#### INTRODUCTION

Welcome to the documentation for LHCSA (Licensed Home Care Services Agency) and ALP (Assisted Living Program) 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 Statistical Report information was the Health Electronic 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 and CANNOT be run on an Apple computer.
- 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 were assigned the HCS Administrator role <u>when the application was 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.

			EVAL			E
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.			
	Manage R     Set Submit	ssion CutOff ftware, Reports, and Suppo				

#### 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

Health	care Financial Data	Gateway	Welcome John P Huffaker		
New York S	State Department of Health		Home I Contact I Help		
VAL		EVAL			EVA
Home	Software Submission	s Publications	Reports	Administration	
OFTWARE, REPORTS	S AND DOCUMENTATION				
Choose Download					
	Last Updated	Instruc	ctions		
Software	05/04/2018 10:00:47	individual cost report XM HAVE NEVER INSTALLEI (see the Last Update dai	L files. Download the HCS_SOF D THE SOFTWARE OR IT HAS E te). 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 n ed once regardless of the number of re	U STALI Iew
Decestra 1	05/00/0040 44:00:40	which your plan is respo	insible for completing. A zip file w	t XML files. Please choose only the file ill be downloaded to your computer. Or	nce th
Reports	05/29/2018 11:33:42	point to that downloaded		in open the Report Manager Software a the REPORTS to be completed will va when an updated report is posted.	

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

	thcare Fina	ncial Data Gatev	Welcome John P Huffaker Home I Contact I Help			
EVAL			EVAL			EVAL
Home	Software	Submissions	Publications	Reports	Administration	
For 2017-Ann Report Ma	istallation 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	gardless of reports. Last Updated 02/22/2018 10:04:34 05/04/2018 10:00:47	
Download						
© 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 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.

🛃 UDCS Report Manager V5 - 🛛	📴 UDCS Report Manager V5 - InstallShield Wizard						
ع	Welcome to the InstallShield Wizard for UDCS Report Manager V5						
	The InstallShield(R) Wizard will allow you to modify, repair, or remove UDCS Report Manager V5. To continue, click Next.						
	< Back Next > Cancel						

9 The Program Maintenance dialog will display. Select Modify and click Next.

🚼 UDCS Report N	1anager V5 - InstallSt	ield Wizard		×		
Program Maint	enance			4.		
Modify, repair,	or remove the program.			0		
Modify						
1 <sup>1</sup>	Change which program Custom Selection dialog installed.					
🔿 Repair						
F	Repair installation errors in the program. This option fixes missing or corrupt files, shortcuts, and registry entries.					
C Remove						
8	Remove UDCS Report M	lanager V5 from yo	our computer.			
InstallShield ———						
		< Back	Next >	Cancel		

#### 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.

	<b>hcare Financial Data</b> rk State Department of Health		Welcome Home I Contact I Request Access I Help			
Home	Software Submissions	Publications	Reports	Administration		
SOFTWARE, REPOR	RTS AND DOCUMENTATION					
Choose Download						
	Last Updated	Instruc	tions			
Software	09/03/2021 10:16:51	Individual cost report XML HAVE NEVER INSTALLEI INSTALL (see the Last Up	files. Download the HC D THE SOFTWARE OR date date). The Installat	t Manager Software that will be used to run the S_SOFTWARE* zip file presented ONLY IF YOU IT HAS BEEN UPDATED SINCE YOUR LAST tion Instructions included in the zip file fully explain is only needed once regardless of the number of	n the	
Reports	11/30/2021 21:45:49	your plan is responsible for software from the SOFTW point to that downloaded 2	r completing. A zip file w ARE section is installed ip file on your PC. NOT	st report XML files. Please choose only the files wi vill be downloaded to your computer. Once the , you can open the Report Manager Software and E: Since the REPORTS to be completed will vary r when an updated report is posted.	1	
Documentation				lemental items to help aid in the completion of the vice documents and quarterly letters.	cost	

- 3. Click on the **Reports** button the **Download Matrix Reports** page will display.
  - a. Organization Type is Home and Community Based Services
  - b. Submission Schedule can be Annual LHCSA or Annual ALP\_LHCSA
  - c. Submission Year is 2021
  - d. Submission Period is Annual
- 4. Click on the **Search** button.

