



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Commissioner

JOHANNE E. MORNE, M.S.
Executive Deputy Commissioner

June 18, 2024

Dear Administrator:

The 2023 RHCf Cost Report software is now available through the Health Commerce System (HCS). The 2023 cost report and applicable electronic certifications are due to the Department by **Monday, August 19, 2024**.

The following documents are located on the HCS in the NH Cost Report section to aid in the submission:

- RHCf Cost Report Submission Guidelines
- RHCf Cost Report Electronic Certification Access Instructions
- Updated CPA Certification documents (in accordance with SAS 134)

Related Party Audited Financials must be sent to NFRATES@HEALTH.NY.GOV for the cost report submission to be acceptable.

Additionally, as in prior years, the software provided by the Department is the ONLY software that can be used for submission of the cost report. Third party software creates errors in submission and will not be accepted.

If you or your delegate fills out the cost report in a third-party software and then loads the data into the Department's software, the cost report does NOT load correctly, and the cost report will be deemed unsubmitted and the provider will be subject to penalty.

It is critical that all providers and their delegates prepare and submit their cost report ONLY through the Department of Health software.

If you have any questions regarding the submission of the Cost Report or HCS access, please send an email to RHCF-HCS@health.ny.gov. Please include RHCF Submission or HCS access in the subject line.

Sincerely,

Laura Rosenthal, Director
Bureau of Nursing Home and LTC Rate Setting
Division of Finance and Rate Setting
Office of Health Insurance Programs

Attachments