



150 State Street, Suite 301 Albany, New York 12207-1698 Telephone (518) 449-2707 Fax (518) 455-8908 Web www.nyahsa.org

MDS Census Roster Submission

Abstract: Nursing homes must upload their Jan. 28 MDS census rosters to HPN this week.

Members are reminded that they are required to upload specific Jan. 28th census roster data to the Health Provider Network (HPN) during the week of March 23 through March 27 using software developed by the Department of Health (DOH). All of the DOH documents related to this process are available as attachments to a previous NYAHS memo, [Doc ID# n00003206](#), which also provides highlights of the upload process.

Several members have reported encountering difficulties when attempting the upload. Concerns have revolved around dementia indicator drop-down boxes and acceptance of data for certain residents admitted close to the Jan. 28th date. DOH is aware of both of these issues and is working to resolve them.

During this week facilities may upload census roster data as often as warranted to make corrections, but only the last matched data will be processed. Once the roster upload is finalized, each home must submit a signed Census Roster Certification to DOH by mail.