

## 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 **when the application was released** will be able to submit data. Other users can be added afterward but a request must be sent to [HCStatRpts@health.ny.gov](mailto:HCStatRpts@health.ny.gov) 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. **HOWEVER, ONLY ONE PERSON SHOULD ENTER DATA AT A TIME.** 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.

**Healthcare Financial Data Gateway**  
New York State Department of Health

Welcome John P Huffaker

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**Welcome to the Healthcare Financial Data Gateway**

The navigation bar above contains selectable tabs for each functional area of the application and is used to navigate throughout the application. Please read the descriptions of these areas below:

**Software:** The "Software" tab is used to download the Cost Report software and supporting documentation. Items selected for download will be saved as a zip file.

**Submissions:** The "Submissions" tab can be used to do any of the following:

- Submit your completed and finalized Cost Report
- View the details of past submissions
- Certify a previously submitted Cost Report

**Publications:** The "Publications" tab is used to download additional information distributed by the Department of Health that is not directly related to the distribution of the Cost Report software.

**Reports:** The "Reports" tab is used to access a downloadable history of submission and certification details for the Cost Reports.

**Administration:** The "Administration" tab can be used to do any of the following:

- Grant permissions to the applications
- Manage Roles
- Set Submission CutOff
- Upload Software, Reports, and Supporting Documentation
- Upload Certifications

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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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### SOFTWARE, REPORTS AND DOCUMENTATION

Choose Download	Last Updated	Instructions
<a href="#">Software</a>	05/04/2018 10:00:47	The SOFTWARE section contains the new Report Manager Software that will be used to run the individual cost report XML files. Download the HCS_SOFTWARE*.zip file presented ONLY IF YOU HAVE NEVER INSTALLED THE SOFTWARE OR IT HAS BEEN UPDATED SINCE YOUR LAST INSTALL (see the Last Update date). The Installation Instructions included in the zip file fully explain the new process. NOTE: The SOFTWARE download is only needed once regardless of the number of reports you complete.
<a href="#">Reports</a>	05/29/2018 11:33:42	The REPORTS section contains the individual cost report XML files. Please choose only the files which your plan is responsible for completing. A zip file will be downloaded to your computer. Once the software from the SOFTWARE section is installed, you can open the Report Manager Software and point to that downloaded zip file on your PC. NOTE: Since the REPORTS to be completed will vary each quarter, they must be downloaded each quarter or when an updated report is posted.
<a href="#">Documentation</a>	01/27/2017 09:35:53	The DOCUMENTATION section contains all supplemental items to help aid in the completion of the cost reports. This includes instructions, category of service documents and quarterly letters.

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

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### DOWNLOAD SOFTWARE

#### Software

Note: Download and installation only necessary if software was never previously installed or updated since last install, regardless of reports.

	Version Number	Last Updated
For 2017-Annual matrix reports and earlier ONLY.		
<a href="#">Report Manager and Shell Version 4 (Installation Instructions Included)</a>	4.0.6	02/22/2018 10:04:34
<a href="#">Report Manager and Shell Version 5 (Installation Instructions Included)</a>	5.1.1	05/04/2018 10:00:47

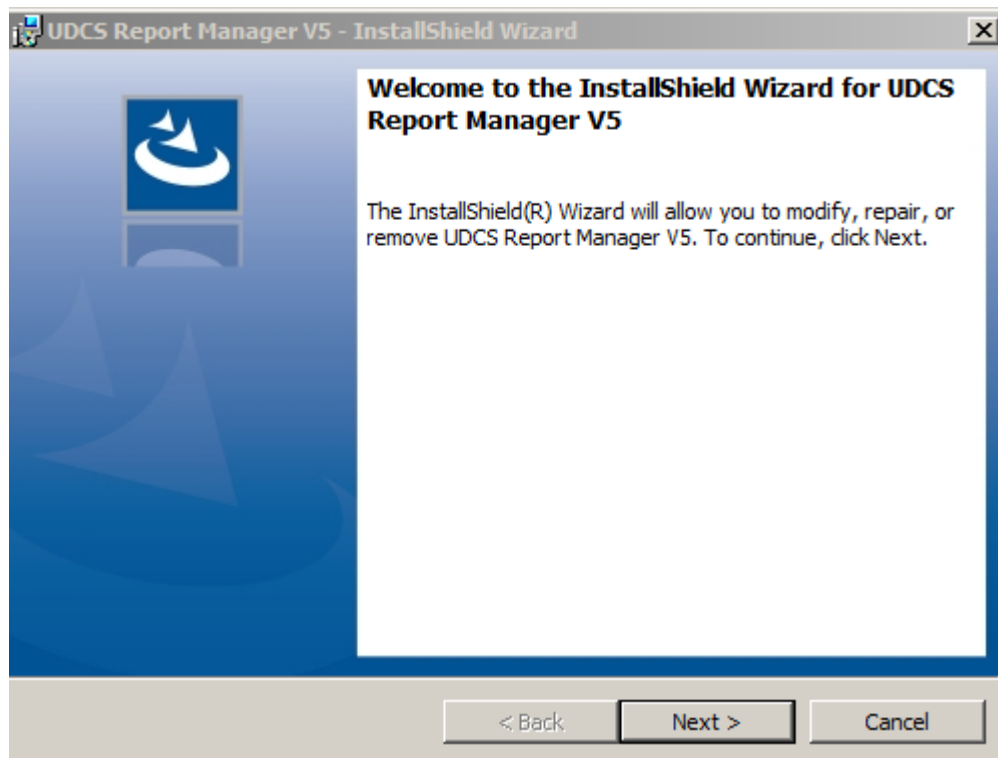
[Download](#)

