</b>
Less than 1 Year of Age	00002		
1-5 Years of Age	00003		
6-20 Years of Age	00021		
21-64 Years of Age	00022		
65+ Years of Age	00008		
<b>Total</b>	<b>00010</b>		
<b>PRIVATE DUTY NURSES</b>		<b>Cases</b>	<b>Hours</b>
Less than 1 Year of Age	00012		
1-5 Years of Age	00013		
6-20 Years of Age	00023		
21-64 Years of Age	00024		
65+ Years of Age	00018		
<b>Total</b>	<b>00020</b>		

Some of the totals on this form are automatically calculated – they are the lavender fields.

**Nursing services** captures data about nursing services provided to patients in the selected county. The data is then broken out by **cases and visits**. If your agency records Nursing Services in hours, please count 2.5 hours as 1 visit.

Private Duty Nursing Services captures data about nursing services provided to patients in the selected county. The data is then broken out by **cases and hours**.

## LSR8 – Contracts Form

**LSR8 – Contracts Form** - collects information on your agency's contracts to provide services on behalf of another agency.

LSR8 Contract Form							
Report Type : LHCSA							
LSR8 Contract Form		License/Op Cert No.	Agency	HHA Service Hours	Rate Paid for HHA Services	PCA Service Hours	Rate Paid for PCA Services
80000	80001	80002	80003	80004	80005	80006	80007
		Yes/No					
Did your agency provide Aide services for patients of another agency under contract?		9999					
Enter Contract information for services performed for other agencies/facilities		License/Op Cert Number	Agency	HHA Service Hours	Rate Paid for HHA Services	PCA Service Hours	Rate Paid for PCA Services
Contract No. 1		0001					
Contract No. 2		0002					
Contract No. 3		0003					
Contract No. 4		0004					
Contract No. 5		0005					
Contract No. 6		0006					
Contract No. 7		0007					
Contract No. 8		0008					
Contract No. 9		0009					
Contract No. 10		0010					

If your agency did not have any contracts to provide services for another agency, answer **No** to the first question, and you are now finished with this form.

If your agency did have contracts to provide services on behalf of another agency, answer **Yes** to the first question, and enter the information for the contract(s).

If it is available, enter the license number/operating certificate number for the agency with whom you are contracting. CHHAs and Hospices will have operating certificate numbers. Other organizations may not have an operating certificate number. Enter N/A if the organization does not have an operating certificate or license number.

Operating Certificate numbers can be found in the Home Care section on the Profiles webpage [https://profiles.health.ny.gov/home\\_care/index](https://profiles.health.ny.gov/home_care/index). Hover the mouse at the Home Care tab and you will see several ways to search for an agency. Once you find the agency you are looking for, click on the overview tab and open the administrative section.

Enter the number of HHA and PCA hours of service you provided under this contract and the amount your agency was paid per hour of service.

If the requested information for a given contract changed during the reporting year, enter it as two or more separate contracts.

## LSR9WFA – Workforce Form A

**LSR9WFA – Workforce Form A** - collects information on admissions and the number of cases by authorized hours per week for all services.

LSR9WFA Workforce Form A				
Report Type : LHCSA				
LSR9WFA Workforce Form A		Amount	April 1	October 1
90001	90002	90003	90004	90005
<b>Admission Information</b>				
How many times during this reporting year was your agency closed to admissions?	0001			
How many cases did your agency have during the report year where you were unable to fill the total hours approved for the case?	0002			
How many cases was your agency unable to accept on April 1 and Oct 1 of the report year?	0003			
<b>No. of Cases by Hours Per Week for ALL Services</b>				
Using your caseload of April 1 and October 1, how many cases were authorized for:			<b>No. of Cases on April 1</b>	<b>No. of Cases on Oct 1</b>
1-10 hours per week	0010			
11-20 hours per week	0011			
21-30 hours per week	0012			
31-40 hours per week	0013			
40+ hours per week	0014			
No. of Live-in Aide Cases	0015			

An agency is **closed to admissions** when the agency is not accepting any new patients. This would not include times during the reporting year when an agency receives a referral list, fills cases it is able to, and does not take cases it is unable to. However, if the agency is not accepting any new cases due to reasons such as staffing and scheduling constraints, it should be included in this count. Do not include days, such as holidays, if the agency would not normally accept a new case on that day.

An agency is **unable to fill the total hours approved for a case** if the case is approved for a certain number of hours, but the agency is not able to fill the total number of approved hours with its current workforce for any reason. Cases that are unfilled because someone calls out of work one day should not be included in the response.