		Gateway	Welcome Home I Contact I Re	equest Access   Help
Software	Submissions	Publicatio	ns Reports	Administration
Home and Community Ba	sed Services 🖌	Submission Schedule:	Select	~
Select	~	Submission Period:	Select Annual(ALP_LHCSA only)	Search
			CY Annual	les la construction de la constr
	Software RIX REPORTS Home and Community Ba	RIX REPORTS	Software Submissions Publication	Software     Submissions     Publications     Reports       RIX REPORTS       Home and Community Based Services     Submission Schedule:     Select Select      Select     Submission Period:     Select Annual(ALP_LHCSA only)

#### Downloading the reports continued...

5. Unselect all reports except for the LHCSA-2021 Annual report and click the Download button.

New Y			ta Gatev	vay	Welcome			
	ork State Depart	ment of Health			Home	Contact   Requ	est Access I H	elp
Home	Software	Submiss	ions	Publicatio	ns	Reports	Administ	ration
atrix Reports								
Organization Type:	Home and Commu	unity Based Services	Submissio	on Schedule:	Annual(LHCS	A only)	~	
Submission Year:	2021	~	Submissio	n Period:	Annual		~	Search
atrix Reports for 2	021 Annual							
Select All		Build#	Publish Date	e I	Publish By			
LHCSA 2	2021 - Annual	20111020001	1000-0021-007		prin.			
		and in manifold i						
Download								

6. DO NOT OPEN THE .zip FILE. Save the .zip file to the location of your choice. Some computers automatically save the downloaded .zip file into the computers Download folder. If your computer does not ask where you would like to save the file, it has most likely automatically saved the file in the Downloads folder. 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.

### **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.

File Help		
part Type		IIII C C O AN Q
	-	
	Report Flanager - Version 5.1.1 - Build 2018/504/004118	X
	NYS Department of Health Universal Data Collection System	Report Manager
	Report	Year Period
	Select A Report	· · ·
	Add Downloaded Reports	Annual Constant Summer
	And Downloaded Halberts	Opun Subserved Reports

3. Locate and select the report for the LHCSA-2021 annual report that you downloaded earlier.

🛅 Load Report File						×
← → × ↑ 🕹 > This P	C → Do	ownloads		ٽ ~	, ○ Search Down	loads
Organize 👻 New folder						• 🔳 💡
🖶 Downloads	* ^	Name	Status	Date modified	Туре	Size
Documents	*	∽ Today (1)				
Jen's Data	*	HCS_REPORTS_2021-Annual_20221109 Earlier this year (5)	12	11/09/2022 12:14 PM	Compressed (zipp	407 KB
QRMS	* *	> A long time ago (3)				
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Home Care	*					
2020 stat report						
DHCBS 21-15 LHCSA Sta						
LTC Survey and Certifica	ation					
length Stat	e Offi 🗸					
File name	e: HCS_	_REPORTS_2021-Annual_20221109121423		~	Report File	~
					Open	Cancel

4. Click the down arrow at the end of the **Select a Report...** drop down menu and click on either the **LHCSA Statistical Report** menu item, or the ALP LHCSA Statistical Report item. Then select the correct year for the report. This will load the report into the UDCS Report manager

	nager - Version 5.5.3 - Build 20190826	5:101306			×
NYS Depa	artment of Health <b>Unive</b> r	sal Data Collection System		Report Ma	nager
Report			Year	- Period	
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Report LHCSA Sta	Period			<ul><li>✓ All</li><li>▲ Version</li></ul>	~ All ~
Report LHCSA Sta Year		Duration 01-01-2021 to 12-31-2021 01-01-2019 to 12-31-2019	5	~ All	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>✓ All</li> <li>▲ Version</li> <li>20211102</li> </ul>	✓ All ✓ 0859.1
Report LHCSA Sta Year 2021 2019	Period	01-01-2021 to 12-31-2021	5	<ul> <li>All</li> <li>Version</li> <li>202111020</li> <li>202009213</li> </ul>	<ul> <li>✓ All ✓</li> <li>0859.1</li> <li>1320.3</li> </ul>
Report LHCSA Sta Year 2021 2019	Period Annual	01-01-2021 to 12-31-2021	5	<ul> <li>All</li> <li>Version</li> <li>202111020</li> <li>202009213</li> </ul>	✓ All ✓ 0859.1

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

Universal Data Collecti	ion System - Version 5.1.1 - Build 20180504:084516	-0
File Help		
Report Type	· · · · · · · · · · · · · · · · · · ·	· 🛛 🖪 🖻 🕞 🕒 着 🖾 🔍
	•	
	1 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	<b>• •</b>
	Select A Report	
	LHCSA Statistical Report	
	Add Downloaded Reports Open External Report	Open Selected Report