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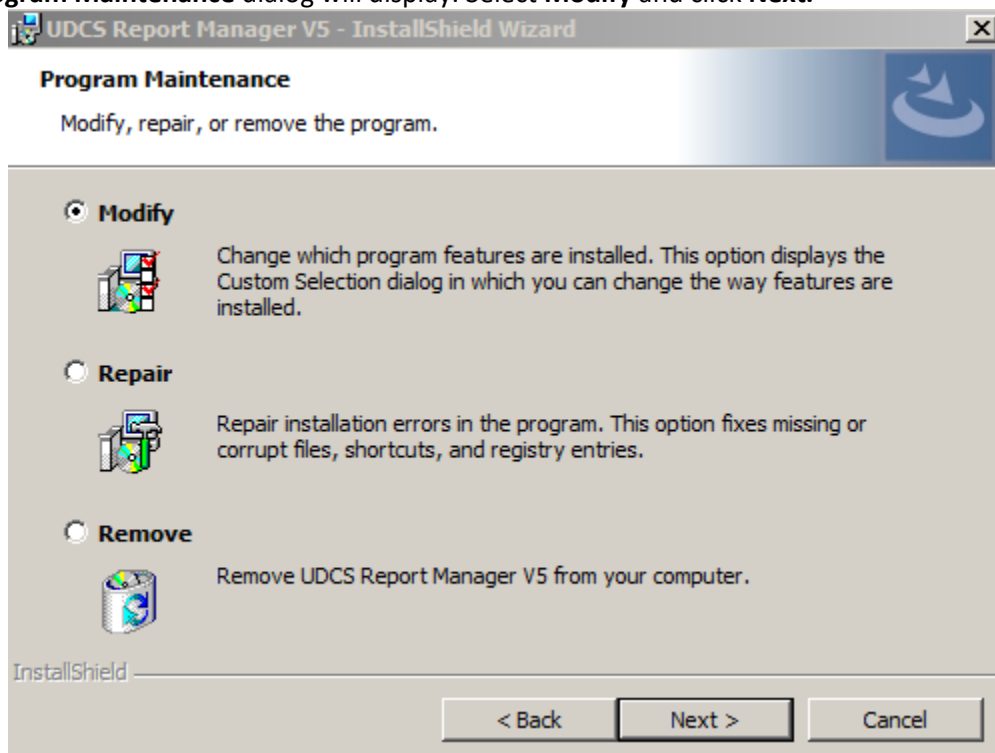
4. Select **Report Manager and Shell Version 5 (Installation Instructions Included)**.
5. Click on the **Download** button at the bottom of the page.
6. Save the .zip file to the location of your choice.
7. Open the .zip file and extract the Report Manager and Shell software and the installation documentation (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**.

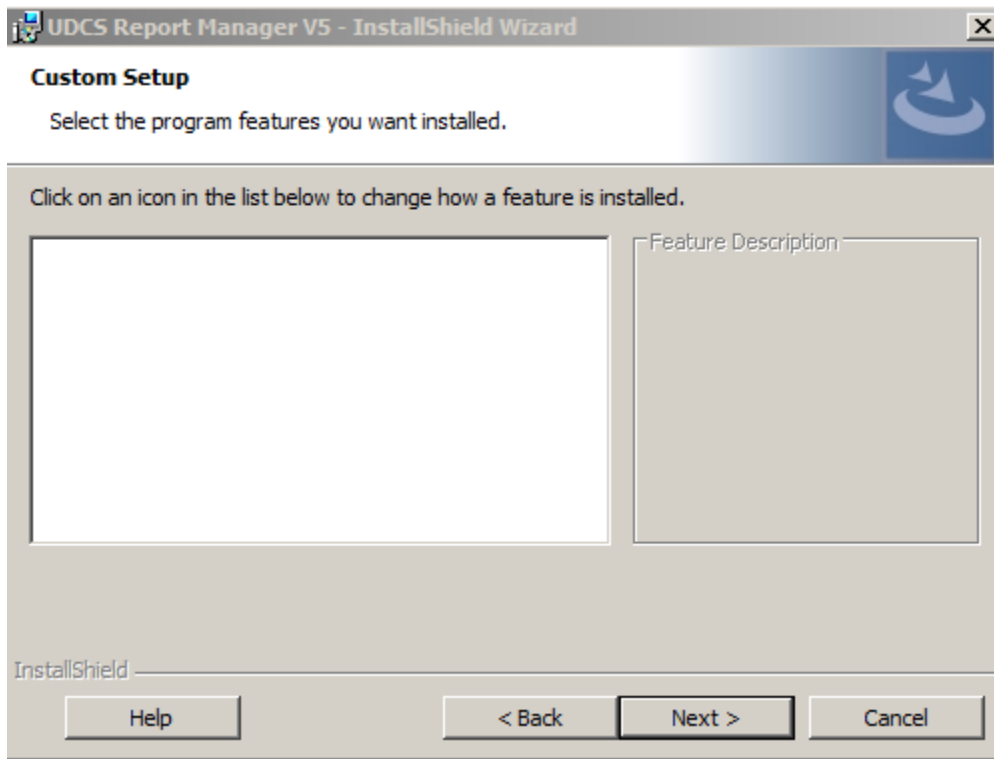


- 9 The **Program Maintenance** dialog will display. Select **Modify** and click **Next**.

