



## Department of Health

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Commissioner

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

August 16, 2016

**DAL:** DHCBS 16-06  
**Subject:** 2015 LHCSA Statistical Report

Dear Administrator:

The Division of Home and Community Based Services (DHCBS) will activate the 2015 annual statistical report for Licensed Home Care Services Agencies (LHCSAs) on August 22, 2016. The report will be activated and available for completion from this date through October 15, 2016. After October 15, 2016 the 2015 LHCSA Statistical Report will no longer be available.

The statistical report is used to collect qualitative and quantitative information used to make policy decisions regarding the home care industry. With the rapid changes occurring in the health care delivery system and the increased emphasis and reliance on the availability of home and community based services, the availability of complete and accurate data is increasingly important.

All LHCSAs are required to complete and submit the 2015 LHCSA statistical report. Failure to submit all required information in the appropriate format may subject the licensed operator to an enforcement action under Section 12 of the Public Health Law resulting in the agency being liable for civil penalties of violations of Article 36 of the Public Health Law and New York State Medical Facilities Code. Administrators should be aware that the department's ability to make an affirmative statement to the LHCSA operator's character and competence will be negatively impacted if an enforcement action for failure to submit is pursued. Furthermore, any licensure applications currently in process for agencies determined to be delinquent for this submission will not be processed.

Agencies are strongly encouraged to enter and submit data as early as possible. Agencies that wait until the last week to enter data may encounter extended system delays and wait times for support due to limited system and personnel resources.

Attached to this letter are instructions for completing and submitting the statistical report.

Please send questions and requests for assistance to [HCStatRpts@health.state.ny.us](mailto:HCStatRpts@health.state.ny.us). Thank you for your assistance with this essential data reporting.

Sincerely,

Rebecca Fuller Gray, Director  
Division of Home and Community Based Services

Attachment