



## Department of Health

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Executive Deputy Commissioner

October 25, 2017

**DAL: DHCBS 17-05**

**Subject: 2016 CHHA/LTHHCP Statistical  
Report  
2016 Hospice Cost and Utilization  
Report**

Dear Administrator:

The Division of Home and Community Based Services (DHCBS) will activate the 2016 annual statistical report for Certified Home Health Agencies (CHHAs), Long Term Home Health Care Programs (LTHHCPs) and the 2016 Cost and Utilization Report for Hospices on November 1, 2017. The report will be activated and available for completion from this date through December 29, 2017. After December 29, 2017, these reports will no longer be available.

These reports are 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 CHHAs, LTHHCPs, and Hospices are required to complete and submit the 2016 reports. Failure to submit all required information in the appropriate format may subject the agency 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 (for CHHAs and LTHHCPs) or Article 40 (for Hospices) of the Public Health Law and New York State Medical Facilities Code. Administrators should be aware that the New York State Department of Health's ability to make an affirmative statement to the Agency's character and competence will be negatively impacted if an enforcement action for failure to submit is pursued. Furthermore, any certificate of need 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 [HCTestRpts@health.state.ny.us](mailto:HCTestRpts@health.state.ny.us).  
Thank you for your assistance with this essential data reporting.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Fuller Gray". The signature is written in dark ink and is positioned below the word "Sincerely,".

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

Attachment

## 1. Navigating to the Survey Forms

- **Log on to Health Commerce System (HCS)**

Use your user name and password.

- **Go to the HERDS Application**

If you have the HERDS application in your applications, choose it from your my applications list.

Welcome

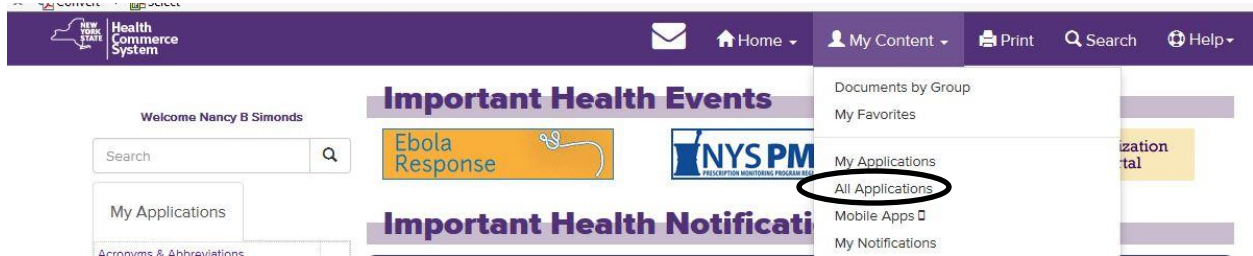
Search 

My Applications

Acronyms & Abbreviations	
CART	
Coord Account Tools - LHD	
Coord Account Tools - PCC	
County Survey	
Electronic Plan Of Correction	
Emergency Contacts	
Form Builder	
HCBC	
Health Facilities Info Sys HFIS	
HEC Application	
HERDS	
Home Care Registry	
IHANS (Notification System)	
List Creation Utility	
Lotus Quickr	
Move development to test	
Move test to production	
NH Surveillance	
OPCHSM Commerce	

To put the HERDS application into your my applications list:

- **Go to My Content**
  - **Choose 'All Applications'**



- **Click on Letter H**
- **Click on HERDS for Hospitals (Health Electronic Response Data System) or Home and Community Based Care (HERDS).** (Either one of these will take you to the HERDS application.)
- **Click the plus sign in the green circle in the Add/Remove column.**

Health Commerce System Applications					View Help
Browse by <b>A B C D E F G <b>H</b> I J K L M N O P Q R S T U V W X Y Z</b>					View All
Application Name	Acronym	Profile	Restricted	Add/Remove	
<a href="#">Health Care Facility Evacuation Center Application</a>	HECAPP		Yes		
<a href="#">Health Facilities Information System</a>	HFIS				
<a href="#">Health Home CMART File Upload</a>					
<a href="#">Health Home Tracking System</a>			Yes		
<a href="#">Healthcare Financial Data Gateway</a>	HFDG				
<a href="#">Healthy Neighborhoods - No Access Form</a>					
<a href="#">Hepatitis C Rapid Testing</a>			Yes		
<a href="#">HERDS for Hospitals (Health Electronic Response Data System)</a>	HERDS				
<a href="#">HIV Test Kits</a>			Yes		
<a href="#">HIV/AIDS Information for Regional Training Centers</a>			Yes		
<a href="#">HIV/AIDS Provider Portal</a>			Yes		
<a href="#">HIV/AIDS Surveillance Case Report</a>					
<a href="#">HIV/HCV Provider Directory</a>					
<a href="#">Home and Community Based Care (HERDS)</a>	HERDS				
<a href="#">Home Care Registry</a>					

- **Activity Selection (\*=Required Field)**

You will be told the name of the activity to select for your survey.