## LSR9WFB – Workforce Form B

**LSR9WFB – Workforce Form B** - collects information on number of staff employed and assigned to cases, and the number of open positions at two points during the year. This form also collects the number of staff that have been employed by your agency for the full report year and the number of staff that have left your agency during the report year.

LSR9WFB Workforce Form B									
Report Type : LHCSA									
LSR9WFB Workforce Form B		Count of Staff Employed on April 1 (From LSR6)	Count of Staff Assigned Cases on April 1	Count of Open Positions on April 1	Count of Staff Employed on Oct 1 (From LSR6)	Count of Staff Assigned Cases on Oct 1	Count of Open Positions on Oct 1	Count of Staff Employed for the full Report Year	Count of Staff that left the Agency for any reason during the report year
91001	91002	91003	91004	91005	91006	91007	91008	91009	91010
<b>Staffing</b>									
Enter the information for each of the following staff types:									
Administrators	0001								
Other Administrative Staff	0002								
Nursing Supervisors	0003								
RNs	0004								
LPNs	0005								
Private Duty Nurses	0006								
Community Health Workers	0007								
Medical Social Workers	0008								
Case Managers/Care Managers	0009								
Audiologists, Nutritionists, and Therapists	0011								
Home Health Aides	0012								
Personal Care Aides	0013								
Homemakers and Housekeepers	0014								
Other Staff	0015								

The number of staff employed on April 1 and October 1 is totaled (count of full-time staff plus count of hourly staff) and forwarded from form LSR6 – Staff and Wages Form.

- Enter the number of staff assigned to cases on April 1 and October 1 of the reporting year. This means staff that have cases assigned to them as of that date, not just staff actually working a case on that date. For staff not providing direct care, such as administrators or administrative staff, enter a “0” in the response.
- Enter the number of Open positions on April 1 and October 1 of the reporting year. A position is considered open when an agency has advertised for a position, but it is not filled. This includes both hourly and full-time positions. If an agency is continuously recruiting for any of the job categories, it should quantify the number of workers it would need to hire to be considered fully staffed in that category.
- Enter the number of staff (full time and hourly) that have remained employed by your agency for the full report year or more. If an employee is terminated and rehired during the report year, they should not be included in this total.
- Enter the number of staff (full time and hourly) that have left your agency (no longer employed by your agency) for any reason during the reporting year. This is a count of workers who left their position for any reason – voluntary or involuntary – excluding promotions.

**LSR9WFC – Workforce Form C**

**LSR9WFC – Workforce Form C** - collects employee benefit information for four types of employees, and non-wage supports for all staff.

<b>LSR9WFC Workforce Form C</b>					
Report Type : LHCSA					
<b>LSR9WFC Workforce Form C</b>		<b>Nurses</b>	<b>HHAs</b>	<b>PCAs</b>	<b>Homemakers and Housekeepers</b>
<b>92001</b>	<b>92002</b>	<b>92003</b>	<b>92004</b>	<b>92005</b>	<b>92006</b>
<b>Questions regarding Nurses, HHAs, PCAs, and Homemakers and Housekeepers</b>					
Please answer the following questions for each staff type:					
How many employees are enrolled in employer-provided health insurance as of October 1?	<b>0003</b>				
How many employees have paid sick/vacation leave as of October 1?	<b>0004</b>				
How many employees have access to employer sponsored retirement plans as of October 1?	<b>0005</b>				
How many employees have short term disability insurance which the agency pays at least part of the premium as of October 1?	<b>0006</b>				
How many employees have filed Workers Compensation claims during the reporting year?	<b>0007</b>				

<b>Non Wage Supports</b>		<b>Yes/No</b>			
<b>Does your agency offer any of the following non-wage supports to staff?</b>					
Transportation Support	<b>0008</b>				
Childcare Support	<b>0009</b>				
Mentoring	<b>0010</b>				
Benefit Assistance	<b>0011</b>				
Scholarships	<b>0012</b>				
Does the agency pay increased wages for employees filling cases on weekends, holidays, or for complex cases?	<b>0014</b>				
Does the agency offer employer-provided health insurance?	<b>0015</b>				

Employees that receive health insurance or retirement plan benefits through the union, if the agency pays into the benefit, should be counted as enrolled in employer-provided health insurance or employer-sponsored retirement plan.

Short-term disability insurance may include the required coverage under New York State law or supplemental coverage that the agency offers.

