#### INTRODUCTION

Welcome to the documentation for 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 platform used to collect the LHCSA Statistical Report information was the Health Emergency 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.
- 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 have been assigned the HCS Administrator role <u>when the application is 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.

## 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.

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Home	Software	Submissions	Publications	Reports	Administration	
Welcome to th	e Healthcare	Financial Data Gate	way			
The navigation bar al	bove contains selec	table tabs for each function	al area of the application	and is used to navig	ate throughout the application.	
Please read the desc	criptions of these a	reas below:				
Software:	The "Software" ta download will be		e Cost Report software	and supporting do	cumentation. Items selected fo	ŗ
Submissions:	The 'Submissions	* tab can be used to do an	y of the following.			
	<ul> <li>View the d</li> </ul>	ur completed and finalized letails of past submissions reviously submitted Cost R	provinciana de la compañía de la com			
Publications:		tab is used to download the distribution of the Cost		distributed by the D	epartment of Health that is no	t.
Reports:	The "Reports" tab	is used to access a downl	adable history of submi	ission and certificatio	on details for the Cost Reports.	
Administration:	The "Administration	on" tab can be used to do a	ny of the following.			
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### 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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Choose Download					
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Software	05/04/2018 10:00:47	individual cost report X HAVE NEVER INSTALL (see the Last Update d	ML files. Download the HCS_SOF ED THE SOFTWARE OR IT HAS E ate). The Installation Instructions i	er Software that will be used to run the TWARE*.zip file presented ONLY IF YO EEN UPDATED SINCE YOUR LAST IN ncluded in the zip file fully explain the r ed once regardless of the number of re	OU ISTALL new
Reports	05/29/2018 11:33:42	which your plan is resp software from the SOF point to that downloade	onsible for completing. A zip file w FWARE section is installed, you ca	t XML files. Please choose only the file vill be downloaded to your computer. O an open the Report Manager Software the REPORTS to be completed will ve when an updated report is posted.	nce the and
Documentation	01/27/2017 09:35:53			al items to help aid in the completion o ce documents and quarterly letters.	fthe
∋ 2014 NYS Department of He	alth			System Int	formation

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

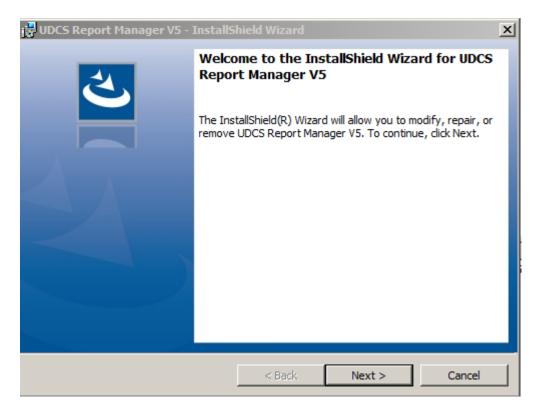
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Home	Software	Submissions	Publications	Reports	Administration	
For 2017-Ann C Report M	nstallation only necessa ual matrix reports and ea anager and Shell Versior	ry if software was never previously rlier ONLY. • 4 (Installation Instructions Included) • 5 (Installation Instructions Included)	)	lated since last install, reg Version Number 4.0.6 5.1.1	pardless of reports. Last Updated 02/22/2018 10:04:34 05/04/2018 10:00:47	
© 2014 NYS Department o	f Health					System Information

- 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.

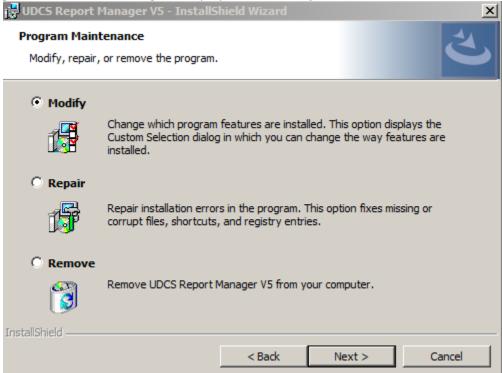
7 Open the .zip file and extract the Report Manager and Shell software and the installation documentation (this documentation is more extensive than is required to install the software for the LHCSA Statistical Report and contains some information not applicable to LHCSAs).