Your required Activity may appear on your To Do list.

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<div> <div><b>To Do</b></div> <div>General</div> <div>Periodic</div> <div>Rectangular Snip</div> </div>					
Showing Pages 1-1    Number Of Records Per Page: 5					
Activity	Reporting Organization	Data Entity Organization	Form	Permission	Completion Status
Test	Z Test Hospice	<a href="#">Z Test Hospice</a>	HC	Save/Submit	Saved

If the activity is not on your to do list,

- **Click the data entry tab and select your activity.**

Select your activity from the drop down list.

Level Selector	Home	<b>Data Entry</b>	Reports
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→
 

Data Entry
 

Activity: \* Please Select Activity

- **Form Selection (\*=Required Field)**

- Choose your organization's name from the drop down box.
- Choose a form to make entries into. (Many activities have multiple forms).

- **Choose your Data Entity type:**

Home Health Agency = Certified Home Health Care Agencies and Long Term Home Health Care

Hospice = Hospice

LHCSA = Licensed Home Care Service Agencies

- **Choose your Data Entity Name**
- **Choose a Time Period (if required).**

Some surveys have forms that are recurring forms. Recurring Forms will need to be filled out more than once on the days instructed (i.e. Daily for a 5 day period).

**Data Entry**

Activity:\*

Test

Organization:\*

Z TEST CHHA (8888)

Show Organization Info

Form:\*

HC

Data Entity Type:\*

Home Health Agency

Data Entity Name:\*

Z TEST CHHA (8888)

Show Facility Info

Time Period:\*

Please Select Time Period


## 2. Entering Data Into a Form


- **Form Information**


**Form Information**


**Navigational Style:** Scroll ▾


 Required Field  Data Saved to Work Area  Data Submitted to DOH  Current Field/Selection  Field Information  Field with Rules  Warning  Error


 **Required Field** Questions with a red asterisk are required fields and cannot be left blank. If it is a required numeric field and you have no data to enter, please enter a zero (0).


 **Data Saved to Work Area** Questions with a yellow check mark are fields that had data entered in them, and were saved when the user clicked the “**Save All**” button, but not yet submitted to DOH.

 **Data Submitted to DOH** Questions with a check mark in a green dot are fields that had data entered in them, and were saved when the user clicked the “Save All” button, and were submitted to DOH when the user clicked the “**Review and Submit Button**” and clicked the “**Submit to DOH**” button.


 **Current Field/Selection** The red arrow highlights a selected field. For example, if the user has clicked the “**Review and Submit**” Button and goes to the Review Screen, and they click on any of the questions on the review screen they will go back to the survey and that question will have the red arrow next to it.


 **Field Information** The question mark in a circle indicates there is additional information available. If the survey has additional instructions or information attached to a field, this information can be seen by clicking on the Field Information icon.

 **Field with Rules** The R in a circle indicates that there is a rule attached to this field. An example of a rule would be “*the amount indicated in question 4 must be equal to the sum of the amounts in questions 1, 2, and 3*”. Click on the Field with Rules icon to identify the rule for the field.

 **Warning** The exclamation point in a yellow triangle is a warning of an action that must be taken. An example of a warning is:

 Once finalized, please remember to submit your data by clicking the Review & Submit button and then the Submit Data to DOH button.

 **Error** An exclamation point in a red circle indicates that there is an error in the data entered. An example of an error is:

 You have 1 error below. Review and make changes.

- **Data Entry**

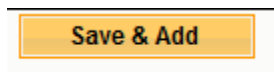
Answer all questions that are applicable to your organization. Some boxes may require text, and some may require numbers. Required Fields (\*) must have an entry. You can click Save All at any time to save work that has been entered. If you click the **Reset Button**, the survey data will go back to the last saved version of the form.



