

**From:** NYSDOH HEALTH NOTIFICATION <[notify01@health.ny.gov](mailto:notify01@health.ny.gov)>

**Date:** December 28, 2022 at 3:26:01 PM EST

**To:**

**Subject: Informational Message: Licensed Home Care Services Agency 2021 Statistical Report**

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Type: Informational Message

Description of Informational Message: Licensed Home Care Services Agency 2021 Statistical Report

Source Organization: NYSDOH OPCHSM

Authorizing Person: Seon Davis

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### **IHANS Licensed Home Care Services Agency 2021 Statistical Report**

The 2021 LHCSA (Licensed Home Care Services Agency) Statistical Report and the 2021 ALP (Assisted Living Program) LHCSA Statistical Report are now available on the Healthcare Financial Data Gateway on the Health Commerce System. All LHCSAs are required to submit these reports. If your agency opened in 2021, you need to complete and submit the Agency Form and the Registration Form.

The following documents are available on the Health Commerce system to assist you:

1. Dear Administrator Letter DHCBS 22-16
2. Instruction Document on uninstalling the old Report Manager Software, downloading and installing the revised Report Manager Software and downloading the Report.
3. Instruction document that reviews all forms to be used for the 2021 LHCSA Statistical Report.
4. Instruction document that reviews all forms to be used for the 2021 ALP LHCSA Statistical Report.
5. Frequently Asked Questions Document for LHCSAs, which may be updated and distributed multiple times during the reporting period.
6. Frequently Asked Questions Document for ALP LHCSAs, which may be updated and distributed multiple times during the reporting period.

**Please read the documents carefully.**

Instructional training videos are still available on the Health Commerce System. The training is organized into 5 parts which includes:

Part I Download and Install the Software

Part II Download the Report

Part III Open the Report

Part IV Entering Data

Part V Validate, Finalize and Upload the Report

**To see the instruction documents and to view the training, please do the following:**

Sign on to the Health Commerce System

Click on:

- My Content on the top purple tool bar
- Documents by Group
- View all Document Groups
- Long Term Care
- Training
- Home Care
- LHCSA Statistical Report

**Important Items to Note:**

Instructions for the software, Report Manager, are located on the Health Commerce System.

LHCSAs serving the Assisted Living Program (ALP) have a separate report on UDCS. ALP LHCSAs that exclusively serve ALP patients will not need to enter information on the 2021 LHCSA Statistical Report but will need to complete and submit the 2021 ALP LHCSA Statistical Report. ALP LHCSAs that also serve the community must submit the LHCSA Statistical Report regarding the patients in the community and the ALP LHCSA Statistical Report regarding their patients in the Assisted Living Program.

LHCSAs that are exclusively Fiscal Intermediaries must complete the LHCSA Statistical Report.

The 2021 LHCSA Statistical Report and the 2021 ALP LHCSA Statistical Report is due by **February 28, 2023**. If you have any questions, please send an email to [HCStatRpts@health.ny.gov](mailto:HCStatRpts@health.ny.gov)