

The 2019 LHCSA (Licensed Home Care Services Agency) Statistical Report and the 2019 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 2020 – 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 20-12, including a document that outlines all changes made from last year's 2018 LHCSA Statistical Report.
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 2019 LHCSA Statistical Report.
4. Instruction document that reviews all forms to be used for the 2019 ALP LHCSA Statistical Report.
5. Frequently Asked Questions Document for LHCSAs, which will be updated and distributed multiple times during the reporting period.
6. Frequently Asked Questions Document for ALP LHCSAs, which will be updated and distributed multiple times during the reporting period.

Please read the documents carefully.

Last year's instructional training videos are still available on the Health Commerce System. The training was broken 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:

The Report Manager Software has been revised. If you downloaded the software last year, you must uninstall the old software and install the new software. Instructions for this are located on the Health Commerce System.

LHCASAs serving the Assisted Living Program (ALP) have a separate report on UDCS. ALP LHCASAs that exclusively serve ALP patients will not need to enter information on the 2019 LHCSA Statistical Report – but will need to complete and submit the 2019 ALP LHCSA Statistical Report. ALP LHCASAs 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.

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

The 2019 LHCSA Statistical Report and the 2019 ALP LHCSA Statistical Report is due by **December 31, 2020**.

If you have any questions, please send an email to HCStatRpts@health.ny.gov