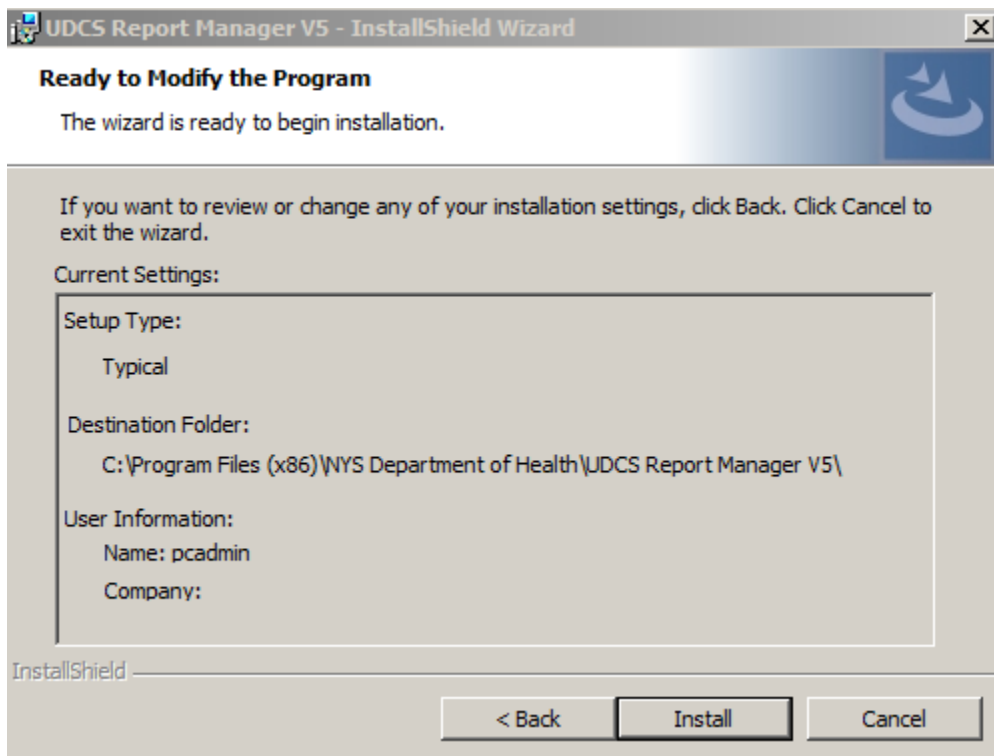


## Installing the Software Continued...

10 The **Custom Setup** dialog screen will display. Click **Next**.



11 The **Ready to Modify the Program** dialog will display. Click **Install**.



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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New York State Department of Health

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**SOFTWARE, REPORTS AND DOCUMENTATION**

Choose Download	Last Updated	Instructions
<a href="#">Software</a>	09/03/2021 10:16:51	The SOFTWARE section contains the new Report Manager Software that will be used to run the individual cost report XML files. Download the HCS_SOFTWARE*.zip file presented ONLY IF YOU HAVE NEVER INSTALLED THE SOFTWARE OR IT HAS BEEN UPDATED SINCE YOUR LAST INSTALL (see the Last Update date). The Installation Instructions included in the zip file fully explain the new process. NOTE: The SOFTWARE download is only needed once regardless of the number of reports you complete.
<a href="#">Reports</a>	11/30/2021 21:45:49	The REPORTS section contains the individual cost report XML files. Please choose only the files which your plan is responsible for completing. A zip file will be downloaded to your computer. Once the software from the SOFTWARE section is installed, you can open the Report Manager Software and point to that downloaded zip file on your PC. NOTE: Since the REPORTS to be completed will vary each quarter, they must be downloaded each quarter or when an updated report is posted.
<a href="#">Documentation</a>		The DOCUMENTATION section contains all supplemental items to help aid in the completion of the cost reports. This includes instructions, category of service documents and quarterly letters.

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.

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**DOWNLOAD MATRIX REPORTS**

**Matrix Reports**

Organization Type: Home and Community Based Services Submission Schedule: --- Select ---

Submission Year: --Select -- Submission Period: --- Select ---

Annual(ALP\_LHCSA only)  
Annual(LHCSA only)  
CY Annual  
CY Quarterly

Search

## Downloading the reports continued...

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

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### DOWNLOAD MATRIX REPORTS

**Matrix Reports**

Organization Type: Home and Community Based Services Submission Schedule: Annual(LHCSA only)  
Submission Year: 2021 Submission Period: Annual Search

**Matrix Reports for 2021 Annual**

<input checked="" type="checkbox"/> Select All	Build#	Publish Date	Publish By
<input checked="" type="checkbox"/> LHCSA 2021 Annual	1000000001	10/05/2021 09:11:11	PHI

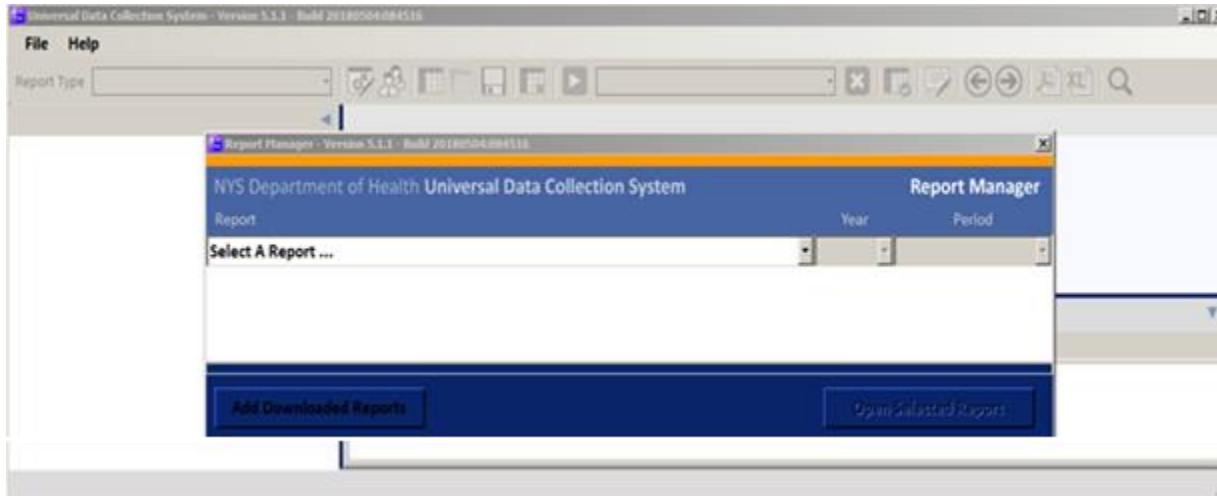
Download

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.