## LSR10 – Registration Form

**LSR10 – Registration Form** - collects an attestation that indicates the LHCSA is currently operational and serving patients. If the LHCSA has opened in the past year, you can report on the form that the LHCSA is not yet operational and is currently not seeing patients.

Some fields on this form are **required fields**. You will not be able to submit the statistical report if this information is not filled in.

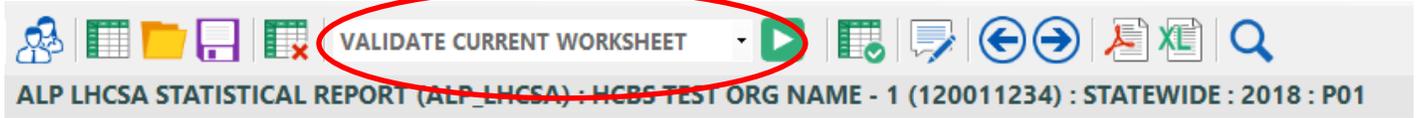
The appropriate Governing Authority Representative must request that the LHCSA be registered with the Department of Health for the upcoming calendar year.

LSR10 LHCSA Registration Form		
Report Type : LHCSA		
<b>LSR10 LHCSA Registration Form</b>		<b>Response</b>
100000	100001	100002
		<b>Name and Date</b>
Today's Date	00001	
LHCSA Operator Name	00002	
LHCSA Administrator Name	00003	
		<b>Yes/No</b>
Did this LHCSA provide patient care services during the last year?	00004	
Did this LHCSA provide patient care services during any portion this year?	00005	
Does this LHCSA intend to provide patient care services in the next year?	00006	
		<b>Yes/No and Date</b>
Has this LHCSA been open less than one year from today's date and has not served patients during this timeperiod?	00007	
Date LHCSA Opened	00008	
		<b>Yes/No</b>
Has this LHCSA received payment for Nursing, HHA, or PCA services during the report year?	00009	
		<b>Yes/No (Required)</b>
<b>No Licensed Home Care Services Agency shall be permitted to operate, provide nursing, personal care aide services or home health aide services</b>	00010	
<b>or receive payment for such services from any payor unless it is registered with the NYS Department of Health.</b>	00011	
		<b>Yes/No (Required)</b>
Do you wish to register this LHCSA with the NYS Dept of Health for the next calendar year?	00012	
		<b>Yes/No and Name (Required)</b>
By answering yes, I attest that all of the responses to this statistical report are true and correct to the best of my knowledge.	00013	

## Validating the Statistical Report

You may, at any time, Validate the Sheet you are working on, or validate the entire Report. You must validate the report before submitting it.

Go to the top tool bar and click on the drop-down box next to the green arrow.



You can validate a worksheet at any time. You can also refresh the validation after it's been done once by clicking the refresh circle in the details portion of the report. Because there are so many worksheets, it may be easier to validate each worksheet once you've finished it. The results of the validation are in a table in the details section of the worksheet. The message that says "Rule Passed Validation" is only referring to the cell you are on – not the whole worksheet.

Details								
Worksheets Open Calculations Text Transfers Validation Results Submission Output								
<b>RULE PASSED VALIDATION</b>								
The total of discharges in the "Length of Stay" section must match the total of discharges in the "Discharged To" column in the "Referrals and Discharges" section.								
(20002.10) EEQ (20004.30)								
<input checked="" type="checkbox"/> Current Worksheet Refresh								
Filter: All Rules Export as Excel								
Sequence	Identifier	Level	Error	Left Value	Operator	Right Value	Rule	OriginalLogic
11	LSR2PATIENT	Critical	<input type="checkbox"/>		EEQ		The total of discharges in the "Length of Stay" section must match the total of discharges in the "Discharged To" column in the "Ref...	(20002.10) EE...
12	LSR2PATIENT	Critical	<input type="checkbox"/>		EEQ		The unduplicated patient count reported on LSR2 must match the total of unduplicated patients reported on LSR7 - County Forms ...	(20002.3) EEQ...
13	LSR2PATIENT	Critical	<input type="checkbox"/>		EEQ		The number entered as total cases must match the total of the "Referred From" column in the Referrals and Discharges section.	(20002.2) EEQ...

The details section is automatically set up to show all rules. It's only an error if there is a checkmark in the error box.