- **Repeating Sections**

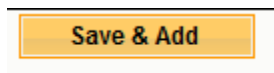
Repeating sections give the user the ability to answer the same set of questions more than once. To open the Repeating Section:

- **Click Save and Add Button**

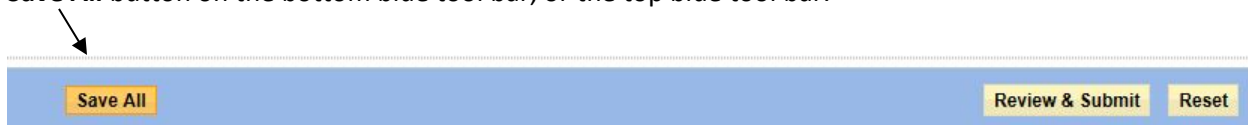


When you have entered your first set of data, click the **Save and Add** button again to save your entry and to receive a new set of blank fields.

- **Click Save and Add Button**



When you have entered your final set of data into the fields of the repeating section, click the **Save All** button on the bottom blue tool bar, or the top blue tool bar.



- **Click Save All**

The data will be saved, and you will not receive a new set of fields in the repeating section. If you accidentally add too many sections, or simply want to get rid of a particular section, open that section and click Delete.



### 3. Submitting the Forms

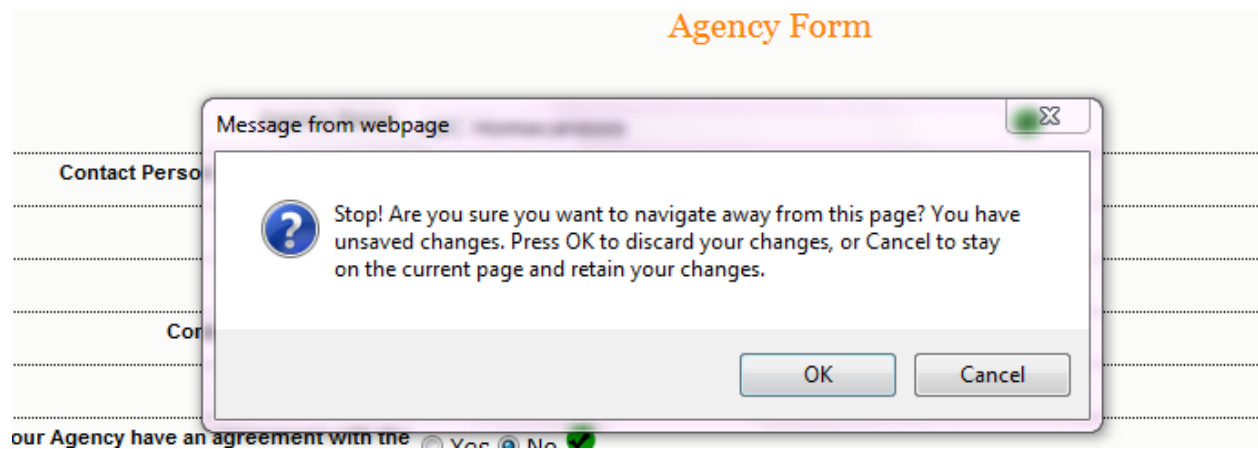
Once all of your data has been entered for the entire form, be sure to save the information

- Click **Save All**

**IMPORTANT!!!** Do not click “**Review and Submit**” unless you have clicked “**Save All**” First.



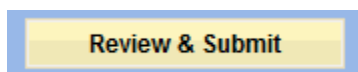
If you click “Review and Submit” before saving, you will get the following error message:



If you click **OK** – you will go to the Review screen, but any unsaved data will be lost.

Once the information is saved:

- Click **Review & Submit**



This will take you to the Data Review Screen.

The Data Review Screen will show all questions on the form and the values entered to answer the questions. The Data Review Screen will also show the data status (either saved or submitted), the user that made the latest entry, and the date and time of the latest entry.

If you click on a field in the Data Review Screen you will be taken back to the survey at that particular question.

On the Data Review Screen you can choose to either modify the data or submit the data to Department of Health.



If you need to change any data entered:

- **Click Modify**

This will take you back to the survey to make changes. Be sure to save any data that you modify by clicking **“Save All”**.

If you are satisfied with the data entered:

- **Click Submit Data**

**Note: If your data has been submitted to DOH – it can still be modified and re-submitted.**