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 - InstallS	hield Wizard		x
Custom Setup Select the program features you want in:	stalled.		と
Click on an icon in the list below to change l	how a feature is ins	stalled.	
		Feature Descript	cion-
InstallShield			
Help	< Back	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
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
< Back Install Cancel

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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Home	Software Submission	s Publications	Reports	Administration	
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Reports	05/29/2018 11:33:42	The REPORTS section contains the which your plan is responsible for co software from the SOFTWARE section point to that downloaded zip file on you each quarter, they must be download	ompleting. A zip file w on is installed, you ca our PC. NOTE: Since	ill be downloaded to your comput n open the Report Manager Softw the REPORTS to be completed w	er. Once th are and
		The DOCLIMENTATION section contr	ains all sunnlementa	l items to help aid in the completi	on of the

- 3. Click on the **Reports** button the **Download Matrix Reports** page will display.
- 4. Select 2017 Annual for the Submission Period and click on the Search button.

			EVAL			
Home	Software	Submissions	Publications	Reports	Administration	
Matrix Reports						
Submission Period:	2017-Annual	Search				
	Select					
	2018-Annual					
	2017-Annual					
	2017-Third Quarter					
	2017-First Quarter					
	2016-Annual					
	2016-Third Quarter					
	2016-Second Quarter					
	2016-First Quarter					

#### Downloading the reports continued...

5. Unselect all reports except for the LHCSA-2017 Annual report and click the Download button.

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I	LHCSA 201	7-Annual 05/29/2018	11:33:42				
Downlos	ad						
© 2014 NYS [	Department of Hea	alth					System Information

6. Save the .zip file to the location of your choice. 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.

### **Downloading the Documentation**

- 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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Home	Software Submissions	Publications	Reports	Administration	
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Software	05/04/2018 10:00:47	individual cost report XML files. HAVE NEVER INSTALLED THE (see the Last Update date). The	Download the HCS_SOF SOFTWARE OR IT HAS E Installation Instructions	ger Software that will be used to run the TWARE*.zip file presented ONLY IF YOU BEEN UPDATED SINCE YOUR LAST INSTA included in the zip file fully explain the new led once regardless of the number of report	
Denote	05/29/2018 11:33:42	which your plan is responsible t software from the SOFTWARE s	for completing. A zip file v section is installed, you c	rt XML files. Please choose only the files vill be downloaded to your computer. Once i an open the Report Manager Software and e the REPORTS to be completed will vary	
Reports				when an updated report is posted.	

- 1. Click on the Documentation button the Download Software Documentation page will display
- 2. Select 2017 Annual for the Submission Period
- 3. Click on the Search button
- 4. Unselect all documents except those for the LHCSA 20xx-Annual report
- 5. Click on the **Download** button
- 6. Save the .zip file to the location of your choice

## **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.

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	Report Planager - Version S.1.1 - Build 2018/04/084118	×
	NYS Department of Health Universal Data Collection System	Report Manager
	Report	Year Period
	Select A Report	1 1 1
	Add Downloaded Reports	Opun Shinssed Respon
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3. Locate and select the report for the LHCSA-2017 annual report that you downloaded earlier