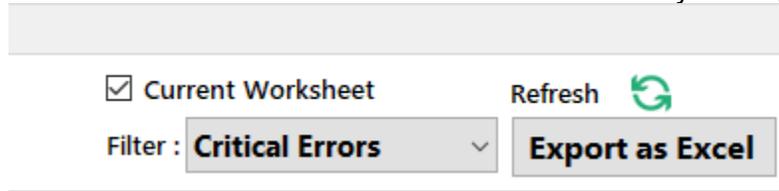
Sequence	Identifier	Level	Error	Left Value	Operator	Right Value	Rule
11	LSR2PATIENT	Critical	<input checked="" type="checkbox"/>	1.0	EEQ	0	The total of discharges in the "Length of Stay" section must match the total of discharges in the "Discharged To" column

To see if you have any cells with errors – click on the filter in the details section and change it from "all rules" to "critical errors".

Details								
Worksheets Open Calculations Text Transfers Validation Results Submission Output								
<b>CRITICAL : Operator [EEQ] : Left and Right values must be exactly equal - (.99) Variance is NOT considered equal.</b>								
The total of discharges in the "Length of Stay" section must match the total of discharges in the "Discharged To" column in the "Referrals and Discharges" section.								
(20002.10) EEQ (20004.30)								
<input checked="" type="checkbox"/> Current Worksheet								
Filter: Critical Errors								
Sequence	Identifier	Level	Error	Left Value	Operator	Right Value	Rule	OriginalLogic
11	LSR2PATIENT	Critical	<input checked="" type="checkbox"/>	1.0	EEQ	0	The total of discharges in the "Length of Stay" section must match the total of discharges in the "Discharged To" column in the	

Validations can be done for the worksheet you are on by checking the box that says "Current Worksheet" or it can be done for all worksheets by unchecking the box.

You can fix an error and then re-run the validation by clicking on the refresh circle.



If you have passed the validation edits you will have no error boxes checked and get a green message that says Rule Passed Validation for each cell you choose.

### Finalizing the Statistical Report

If you have passed all the validation edits, and you are satisfied with all responses on all forms, click on the Finalize Report icon.



Or click Action on the top tool bar and choose “Finalize Report”



A message will come up asking if you are sure you want to save and finalize. Click Yes. A second message will come up directing you to correct errors (if there are any) or letting you know that the report has been finalized.

Select a location to save your Finalized Report. **Make sure that you are aware of where it is being saved (i.e. desktop) as you will need to find the file when you upload it onto the Healthcare Financial Data Gateway. You may wish to make a new folder on your desktop and save it there.**

You will save a PDF of the report, as well as a .pnp file of the report.

The name of the report will be:

LHCSA\_Agency Name\_(Agency License Number)\_Statewide\_2023\_A00.pnp

**The file you will want to upload will end in “.pnp”**

Your report is now ready to be submitted to the Healthcare Financial Data Gateway.

### Submitting the Finalized LHCSA Statistical Report to the Healthcare Financial Data Gateway

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.

**Healthcare Financial Data Gateway**  
New York State Department of Health

Welcome John P Huffaker  
Home | Contact | Help

Home Software Submissions Publications Reports Administration

**Welcome to the Healthcare Financial Data Gateway**

The navigation bar above contains selectable tabs for each functional area of the application and is used to navigate throughout the application. Please read the descriptions of these areas below:

**Software:** The "Software" tab is used to download the Cost Report software and supporting documentation. Items selected for download will be saved as a zip file.

**Submissions:** The "Submissions" tab can be used to do any of the following.

- Submit your completed and finalized Cost Report
- View the details of past submissions
- Certify a previously submitted Cost Report

**Publications:** The "Publications" tab is used to download additional information distributed by the Department of Health that is not directly related to the distribution of the Cost Report software.

**Reports:** The "Reports" tab is used to access a downloadable history of submission and certification details for the Cost Reports.

**Administration:** The "Administration" tab can be used to do any of the following.

- Grant permissions to the applications
- Manage Roles
- Set Submission CutOff
- Upload Software, Reports, and Supporting Documentation
- Upload Certifications

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

**Healthcare Financial Data Gateway**  
New York State Department of Health

Welcome John P Huffaker  
Home | Contact | Request Access | Help

Home Software Submissions Publications Reports Administration

**SUBMISSIONS**

Select Cost Report And Organization

Submission Type: LHCSA Organization: 00 Test LHCSA (000000LC) Search

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



## SUBMISSIONS

### Select Cost Report And Organization

Submission Type:    Organization:   

### New Submission

Email:    [\(Update email address\)](#)  

Upload File:    No file selected.

