



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

James W. Clyne, Jr.
Executive Deputy Commissioner

December 17, 2010
DAL: HCBS 10-11
RE: 2009 CHHA/LTHHCP Statistical Report

Dear Administrator:

The Department is releasing the 2009 CHHA/LTHHCP Statistical Report on the Health Commerce System (HCS) today. The statistical report requests items such as the number of visits and revenue received by payer, the number of personnel employed, and cases and visits by service and county. Submission of the report is required pursuant to NYCRR Section 763.14.

There are many changes to the Statistical Report this year. The scope and amount of information being collected has expanded and the application used to collect it is a Microsoft Excel 97 compatible spreadsheet. This spreadsheet can be downloaded from the HCS. After the survey has been completed the data will be submitted to the Department using the HCS Secure File Transfer Utility. More detailed instructions are included within the application.

The complete application is posted with this letter in the HCS Home Care Dear Administrator Letters section. It may also be downloaded from the Long Term Care / Surveys / CHHA and LTHHCP Statistical Reports section of the HCS by following these instructions:

1. Log on to the HCS
2. Click on the Topics button at the top of the screen
3. Choose Long Term Care as the Selected Group (if you do not have Long Term Care in your list of groups, you will need to add it)
4. Click on Surveys in the list of Topics
5. Click on HCBC in the new list of Topics
6. Click on CHHA and LTHHCP Statistical Reports
7. Select 2009 CHHA & LTHHCP Statistical Report Survey Application
8. Save the file to your computer when you are prompted to either save or open it.

Please complete the survey and submit the information to the Department via the HCS by close of business February 15, 2011. Questions about the statistical report or the process to submit it can be sent to HCSStatRpts@health.state.ny.us.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ann Anglin".

Mary Ann Anglin
Director
Division of Home and Community Based Services
Office of Long Term Care