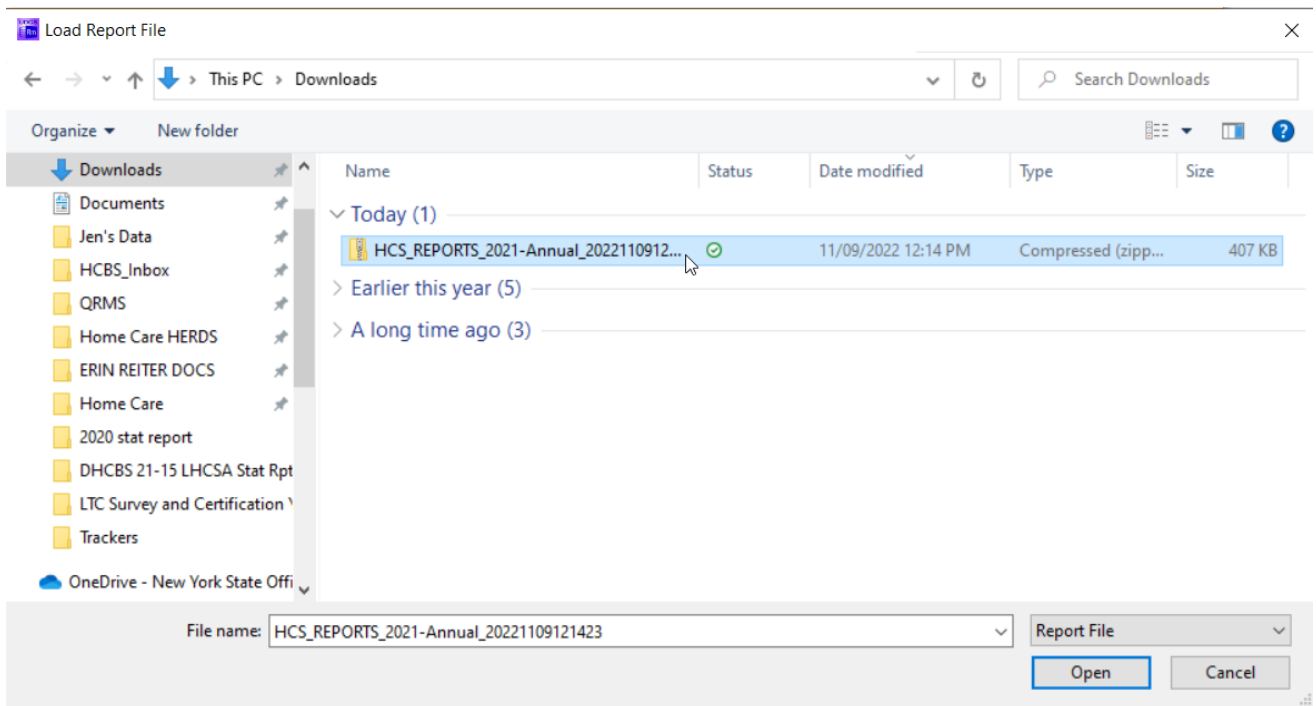
## Running the Application

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.



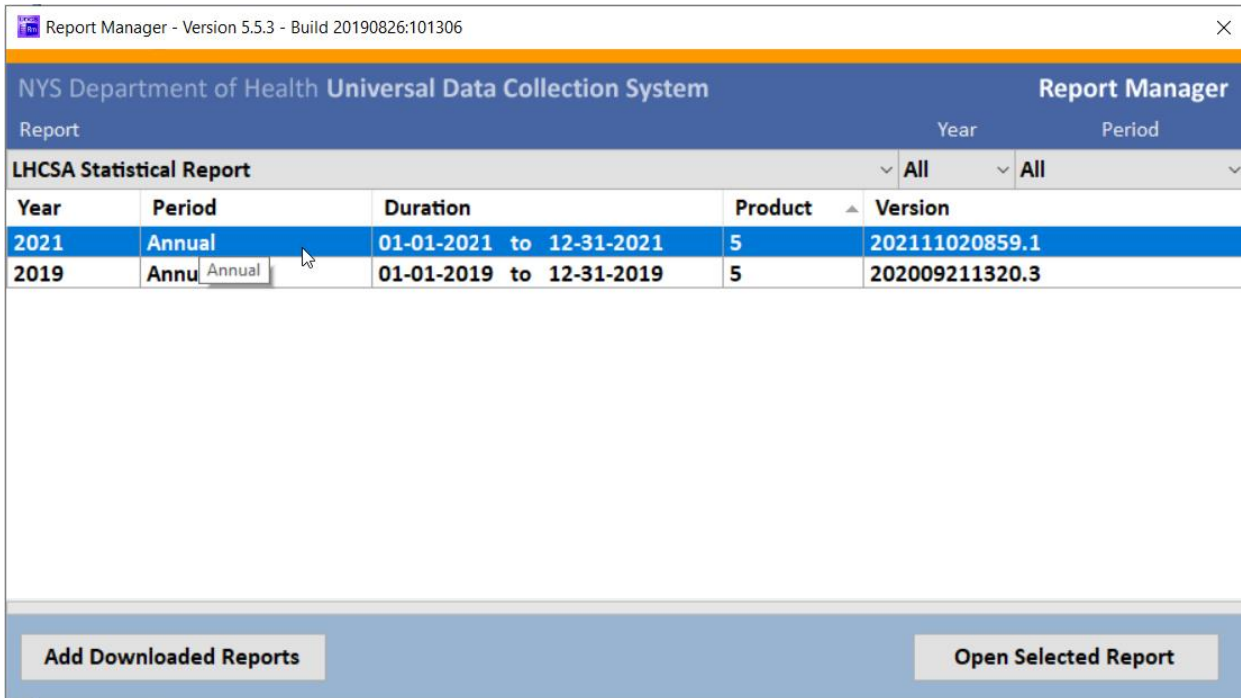
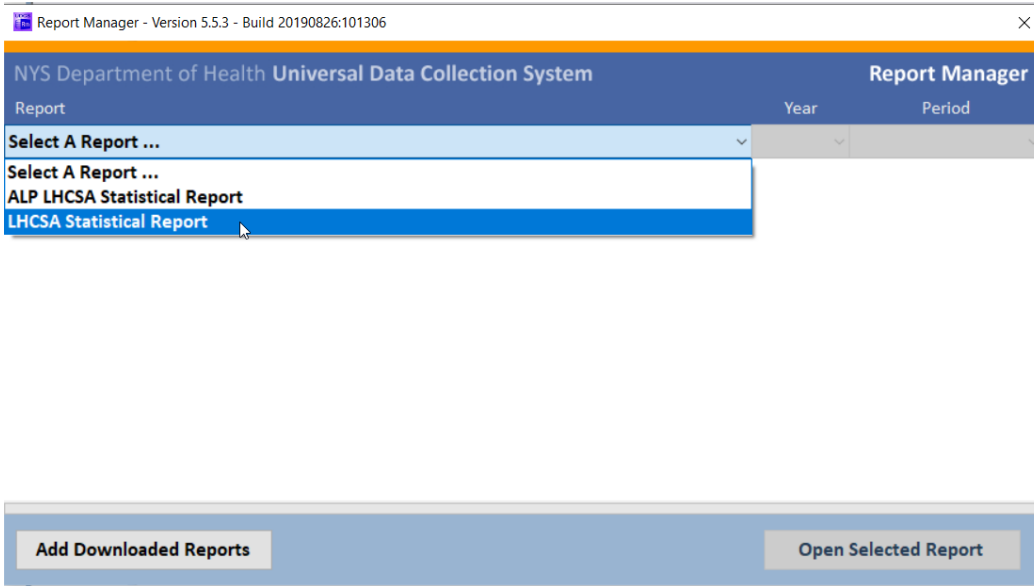
3. Locate and select the report for the LHCSA-2021 annual report that you downloaded earlier.