### Submission History

Submission Period	Report Period : 2017-Annual					
	Region	DCN	Submit Date	Submitter	Status	
<input type="checkbox"/> Year / Period	Statewide	08202018113309	08-20-2018 12:47:21	John P Huffaker	Failure	<input type="button" value="Detail"/>
<input checked="" type="checkbox"/> 2017	Statewide	08202018113309	08-20-2018 11:34:30	John P Huffaker	Success	<input type="button" value="Detail"/> <input type="button" value="Download"/>
<input type="checkbox"/> Annual	Statewide		08-20-2018 11:30:59	John P Huffaker	Failure	<input type="button" value="Detail"/>

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.

## Attachment A – Report Tool Bar items

### Worksheets

#### Worksheets

The Worksheets are listed in the Worksheet Panel which is located on the left side of the application window. Worksheets are listed in alphanumeric order by Worksheet name. Click on a Worksheet to view that Worksheet in the Matrix Panel. Click on the small arrow key in the top right of the Worksheet Panel to collapse or expand the panel. Use the "Windows" menu item to organize your Worksheets in the Matrix Panel.

### Title Bar

#### Title Bar

The Title Bar is located at the very top of the window and will display the name, version and software build number, followed by the name of the active-matrix table if a table is currently open.

 Universal Data Collection System - Version 5.0.0 - Build 20180306:152943 - [FIDA\_001\_010]

### Menu Bar

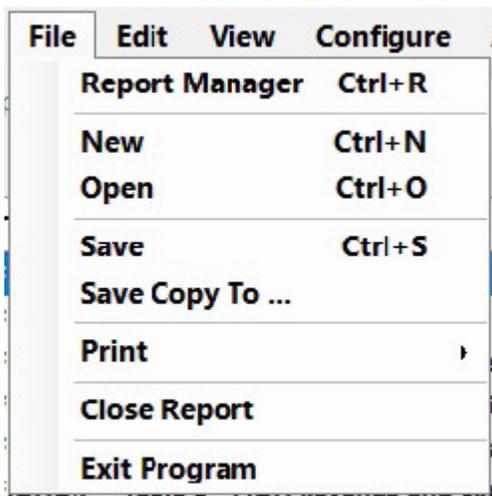
#### UDCS Menu bar

**File Edit View Configure Action Notes Windows Search Help**

The following Help Topics will guide you through the menu bar functionality.

### File

#### The File Menu.



**Report Manager:** Select Report Manager to return to the Report Manager.

**New:** This command will start a new Report

**Open:** This command will enable you to open an existing Report

**Save:** This will save the Report you are working on.

**Save Copy To:** The Save Copy window will open and enable you to save a copy of your Report to a location that you choose. Your working report location will remain in the default location:  
C:\ProgramData\UDCS\report

**Print:** Two options will be displayed that will enable you to save your Report as a Microsoft Excel document or a PDF document. For either option, the Select Worksheets window will open. Check the worksheets you wish to export or check Select All to check all of the worksheets. You will be prompted to save the export file to a location you choose. You can then open the file from this saved location and print.

**Close Report:** Closes the Report. You will be prompted to save your data first.

**Exit Program:** Closes the UDCS software and the Report Manager. You will be prompted to save your data first.

## Edit

### The Edit Menu

Cut, Copy, Paste, Undo

Edit	View	Configur
Cut	Ctrl+X	
Copy	Ctrl+C	
Paste	Ctrl+V	
Undo	Ctrl+Z	

These features will enable you to copy data from one part of your report to another, or from Microsoft Excel to your Report with some limitations:

- 1) You may copy numeric data to numeric or non-numeric type cells. You may not copy non-numeric data to numeric type cells.
- 2) You may not paste data into read only cells such as targets of formulas.
- 3) You may select a range of cells to copy. However, when you paste the cells, the range size must match. If the range size does not match, you will not be allowed to copy the data. For example, if you copy a 5 cell by 5 cell range and try to paste in a 3 cell by 3 cell area, or the area has read only cells, you will be alerted to adjust your range.

## View

### The View Menu

View	Configure	Action	Notes	Windows	Se
	<b>Report Type</b> ▶				
<input checked="" type="checkbox"/>	<b>Worksheet Panel (Expand-Collapse)</b>			<b>Alt+W</b>	
	<b>Previous Worksheet</b>			<b>Alt+Up</b>	
	<b>Next Worksheet</b>			<b>Alt+Down</b>	
<input checked="" type="checkbox"/>	<b>Detail Panel (Expand-Collapse)</b>			<b>Alt+D</b>	
	<b>Calculations (In Pop-Up Viewer)</b>				
	<b>Text Transfers (In Pop-Up Viewer)</b>				
	<b>Validation Results (In Pop-Up Viewer)</b>				
	<b>Submission Output (In Pop-Up Viewer)</b>				

**Report Type:** You can choose to Select All Worksheets to display all of the worksheets in the Report in the Worksheet display panel. For Reports that have multiple Report Types, you may choose to select only the worksheets from the selected Report Type.