Computer + Local Disk (C:) + Users + jph11 + Desktop +		Search Desktop	2
anize 👻 New folder			# • 🗊 0
System Volume Information  TEMP  Tools  Users  All Users	Name *	Date modified 05/17/2018 10:54 AM 06/03/2015 3:15 PM 05/07/2015 9:02 AM	Type File folder Shortcut Shortcut
ganoBs jph11	HCER	05/15/2017 2:29 PM	Shortout
Application Data     ASPENRpts     Contacts     Cookies	ph11 Home     UHCSA StatRpt     NYS ITSM	03/06/2018 3:51 PM 06/16/2017 2:29 PM 06/01/2018 8:58 AM	Shortcut Shortcut Shortcut
Desktop     Report Manager and Shell Version 5     HCS_REPORTS_2017-Annual_20180517105840.zp     Downloads     Favorites     HHC     tota	QRMS - Home Control Scanned Docs Control StatRpts Control ThinApps	05/15/2017 2:29 PM 09/21/2017 10:05 AM 05/15/2017 2:29 PM 04/22/2015 4:43 PM	Shortcut Shortcut Shortcut Shortcut
OneDrive - New York State Office of Information Technology Services     OneDrive for Business – Unsynced Changes     Oracle     PrintHood			

4. Click the down arrow at the end of the **Select a Report...** drop down menu and click on the **LHCSA Statistical Report** menu item.

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port 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	
	Add Downloaded Reports Open External Report	Open Selected Report

5. This will load the report into the UDCS Report manager

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File Help			
Report Type			A Q
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	NYS Department of Health Universal Data Collection System	Report Manager	
	Report	Year Period	
	Select A Report 🝸	<b>v</b>	
	Attentiont       X         Image: The Following Reports Have Been Processed (review status below)         Message : (V5.1.0) LHCSA_2017_A00.xml         "This file already exists in Report Manager - no action taken.         OK		¥
	Processing Report : LHCSA_2017_A00		

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

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Report Manager - Version 5.1.1 - Build 20180504:084516         NYS Department of Health Universal Data Collection System       Report Manager         Report       Year         Select A Report       Select A Report         LHCSA Statistical Report       Image: Collection System	File Help		
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	Report Type		· × ■ 🖓 ⊖⊖ A 🖾 Q
NYS Department of Health Universal Data Collection System Report Manager Report Year Period Select A Report Select A Report LHCSA Statistical Report		•	
Report Year   Select A Report   Select A Report   LHCSA Statistical Report		📅 Report Manager - Version 5.1.1 - Build 20180504:084516	×
Select A Report Select A Report LHCSA Statistical Report		NYS Department of Health Universal Data Collection System	Report Manager
Select A Report LHCSA Statistical Report		Report	Year Period
LHCSA Statistical Report		Select A Report	
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Add Downloaded Reports Open External Report Open Selected Report			
Add Downloaded Reports Open External Report Open Selected Report			
Add Downloaded Reports Open External Report Open Selected Report			
Add Downloaded Report Open Selected Report Open Selected Report			
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7. Click the Start New Report button

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File Help		
Report Type	🐼 🖉 🖿 🗖 🔲 💷 🗖 📃 🔤	$\overline{} \times  \mathbb{E}  \not =  \mathbb{C} \ominus  \mathbb{A} \otimes  \mathbb{Q} $
•	LHCSA STATISTICAL REPORT (LHCSA)	
	Start Report         Image: Cancel         Worksheets Open         Calculations         Text Transfers         Validation Result	X HE Submission Output

8. 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 - Version 5.1.1 - Build 20	180504:084516	
File Help		
Report Type		
<	LHCSA STATISTICAL REPORT (LHCSA)	
	Configure Report Organization       X         Organization       HCBS Test Org Name - 2         HCBS Test Org Name - 1       HCBS Test Org Name - 2         Submission Period       Annual (A00-Annual)         Report Duration       01/01/2017 - 12/31/2017         Ok       Cancel         Worksheets Open       Calculations         Text Transfers       Validation Results         Submission Output       Ig	V

9. Select **Statewide** from the **Region** dropdown menu click the **OK** button.

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File Help			
Report Type	78 III.		
<	LHCSA STATISTICAL	. REPORT (LHCSA)	
	Configure Report Organiza		1
	Organization	HCBS Test Org Name - 2	
	Region	Statewide 🔹	
	Submission Period	Statewide Central	
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		Mid-Hudson	
		NYC Northeast	
		Northern Metro	<b>v</b>
	worksheets open   Calcul	Utica-Adirondack	ut
		Western	