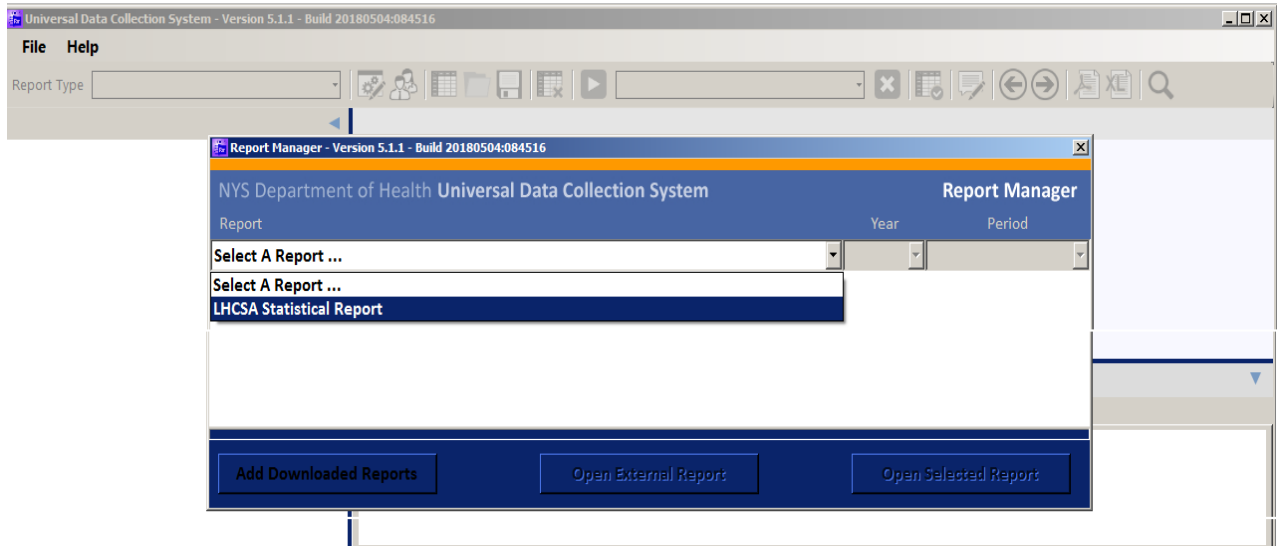
**Running the Application for the First Time, continued...**

