



Department of Health

KATHY HOCHUL
Governor

MARY T. BASSETT, M.D., M.P.H.
Commissioner

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

To: UAS-NY Long-Term Care HCS Coordinators, UAS-NY LTC Communications, LTC-30 & LTC-35

From: UAS-NY Project Team

Date: July 27, 2022

Re: REMINDER: Discontinuance of UAS-NY LTC-30 & LTC-35 Roles

HCS Coordinator Action Item: To prepare for the discontinuance of LTC-30 and LTC-35 Roles, all HCS Coordinators should remove all LTC-30 and LTC-35 roles provisioned by their organization to any staff member or sub-contractors' staff by end of business Monday, August 1, 2022.

On Friday, June 24, 2022, communication was sent to inform UAS-NY Long-Term Care HCS Coordinators of the upcoming discontinuance of UAS-NY LTC-30 & LTC-35 Roles **by end of business Monday, August 1, 2022.** The original notification is included below.

Action Required for Discontinuance of the LTC-30 and LTC-35 Roles

The purpose of this memorandum is to notify you of an upcoming change to the LTC Roles in the following HCS Organization types:

- Adult Care Facilities
- County DSS
- High-need population DTC and ADHC
- Home Health Agency (CHHA)
- LCHSA
- Managed Care
- Managed LTCP
- Nursing Home (ADHCP)
- Regional Resource Development Centers (RRDC)

At the direction of the Department of Health (DOH) the UAS-NY LTC-30 & LTC-35 Social Assessor Roles will be removed from the HCS Coordinator's Update Tool with the upcoming Summer 2022 software release v.1.13.

To maintain user access, HCS Coordinators may provision former LTC-30 and LTC-35 Social Assessor users with an LTC-15, LTC-20 (in some org types), or LTC-50 role, whichever single role is most appropriate to the individual staff member's job responsibilities. Please see the attached documents to assist in role provisioning.

As a reminder, by policy only one role may be provisioned to each user per organization per domain. Additionally, only a registered nurse licensed to practice in New York State may be provisioned either the LTC-40 RN Assessor or LTC-45 RN Assessor Supervisor role.

Some general suggestions are below:

Current Role	Suggested Future Role and Abilities
LTC-30 Social Assessor	LTC-20 Can run individual reports and sign as a reviewer. LTC-15 Can run all reports, manage enrollments, manage the Organization Case List, and create person records.
LTC-35 Social Assessor Supervisor	LTC-50 Can run all reports, manage enrollments, manage the Organization Case List, create person records, sign as a reviewer, and delete any unsigned/unfinalized assessment for your organization.

If you have any questions concerning which role is best for an individual, please reach out to the UAS-NY Support Desk at 518-408-1021 for assistance.

Additional Training Requirements Due to User Role Transition

Some users who transition from the LTC-30 role to an LTC-15/LTC-20/LTC-50 role will be required to complete additional training courses in order to access the UAS-NY due to the differences in the course sequence for different roles. LTC-35 users will have NO additional training requirements.

User Action Item: Users who are transitioning roles should complete the below required coursework **BEFORE** they transition in order to avoid a gap in UAS-NY access. The courses are listed on the *Organizations/Roles Confirmation* page under *Recommended Courses*. If the user takes the course while logged in to the LTC-30 role, the course will show up as completed once they transition to the new role.

Please see the below table for details:

	Additional Training for LTC-15	Additional Training for LTC-20	Additional Training for LTC-50
LTC-30	1000-ALL <i>Training in the UAS-NY</i> <i>(some users may have completed this course already)</i> 2200 <i>Creating a New Case File Record</i>	1000-ALL <i>Training in the UAS-NY</i> <i>(some users may have completed this course already)</i>	1000-ALL <i>Training in the UAS-NY</i> <i>(some users may have completed this course already)</i>
LTC-35	None	None	None

Policy Updates

In accordance with the above changes, updates have been made to the following policies:

Policy	Retired or Updated	UAS-NY Training Environment Location
<i>UAS-NY.18.1 – Change to LDSS Assessment Requirements</i>	Retired	N/A
<i>UAS-NY.18.4.2 A - Organization and Individual Responsibilities Associated with Using the UAS-NY</i>	Updated <i>UAS-NY.18.4.3 A – Organization and Individual Responsibilities Associated with Using the UAS-NY</i>	<i>Course 8000 Shared Resources and Policy</i>
<i>UAS-NY.19.1 - Conducting the UAS-NY Community and Pediatric Assessments Policy</i>	Updated <i>UAS-NY.19.1.2 - Conducting the UAS-NY Community and Pediatric Assessments Policy</i>	<i>Course 8000-MLTC Shared Resources and Policy</i>

Updated policies are available now in the UAS-NY Training Environment.