6. Click the **Start New Report** button

🚡 Universal Data Collection System - Version 5.1.1 - Build 201	80504:084516	
File Help		
Report Type	☞& III 🗅 🖯 III 🛛 🔜 🔤	
•	LHCSA STATISTICAL REPORT (LHCSA)	
	Start Report     X       Open     Start       Existing     Start       Report     Start       Details     Cancel       Worksheets Open     Calculations       Text Transfers     Validation Results	<b>v</b>

7. 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

Butternel Units Collection System File Help	Version 5.1.1 - Isold 20180504554518	_ID X
Report Type	→ → A E E E E E E O A E Q LHCSA STATISTICAL REPORT (LHCSA)	
	Configure Report Organization       Image: Configure Report Organization         Organization       HCBS Test Org Name - 2         HCBS Test Org Name - 1         HCBS Test Org Name - 2         Submission Period         Annual (A00-Annual)         Report Duration         01/01/2021 - 12/31/2021         Ok         Cancel         Worksheets Open       Calculations         Text Transfers       Validation Results         Submission Output	¥
	k.	

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

🚡 Universal Data Collection System - Version 5.1.1 - Build 20	180504:084516		_ 🗆 🗵
File Help			
Report Type	<b>V</b> 🖉 🗖 🗖 🗖		
	LHCSA STATISTICAL	L REPORT (LHCSA)	
	Configure Report Organiza	ation HCBS Test Org Name - 2	K)
	organization		
	Region	Statewide 🔹	
	Submission Period	Statewide Central	
		Finger Lakes Long Island	
		Mid-Hudson NYC	
		Northeast	
		Northern Metro	▼
		Utica-Adirondack Western	ut
		Western	

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

			2
ization Name n t Types ission Period t Duration ame		×	
Workst	eets Open   Calculations   Text Transfers   Validation Results   Subr	Ok Cancel	,
n n r	LHCS/ Inization Name in rt Types ission Period rt Duration lame ion	It Types         LHCSA           ission Period         ANNUAL (A00-ANNUAL)           nt Duration         01/01/2021 - 12/31/2021           Iame         LHCSA_HCBS_TEST_ORG_NAME2_STATEWIDE_2021 A00.PNP           ion         C:\PROGRAMDATA\UDCS\REPORT\LHCSA\	

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

File Help Report Type	🚡 Universal Data Collection Sys	tem - Version 5.1.1 - Build 20180504	084516		
LHCSA STATISTICAL REPORT (LHCSA)         Save Report Configur         Organization Nar         Region         Report Types         Submission Period         Report Duration         File Name         Location	File Help				
Loading         Loading         Organization Nar         Region       New York State       Loading         Driversal Data Collection System       LHCSA Statistical Report         Period : Annual (01/01/2017-12/31/2017)       Build : 201804180954.53         Report Duration       Shell Version : 5.1.1       XML Version : 5.1.0         File Name       Shell Version : 5.1.0       PNP Version : 5.1.1	Report Type				
New York StateOrganization Nar Region Report TypesSubmission PerioSubmission PerioReport Duration File Name 		<ul> <li>LHC</li> </ul>	SA STATISTICAL REPORT (LHCSA)		
		Organization Nar Region Report Types Submission Perio Report Duration File Name	Universal Data Collect LHCSA Statistical Report Period : Annual (01/01/2017-12/31/ Build : 201804180954.53 Shell Version : 5.1.1 XML Versi Form Builder : 5.1.0 PNP Versi	tion System (2017) ion : 5.1.0	T

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

5	Universal	Data Collection System - Version 5.1	1.1 - Build 20180504:084516 - [LSR1AGEBCY]	_0×
8	File	Edit View Configure	Action Notes Windows Search Help	- 8 x
R	eport Typ	e SHOW ALL WORKSHEETS	🐼 🧟 🔲 📴 🔚 🔛 🔽 VALIDATE CURRENT WORKSHEET 🛛 🔀 📰 🤜 🚱 🕭 🔊 🔍 🔍	
			LHCSA STATISTICAL REPORT (LHCSA) : HCBS TEST ORG NAME - 2 : STATEWIDE : 2017 : A00	
	Туре	Worksheets (13)	LSR1 Agency Contact Information Form	
	LHCSA	LSR1 Agency Contact Information	in Form	
	LHCSA	LSR2 Patient Form	2.77, X	
	LHCSA	LSR3 and LSR4 Revenue Form		
	LHCSA	LSR5 Cost Form	Required fields for Control Data Form are not filled.     10002 Please fill out the values in appropriate required fields on Control Data Form.	
	LHCSA	LSR6 Staff and Wages Form	Do you want to open Control Data Form now?	
	LHCSA	LSR7.1 Services By County-Alban	19	_
	LHCSA	LSR7.2 Services By County-Hamil	te Yes No View Details	
	LHCSA	LSR7.3 Services By County-Renss	Ies No View Details	
	LHCSA	LSR7.4 Wellcare Services		
	LHCSA	LSR8 Contract Form	State 0005	
	LHCSA	LSR9WFA Workforce Form A	Zip 0006	
	LHCSA	LSR9WFB Workforce Form B	Agency Phone Number 0007	-1
	LHCSA	LSR9WFC Workforce Form C	Contact Barcon Name 0008	-
			rounces	201
				34
			Details	
			Worksheets Open Calculations Text Transfers Validation Results Submission Output	
			LSR1 Agency Contact Information Form	Close
			[	