- 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

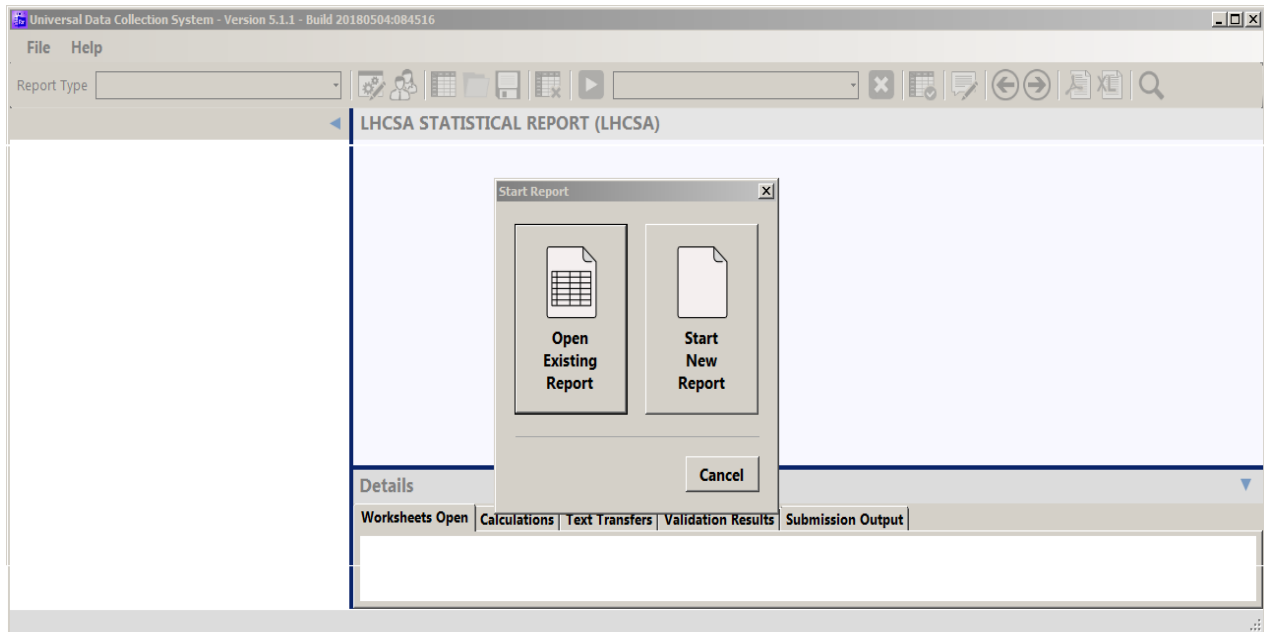


## Running the Application for the First Time, continued...

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

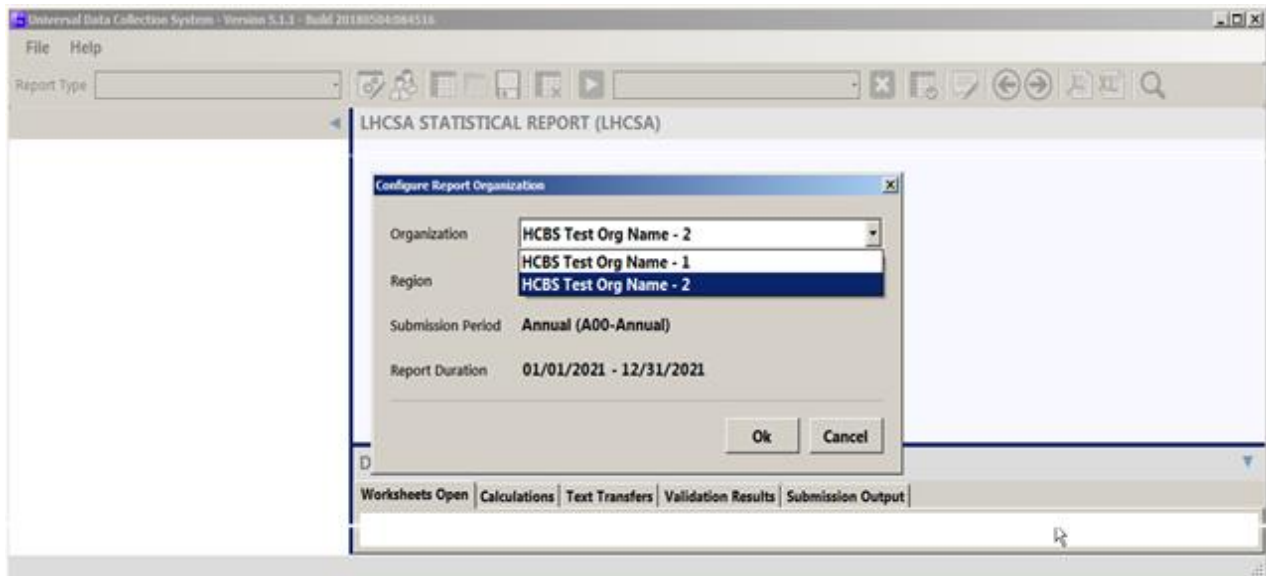


6. Click the **Start New Report** button

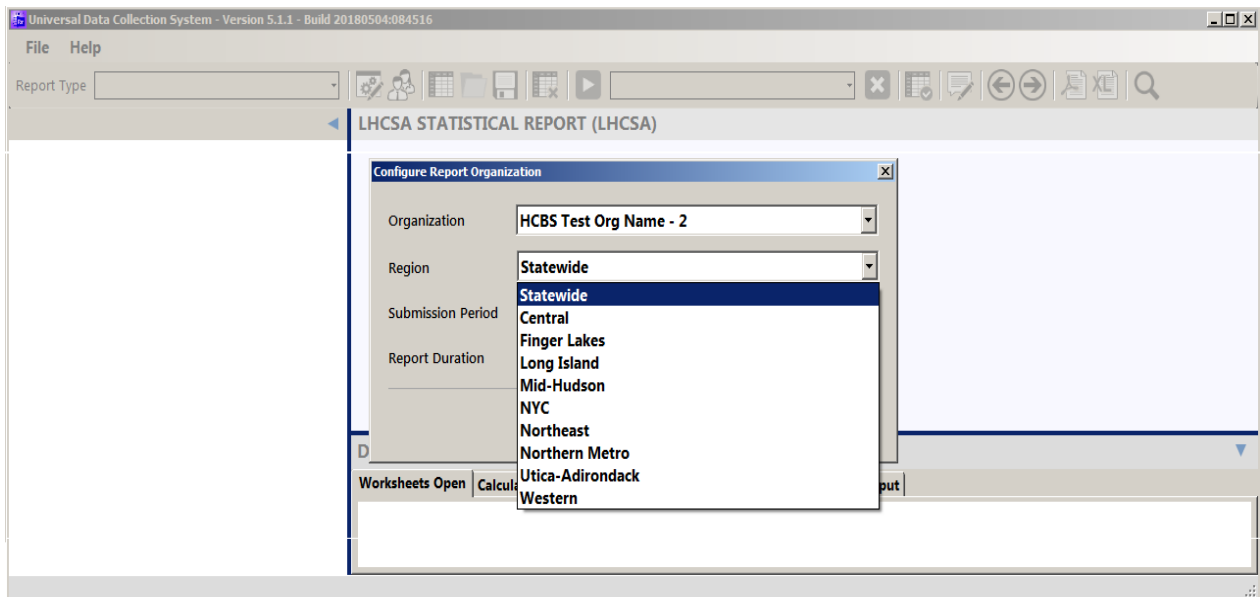


## Running the Application for the First Time, continued...

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

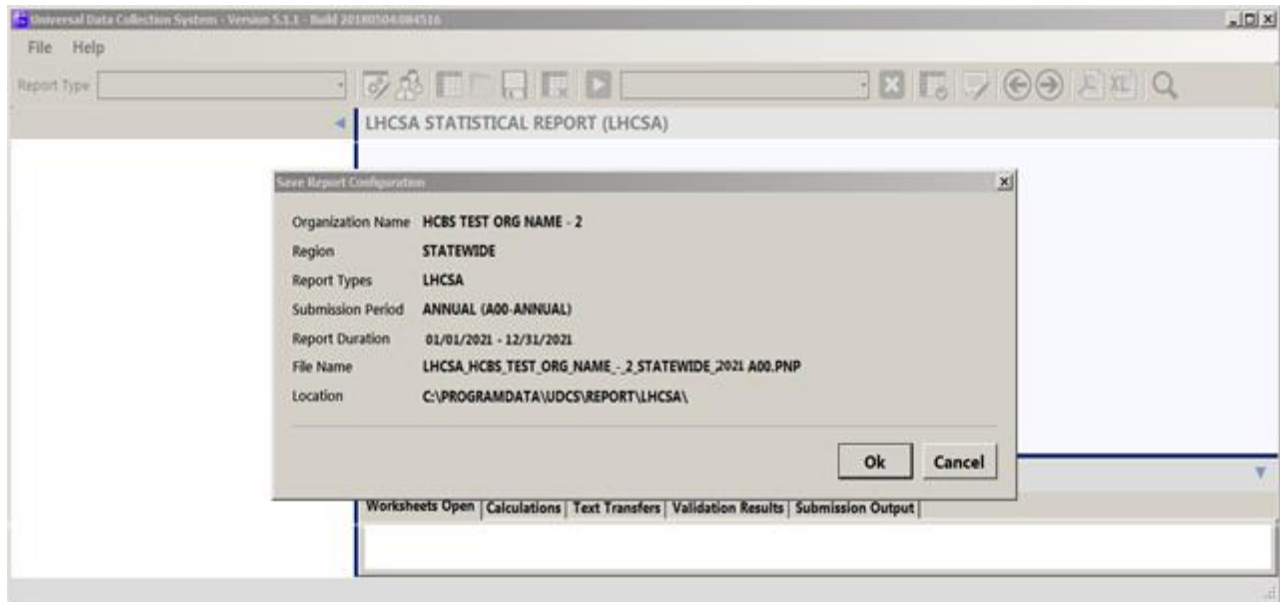


8. Select **Statewide** from the **Region** dropdown menu click the **OK** button.

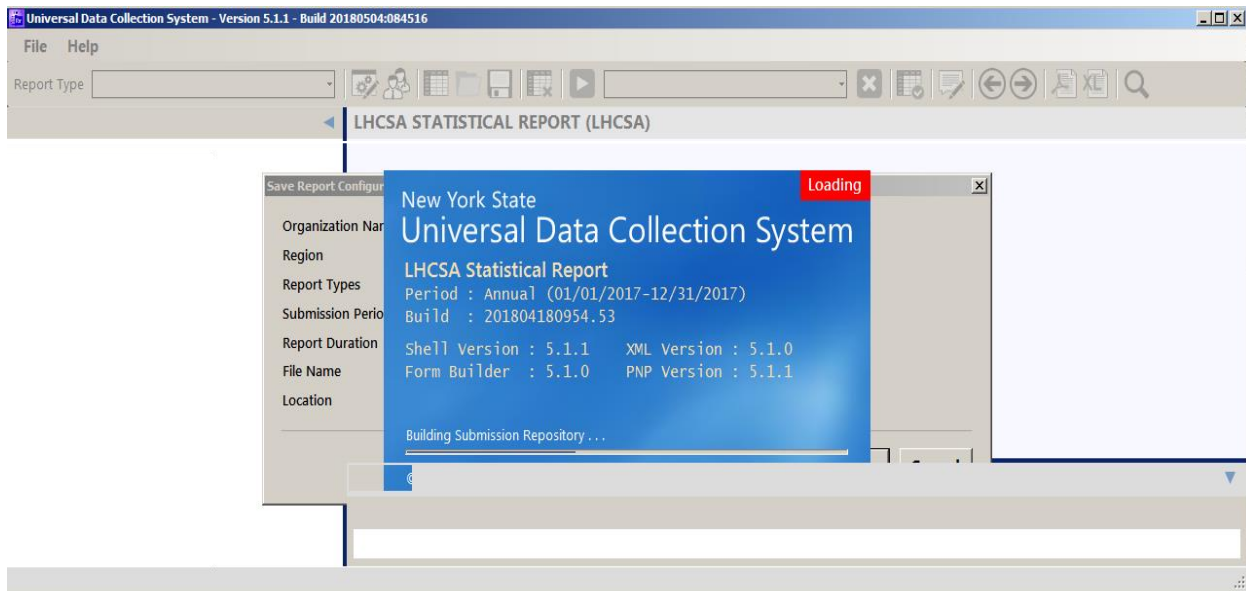


## Running the Application for the First Time, continued...

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

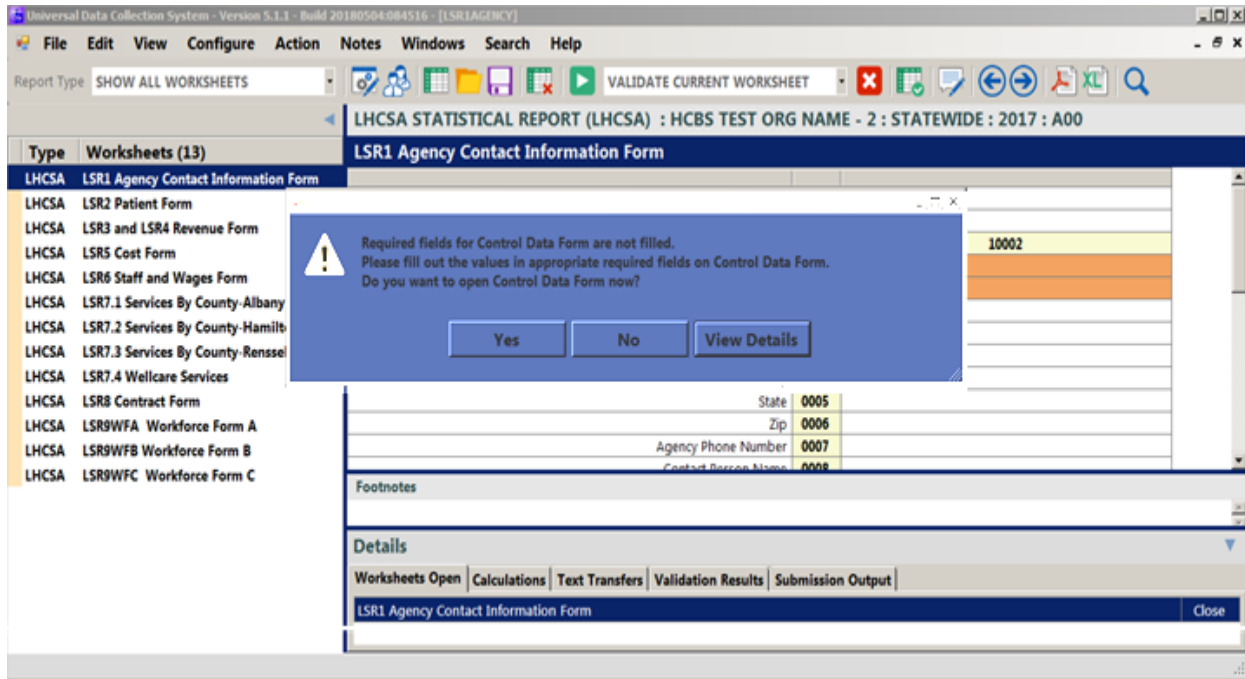


10. The Universal Data Collection System Shell will start loading the selected report.

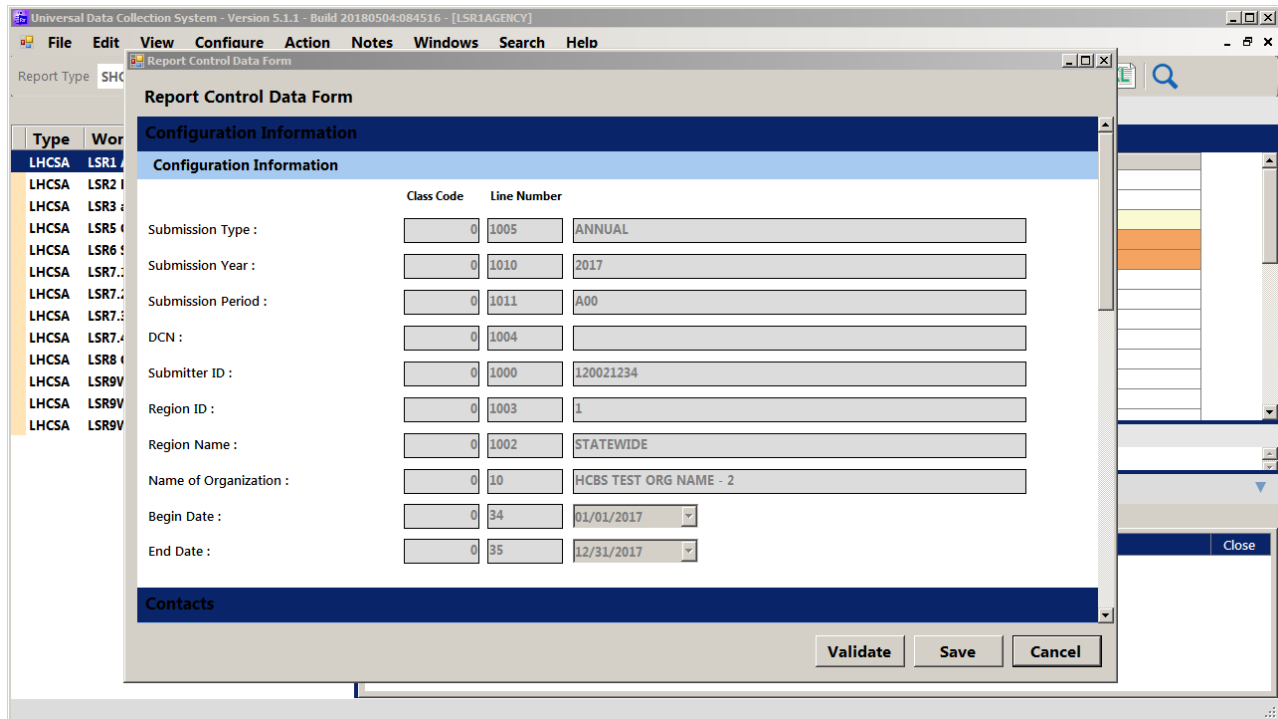


## Running the Application for the First Time, continued...

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



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



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 **LHCSA 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.

The screenshot shows the main page of the Healthcare Financial Data Gateway. At the top left is the logo for the New York State Department of Health. The page title is "Healthcare Financial Data Gateway" and the subtitle is "New York State Department of Health". A navigation bar contains tabs for