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

universal Data Collection System - Version 5.1.1 - Build 20180504:08	4516	_ 🗆 🗙
File Help		
Report Type		
LHCS/	A STATISTICAL REPORT (LHCSA)	
Save Report Configurati	on X	
Organization Name	HCBS TEST ORG NAME - 2	
Region	STATEWIDE	
Report Types	LHCSA	
Submission Period	ANNUAL (A00-ANNUAL)	
Report Duration	01/01/2017 - 12/31/2017	
File Name	LHCSA_HCBS_TEST_ORG_NAME2_STATEWIDE_2017_A00.PNP	
Location	C:\PROGRAMDATA\UDCS\REPORT\LHCSA\	
	Ok Cancel	
		· · · · · · · · · · · · · · · · · · ·
Worksh	eets Open   Calculations   Text Transfers   Validation Results   Submission Output	

11. The Universal Data Collection System Shell will start loading the selected report.

Universal Data Collection System - \	Version 5.1.1 - Build 20180504:	084516	
File Help			
Report Type	• 🧐	$ \begin{tabular}{cccccccccccccccccccccccccccccccccccc$	
		SA STATISTICAL REPORT (LHCSA)	
	Save Report Configur Organization Nar Region Report Types Submission Perio Report Duration File Name Location	New York State       Loading         Universal Data Collection System         LHCSA Statistical Report         Period : Annual (01/01/2017-12/31/2017)         Build : 201804180954.53         Shell Version : 5.1.1         XML Version : 5.1.0         Form Builder : 5.1.0         PNP Version : 5.1.1         Building Submission Repository	

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

📑 Univ	versal Data Collection System - Version 5.1	1 - Build 20180504:084516 - [LSR1AGENCY]	.Ox
18 F	File Edit View Configure	Action Notes Windows Search Help	- # ×
Report	rt Type SHOW ALL WORKSHEETS	- 🐼 🎊 🔲 🛅 🔚 🔛 VALIDATE CURRENT WORKSHEET 🛛 🔀 🐻 🤛 🚱 🔊 🖄 🕰 🔍	
		LHCSA STATISTICAL REPORT (LHCSA) : HCBS TEST ORG NAME - 2 : STATEWIDE : 2017 : A00	
Тур	pe Worksheets (13)	LSR1 Agency Contact Information Form	
LHC	CSA LSR1 Agency Contact Informatio	Form	*
LHC	CSA LSR2 Patient Form		
LHC		Required fields for Control Data Form are not filled.	
LHC		Please fill out the values in appropriate required fields on Control Data Form.	
LHC		Do you want to open Control Data Form now?	
LHC			
LHC		Ves I No I View Details I	
LHC			
LHC		State 0005	
LHC		Zip 0006	
LHC		Agency Phone Number 0007	
LHC		Contact Deccon Name 0009	×
		Footnotes	
			-
		Details	
		Worksheets Open Calculations Text Transfers Validation Results Submission Output	
		LSR1 Agency Contact Information Form	Close

13. File out the **Configuration Information** data and Click the **Validate** button.

🔓 Universi	al Data Co	ollection System - Version 5.1.1 - Build 20180504	1:084516 - [LSR1	AGENCY]			_ 🗆 ×
🖳 File		View Configure Action Notes	Windows	Search	Help		_ 8 ×
Report Ty							Q
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LHCSA	LSR2 I LSR3 ;		Class Code	Line Numbe	r		
LHCSA			0	1005	ANNUAL		
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LHCSA	LSR7.		0	1011	A00		
LHCSA							
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LHCSA		Submitter ID :	0	1000	120021234		
LHCSA		Region ID :	0	1003	1		
LHCSA	LSR9V	Region Name :	0	1002	STATEWIDE		
		Name of Organization :	0	10	HCBS TEST ORG NAME - 2		×
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		Contacts				-	
					Validate Save Cancel	1	
						-	

- 14. If the data validates, click the **Save** button.
- 15. Start entering data into the LHCSA Annual 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 LHCSA 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.