**Worksheet Panel (Expand-Collapse):** Expands or collapses the worksheets panel. It may be convenient to collapse the worksheet panel when you are working on a large worksheet and could use extra space to see more of the worksheet.

With the worksheets collapsed you may also click on the arrow icon where the worksheets are collapsed to expand the worksheets.

**Previous Worksheet and Next Worksheet:** Use these commands to navigate through the worksheets.

**Detail Pane (Expand-Collapse):** Use this command to expand or collapse the Details panel. This works similarly to expand-collapse worksheets.

The following menu items will each open a window that will enable you to Export the data as a text file.

**Calculations:** A window will open that list all of the mathematical expressions in the Report.

**Text Transfers:** Lists all of the Text Transfers in the Report.

Text Transfers consist of a value and a target. Once the value is entered, the target automatically gets populated with the same value.

**Validation Rules:** Lists all of the Validation Rules in the Report.

Validation Rules are conditions that must be met in order for the report to be completed satisfactorily.

**Submission Output:** This is the XML output of the Report. It lists Report configuration information as well as class code/line numbers and the values that were entered for them.

## Configure

### *The Configure Menu*

Configure	Action	Notes
	Control Data	F2
	Report Settings	F3
	Report Types	F4

Control Data: Contains information that is required in order for the Report to be completed correctly and allowed to be submitted. All required Control Data fields must be complete. Required fields will have a red exclamation point next to them. When you open the Report, you will be alerted if the Control Data information is not completely filled out.

Report Settings / Report Types: These menu items are merely instructions to remind you what to do in the event that you have created your report using the wrong configuration information, such as the wrong Report Type or wrong Region. Click on the File menu to Start a New Report. Select the correct settings and then transfer your data from the incorrect Report to the new Report.

## Action

### *The Action Menu*

Action	Notes	Windows	Search
<b>Validation Method</b> ▶			
Start Validating		F5	
Stop Validating	Ctrl+F5		
Finalize Report		F6	
Recalculate Formulas		F7	

### ***Validation Method: Current Worksheet or Entire Report.***

In order to Finalize the Report for Submission you must run it through the validation process. You can validate to check only the current Worksheet, or you can run Validation for the entire Report. You must Validate the entire Report in order to pass Validation and have a Finalized Report that is ready to submit.

**Start Validating/Stop Validating:** Once you have selected to validate the current Worksheet or the entire Report you can select the Start Validating item. For larger Reports, you may choose to Stop Validating at any time.

## Notepad

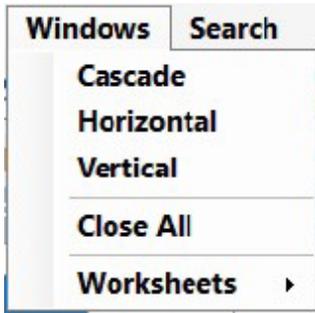
### *The Notepad Menu*

This is a scratch pad to keep notes and provide additional information while you complete your report. Click the File menu and then Save to save Notes to your Report. Use the File and Edit menu as you would a typical text editor.

## Windows

### *The Windows Menu*

Use the Windows commands to arrange the Worksheets to your satisfaction. Select the Worksheets command to see a list of opened Worksheets. You may select an open Worksheet to bring it to the front of the Report.



## Search

### **The Search Menu**

Enter what you would like to search for in the Search box and click the Search button. All results that match your Search criteria will be listed below. You may choose to Search the Current Worksheet or All Worksheets by toggling the radio buttons at the bottom of the window.

## Help

### **The Help Menu**

View Documentation will open the Help File that you are currently reading.



Click About to open the following window. This information contains details about the Report you have open as well as the versions of the software and files being used.

## Icon Menu

### Icon Menu



Open the Control Data Form.



Start a New Report.



Open an Existing Report.



Save the Report.



Close the Report.



Validate the Current Worksheet or the Entire Report.



Stop the Validation process.



Finalize the Report.



Open Notepad.



Open the Previous Worksheet.



Open the Next Worksheet.



Export the Worksheet as a PDF document.



Export the Worksheet as an Excel file.



Open the Search Window.