Home, Software, Submissions, Publications, Reports, and Administration. The main content area is titled "Welcome to the Healthcare Financial Data Gateway" and includes a navigation bar description and detailed instructions for each functional area:

- Software:** The "Software" tab is used to download the Cost Report Software, Matrix Reports and supporting documentation. Items selected for download will be saved as a zip file.
- Submissions:** The "Submissions" tab can be used to do any of the following:
  - Submit your Completed and Finalized Cost Report
  - View the Details of Submissions
  - Certify and Print Submitted Cost Report
- Publications:** The "Publications" tab is used to download additional information distributed by the Department of Health that is not directly related to the distribution of the Cost Report software.
- Reports:** The "Reports" tab is used to view and export (to Excel) a history of Submission and Certification details for the Cost Reports.
- Administration:** The "Administration" tab can be used to do any of the following:
  - Grant permissions to the applications, with or without email notifications
  - Manage Certifications
  - Manage Roles
  - Set Submission Cut Off Dates
  - Upload Software, Reports and Supporting Documentation

3. Click the **Submissions** tab – the **Submissions** page will display

The screenshot shows the Submissions page of the Healthcare Financial Data Gateway. The navigation bar is the same as in the previous screenshot, but the "Submissions" tab is selected. The page title is "SUBMISSIONS" and the subtitle is "Select Cost Report And Organization". Below the subtitle is a form with two dropdown menus: "Submission Type:" with "LHCSA" selected and "Organization:" with "00 Test LHCSA (000000LC)" selected. A "Search" button is located to the right of the Organization dropdown. At the bottom of the page, there is a footer with the text "© 2014 NYS Department of Health" and "System Information".

## 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.

The screenshot shows the 'Healthcare Financial Data Gateway' interface for the New York State Department of Health. The user is logged in as John P. Huffaker. The navigation menu includes Home, Software, Submissions, Publications, Reports, and Administration. The 'SUBMISSIONS' section is active, showing a search for 'LHCSA' under organization '00 Test LHCSA (000000LC)'. Below this is the 'New Submission' form with the email 'john.huffaker@health.ny.gov' and an empty file upload field. The 'Submission History' table shows three entries for the 2017 Annual report period.

Submission Period	Region	DCN	Submit Date	Submitter	Status	
2017 Annual	Statewide	08202018113309	08-20-2018 12:47:21	John P Huffaker	Failure	<a href="#">Detail</a>
	Statewide	08202018113309	08-20-2018 11:34:30	John P Huffaker	Success	<a href="#">Detail</a> <a href="#">Download</a>
	Statewide		08-20-2018 11:30:59	John P Huffaker	Failure	<a href="#">Detail</a>

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.