			EVAL				
Home	Software	Submissions	Publications	Reports		Administration	
Welcome to th	e Healthcare	Financial Data Gates	way				
		ctable tabs for each function		ind is used to navig	ate througho	ut the application.	
Please read the des							
Software:		ab is used to download the saved as a zip file.	e Cost Report software a	and supporting do	cumentation.	Items selected for	
Submissions:	The 'Submission	s" tab can be used to do any	of the following.				
	<ul> <li>View the c</li> </ul>	ur completed and finalized ( fetails of past submissions reviously submitted Cost Re					
Publications:		s' tab is used to download the distribution of the Cost		stributed by the D	epartment of	Health that is not	
Reports:	The "Reports" tab	is used to access a downlo	adable history of submise	sion and certificatio	n details for	the Cost Reports.	
Administration:	The "Administrati	on" tab can be used to do ar	ny of the following				
	Manage R     Set Subm	ission CutOff ftware, Reports, and Suppor	ting Documentation				

3. Click the Submissions tab - the Submissions page will display

	thcare Fina ork State Departme	ancial Data Gat	eway Welcom	ie John P Huffaker   Contact   Request Acce	ss i Help	-
Home	Software	Submissions	Publications	Reports	Administration	
SUBMISSIONS						
Select Cost Repo	rt And Organization					
Submission Type:	LHCSA	Organization:	00 Test LHCSA (000000LC)		Search	
© 2014 NYS Department	of Health				System Informat	tion

## Submitting the Finalized LHCSA Statistical Report continued...

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.

New York S	tate Department of	<sup>f</sup> Health		Home I C	ontact I Requ	est Access I Help
Home	Software	Submissions	Publicati	ons	Reports	Administration
UBMISSIONS						
Select Cost Report An	d Organization					
Submission Type: LHC	CSA	Organizatio	on: 00 Test LHCSA (00	0000LC)		Search
New Submission						
Email: john.huffa	ker@health.ny.gov (U	lpdate email address)	Refresh Email			
Upload File: Browse	No file selected.					
Submit						
Publication Illinkows						
-	Report Period	• 2017-Appual				
Submission Period	Report Period Region	: 2017-Annual	Submit Date	Submitter	Status	
-		DCN	Submit Date 08-20-2018 12:47:21	John P	Status Failure	Detail
Submission Period	Region Statewide	DCN 08202018113309	08-20-2018 12:47:21	John P Huffaker	Failure	
Submission Period - Year / Period - 2017	Region	DCN 08202018113309		John P		Detail Detail Download
⊡- Year / Period È- 2017	Region Statewide	DCN 08202018113309	08-20-2018 12:47:21	John P Huffaker John P Huffaker John P	Failure	
Submission Period - Year / Period - 2017	Region Statewide Statewide	DCN 08202018113309	08-20-2018 12:47:21 08-20-2018 11:34:30	John P Huffaker John P Huffaker	Failure Success	Detail Download
Submission Period - Year / Period - 2017	Region Statewide Statewide	DCN 08202018113309	08-20-2018 12:47:21 08-20-2018 11:34:30	John P Huffaker John P Huffaker John P	Failure Success	Detail Download
Submission Period - Year / Period - 2017	Region Statewide Statewide	DCN 08202018113309	08-20-2018 12:47:21 08-20-2018 11:34:30	John P Huffaker John P Huffaker John P	Failure Success	Detail Download
Submission Period - Year / Period - 2017	Region Statewide Statewide	DCN 08202018113309	08-20-2018 12:47:21 08-20-2018 11:34:30	John P Huffaker John P Huffaker John P	Failure Success	Detail Download
Submission Period Year / Period 2017	Region Statewide Statewide	DCN 08202018113309	08-20-2018 12:47:21 08-20-2018 11:34:30	John P Huffaker John P Huffaker John P	Failure Success	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.