



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

January 21, 2020

Dear Administrator:

The 2018-19 Budget included language requiring Certified Home Health Agencies (CHHA), Licensed Home Care Services Agencies (LHCSA), and Fiscal Intermediaries (FI) operating in New York State (the State) to submit cost reports to the Department of Health (DOH). The Home Care cost report must include all agency costs (regardless of payor source; i.e., Medicaid, Medicare, third party insurance, private pay) and must be certified by the owner, administrator, chief executive officer, or public official responsible for the operation of the provider. Please note that the existing Personal Care Provider (PCP) and non-hospital based CHHA cost reports will not be released, and will be replaced by the Home Care cost report. CHHAs, LHCSAs, and FIs will be required to complete the same cost report, with some reporting variations included based on services provided. Additionally, cost reports will no longer need to be certified by a CPA prior to submission as DOH has engaged KPMG, LLP to conduct audits of the Home Care cost report submissions.

To identify who should receive targeted outreach from DOH related to the Home Care cost report, we are requiring that all CHHAs, LHCSAs, and FIs throughout New York State complete a survey by **Wednesday, February 5, 2020**. Participation in this survey is critical to the success of the Home Care cost report process, including the ability for DOH to set Medicaid reimbursement rates. The information submitted in this survey will also provide further insight into the reporting structure of agencies and help identify the agency contact point(s) responsible for the Home Care cost report process.

The survey, linked here <https://desoto.certisphere.com/doh/homecaresurvey>, includes:

1. **Agency Information**
2. **Point(s) of Contact**
3. **Total Quantity of CHHA, LHCSA, and FI entities operated by the agency**
4. **Certified Home Health Agency (CHHA) Entity Information, if applicable**
5. **Licensed Home Care Services Agency (LHCSA) Entity Information, if applicable**
6. **Fiscal Intermediary (FI) Entity Information, if applicable**
7. **Contact Information for Consultants Used, if applicable**

More information will be provided in the near future regarding the details of the next steps in the Home Care cost report process, including the Home Care cost report launch date, agency requirements, and dates for outreach sessions/webinars which are expected at the end of February/beginning of March.

If you have any questions, please send an email to [Homecare.reports@health.ny.gov](mailto:Homecare.reports@health.ny.gov) for cost report matters or to [us-advrisknyshc@kpmg.com](mailto:us-advrisknyshc@kpmg.com) for survey matters and we will respond to your inquiry.

Sincerely,

Ann Foster  
Deputy Director  
Division of Finance and Rate Setting  
Office of Health Insurance Programs