12. File out the General Information data and Click the Validate button.

🚺 Universa	l Data Co	llection System - Version 5.1.1 - Build 20180504	4:084516 - [LSR1	AGENCY]			<u>- 🗆 ×</u>
💀 File	Edit	View Configure Action Notes	Windows	Search			- 🗗 ×
Report Typ					-		
		Report Control Data Form					
Туре	Wor	Configuration Information					
LHCSA		Configuration Information					-
LHCSA LHCSA			Class Code	Line Number			-
LHCSA	LSR5 (	Submission Type :	0	1005	ANNUAL		
LHCSA	LSR6 !	Submission Year :	0	1010	2017		
LHCSA LHCSA	LSR7.1 LSR7.1						
LHCSA	LSR7.	Submission Period :	0	1011	A00		-
LHCSA	LSR7.4	DCN :	0	1004			1
LHCSA LHCSA	LSR8 ( LSR9V	Submitter ID :	0	1000	120021234		-
LHCSA	LSR9V	Region ID :	0	1003	1		
LHCSA	LSR9V	Region Name :	0	1002	STATEWIDE		
		-	0				A.
		Name of Organization :	0	10	HCBS TEST ORG NAME - 2		•
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		End Date :	0	35	12/31/2017 🔻		Close
		Contacts				<b>•</b>	
					Validate Save Cance		
					Validate Save Cance		

- 13. If the data validates, click the **Save** button.
- 14. Start entering data into the LHCSA Statistical Report or the ALP\_LHCSA 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 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.

Healthc	are Fina	ncial Data Gat	teway	Welcome		
New York St	ate Department	of Health		Home I Contact I Re	equest Access   Help	
Home	Software	Submissions	Publications	Reports	Administration	
Welcome to th	e Healthcare	Financial Data Gate	eway			
The navigation bar	above contains se	ectable tabs for each function	onal area of the applic	cation and is used to naviga	te throughout the application.	
Please read the des	criptions of these	areas below:				
Software:	The "Software" t selected for dow	ab is used to download the nload will be saved as a zip	e Cost Report Softwa file.	re, Matrix Reports and sup	porting documentation. Items	
Submissions:	The "Submission	ns" tab can be used to do an	ny of the following.			
	<ul> <li>View the</li> </ul>	our Completed and Finalized Details of Submissions Id Print Submitted Cost Rep				
Publications:		s" tab is used to download the distribution of the Cost		on distributed by the Depa	artment of Health that is not	
Reports:	The "Reports" ta Reports.	ab is used to view and exp	oort (to Excel) a histo	ory of Submission and Cer	tification details for the Cost	
Administration:	The "Administrat	ion" tab can be used to do a	any of the following.			
	<ul> <li>Manage (</li> <li>Manage I</li> <li>Set Subn</li> </ul>	missions to the applications Certifications Roles nission Cut Off Dates oftware, Reports and Suppo		il notifications		

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

		thcare Fina ork State Departmen		ita Gat	eway	Welcome Home I	John P Huffaker Contact   Re	quest Access	l Help	
	Home	Software	Submi	issions	Publicatio	ons	Reports		Administr	ation
S	UBMISSIONS									
	Select Cost Repor	rt And Organization								
	Submission Type:	LHCSA	• (	Organization:	00 Test LHCSA (000	000LC)			-	Search
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### Submitting the Finalized Statistical Report continued...

4. Select LHCSA or ALP\_LHCSA as the Submission Type and your organization from the Organization list and then click the Search button. The Submission page will be expanded.

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	Statewide	08202018113309	08-20-2018 11:34:30	John P Huffaker	Success	Detail Download
	Statewide		08-20-2018 11:30:59	John P		

- 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.