Regulations Informing Role Removal

The New York State (NYS) Department of Health (DOH) promulgated revisions to the personal care and consumer directed personal assistance services (PCS/CDPAS) regulations at 18 NYCRR § § [505.14](#) and [505.28](#) that went in effect on November 8, 2021. These updated regulations removed the use of a social assessment.

Additionally, the UAS-NY *Community Health Assessment (CHA)* and *Pediatric Assessments* are nursing assessments (NYS Education Law, [Article 139](#), Nursing aka the Nurse Practice Act) and, as such, must be conducted, entered into the UAS-NY, and signed/finalized by a single registered nurse (RN) who holds an active license with the NYS Office of the Professions and who is able to participate in Medicaid programs.

Contact

Phone: 518-408-1021

E-mail: uasny@health.ny.gov

Please provide your HCS User ID when calling or e-mailing.

Do not include personally identifiable information (PII) on voicemails or unencrypted, unsecured e-mails.

LTC ROLES

Know the Difference

1 ROLE Per Person
Per Org

LTC-15

LTC-50

Provision to

Admin
Support

Administrator

Intake
Staff

Manager

So they can

Run All Reports
Manage Enrollments*
Manage Case List
Create Person Records

Run All Reports
Manage Enrollments*
Manage Case List
Create Person Records
Sign as Reviewer

Delete Any Unfinalized Assessment

*Enrolling organizations only.

LTC ROLES

Know the Difference

1 ROLE Per Person
Per Org

LTC-20

Provision to

Reviewer

OT, PT, ST
LMSW

So they can

Sign Assessment as Reviewer/Consultant
Run Individual Reports



LTC Roles for Social Assessor Transition

June 2022



**Department
of Health**

**Office of
Health Insurance
Programs**

LTC Role Specifications Detail

UAS-NY Functional Capability	LTC-15 Admin	LTC-20 Review/Consult OTPTST	DISCONTINUED LTC-30 Social Assessor	DISCONTINUED LTC-35 Social Assessor Supervisor	LTC-50 Managers
Access to Client Data					
Edit or <i>View</i> a person's demographic information.	Edit	<i>view</i>	Edit	Edit	Edit
Search your Organization Case List based on only a single field of data (e.g. last name).	-	-	-	✓	✓
Conduct a search of the statewide database.	✓	✓	✓	✓	✓
Attest on behalf of your organization to access a case file and add it to your Organization Case List.	✓	✓	✓	✓	✓
Remove a case file from your Organization Case List.	✓	-	-	✓	✓
Create a new case file record for a person not found in the statewide search.	✓	-	-	✓	✓
Add enrollment entries.	✓	-	-	✓	✓
Delete and/or disenroll enrollment entries.	✓	-	-	✓	✓
Conducting Assessments Online					
Initiate an assessment or reassessment.	-	-	✓	✓	-
Edit or <i>View</i> assessment information (excluding Medications and Disease Diagnosis).	<i>view</i>	<i>view</i>	Edit	Edit	<i>view</i>
Edit or <i>View</i> Medications and Disease Diagnosis.	<i>view</i>	<i>view</i>	Edit	Edit	<i>view</i>

UAS-NY Functional Capability	LTC-15 Admin	LTC-20 Review/Consult OTPTST	DISCONTINUED LTC-30 Social Assessor	DISCONTINUED LTC-35 Social Assessor Supervisor	LTC-50 Managers
Conducting Assessments Offline					
Use the UAS-NY Offline Application.	-	-	✓	✓	-
Resolve offline/online data conflicts.	-	-	✓	✓	-
Signing Assessments					
Sign an assessment as a Social Assessor.	-	-	✓	✓	-
Sign/finalize an assessment as an RN Assessor.	-	-	-	-	-
Unsign/unfinalize an assessment.	-	-	-	-	-
Sign as a reviewer or consulting participant on an assessment.	-	✓	✓	✓	✓
Delete an unfinalized assessment that the user has created.	-	-	✓	✓	-
Delete any unfinalized assessment in your Organization Case List.	-	-	-	✓	✓
UAS-NY Reports					
Individual Reports	✓	✓	✓	✓	✓
Aggregate Reports	✓	-	-	✓	✓
Ad Hoc Reports	✓	-	-	✓	✓