



# Department of Health

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Acting Executive Deputy Commissioner

November 15, 2023

DAL: DHCBS 23-04  
Subject: 2022 LHCSA Statistical Report and  
2022 ALP LHCSA Statistical Report

Dear Administrator:

The 2022 Licensed Home Care Services Agency (LHCSA) Statistical Report and the 2022 Assisted Living Program (ALP) LHCSA Statistical Report will be made available for completion on November 15, 2023. Reports must be submitted by **December 31, 2023**.

## **LHCSA Registration Process**

Section 3605-b, of the Public Health Law (PHL) requires annual registration of all licensed home care services agencies with the Department of Health ("Department"). As such, all LHCSAs, including those that are affiliated with an ALP, are required to be registered with the Department beginning January 1, 2019 and annually thereafter. The registration status of each LHCSA is then publicly posted on the Department's Health Data NY website at <https://data.ny.gov/browse?q=Licensed%20Home%20Care%20Services%20Agency%20Registration%20Status>.

LHCSAs must register for 2024 by successfully submitting a **complete** 2022 LHCSA Statistical Report and/or 2022 ALP LHCSA Statistical Report. Failure to complete and submit the statistical report by the stipulated deadline will result in the following penalties:

- A \$500 fine will be assessed for each month, or part of a month, that the LHCSA is not registered.
- LHCSAs that are not registered will not be allowed to operate until they become registered.
- The Department may revoke the license of any LHCSA that fails to register timely for two years, not necessarily consecutive.

Please note that LHCSAs that were licensed during the current calendar year (2023) will be automatically registered for and may provide and bill for services rendered during 2024.

## **ALP LHCSAs**

All ALP LHCSAs must submit the 2022 ALP LHCSA Statistical Report. An ALP LHCSA serving patients in the community must also complete and submit all sections of the 2022 LHCSA Statistical Report to report data for these community patients; however, an ALP LHCSA that does not serve patients in the community must only complete and submit the 2022 ALP LHCSA Statistical Report. For those ALP LHCSAs submitting both reports, the submission date of the first successfully submitted report will be considered the submission date for the agency for registration purposes.

## **Report Platform**

The 2022 LHCSA Statistical Report and the 2022 ALP LHCSA Statistical Report will use the Department-developed Universal Data Collection System (UDCS) platform.

- Please review and follow the directions for the 2022 Statistical Reports.
- Only those assigned the Health Commerce System (HCS) Administrator Role will be allowed to submit the report. It is imperative that your agency's HCS Administrator Role assignments be accurate and up to date. The LHCSA Administrators from past submissions of the Statistical Report are currently loaded on the Healthcare Financial Data Gateway. New Administrators will be added manually. If you are unable to access the report on the Healthcare Financial Data Gateway, please email [HCStatRpts@health.ny.gov](mailto:HCStatRpts@health.ny.gov) to ensure that requisite permissions to access the UDCS platform are in place.
- The UDCS application and the LHCSA Statistical Report form(s) must be downloaded from the HCS and installed on a user's computer. There have not been changes to the software therefore users who submitted the 2021 report will not need to redownload the software to complete the 2022 report. However, the 2022 report form(s) will need to be downloaded. Users designated by the agency can then enter the required data.

Please continually monitor the HCS. Information will be provided through the HCS including directions for downloading and installing the UDCS application and the LHCSA Statistical Report forms, suggestions for using the application in different technical environments and organizational structures, entering data into the forms, and submitting the completed report. **Please read these documents carefully. The 2022 LHCSA Statistical Report is extensive and the successful registration of your LHCSA depends upon your submission of an acceptable LHCSA Statistical Report.**

Thank you in advance for the timely submission of your 2022 LHCSA Statistical report. Please send any questions, comments, and concerns to [HCStatRpts@health.ny.gov](mailto:HCStatRpts@health.ny.gov).

Sincerely,

Heidi L. Hayes, Acting Director  
Division of Home and Community Based Services

Enclosure

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