INTRODUCTION

Welcome to the documentation for LHCSA Statistical Report using the Universal Data Collection System (UDCS), a data collection tool that enables you to enter data for submission to the Department of Health in a spreadsheet-like environment. In the past the platform used to collect the LHCSA Statistical Report information was the Health Emergency Response Data System (HERDS). This has been upgraded to UDCS because it offers a more familiar, Excel-like interface and more powerful editing capabilities.

A UDCS data collection application has two parts – the UDCS Report Manager and Shell, which manage the reports on your computer and is like the Microsoft Excel executable, and the reports or formats that correspond to spreadsheets. This document will guide you through the process of downloading and installing the UDCS Report Manager and Shell and the reports.

NOTES:

- A Health Commerce System (HCS) account is required to download the UDCS Report Manager, Shell, and the reports.
- The Report Manager requires Windows 7 or later operating system. The software WILL NOT operate correctly with previous operating systems such as Windows Vista or Windows XP.
- The software, executables and reports, must be installed on the computer of the user who will be entering and submitting the data. The user installing the software must have Windows Administrator privileges on the computer on which it is being installed. The Windows Administrator must not use the "Administrator Shortcut" where the user is signed on to the computer, but the Administrator right clicks and chooses "Run as Administrator". The Administrator must sign on to the computer.
- Only users who have been assigned the HCS Administrator role <u>when the application is released</u> will be able to submit data. Other users can be added afterward but a request must be sent to <u>HCStatRpts@health.ny.gov</u> after the user has been assigned the HCS Administrator role.
- A single data file (this file has an extension of .pnp) should be created for each licensed site that your organization operates.
- A single copy of the data file can be stored in a location where multiple people can access it. This will enable people to enter the data that is appropriate for their organizational function e.g. business office personnel entering the cost and revenue data and human resources personnel entering staffing and wages data.
 <u>HOWEVER, ONLY ONE PERSON SHOULD ENTER DATA AT A TIME.</u> If multiple people are entering data at the same time, only the data from the last person who saved will be retained.

Installing the Software, Reports and Documentation

- 1. Login to the HCS.
- 2. Click on Healthcare Financial Data Gateway in My Applications.
- 3. If it is not there:
 - a. Click on the **My Content** tab at the top of the HCS home page.
 - b. Click on All Applications.
 - c. Click on **H** in the **Browse by** alphabet list.
 - d. Click on the green sphere marked with a plus sign (+) on the row for the Healthcare Financial Data Gateway.
 - e. Go back to My Content.
 - f. Click on Healthcare Financial Data Gateway in My Applications.

This will take you to the Healthcare Financial Data Gateway main page.

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Home	Software	Submissions	Publications	Reports	Administration	
Welcome to th	e Healthcare	Financial Data Gate	way			
The navigation bar al	bove contains selec	table tabs for each function	al area of the applicatio	n and is used to navig	ate throughout the application.	
Please read the desc	criptions of these a	reas below:				
Software:	The "Software" ta download will be	ab is used to download th saved as a zip file.	e Cost Report software	e and supporting do	cumentation. Items selected for	
Submissions:	The 'Submissions	s" tab can be used to do an	y of the following.			
	 Submit yo View the d Certify a p 	ur completed and finalized (letails of past submissions reviously submitted Cost R	Cost Report eport			
Publications:	The "Publications directly related to	tab is used to download the distribution of the Cost	additional information Report software.	distributed by the D	epartment of Health that is not	
Reports:	The "Reports" tab	is used to access a downl	adable history of subm	ission and certificatio	n details for the Cost Reports.	
Administration:	The "Administration	on" tab can be used to do a	ny of the following			
	Grant perr Manage R Set Subm Upload So Upload Ca	nissions to the applications oles ission CutOff ftware, Reports, and Suppo differences	rting Documentation			

Installing the Software

- 1. Go to the Healthcare Financial Data Gateway main page.
- 2. Click on the Software tab the Software, Reports and Documentation page will display

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New York St	ate Department of Health	Home	e I Contact I Help		
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Reports	05/29/2018 11:33:42	point to that downloaded zip fil each quarter, they must be do	e section is installed, you ca le on your PC. NOTE: Since wnloaded each quarter or v	the REPORTS to be completed will when an updated report is posted.	anu ary

3. Click the **Software** button- the **Download Software** page will display.

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Home	Software	Submissions	Publications	Reports	Administration	
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© 2014 NYS Department o	of Health					System Information

- 4 Select Report Manager and Shell Version 5 (Installation Instructions Included).
- 5 Click on the **Download** button at the bottom of the page.
- 6 Save the .zip file to the location of your choice.

7 Open the .zip file and extract the Report Manager and Shell software and the installation documentation (this documentation is more extensive than is required to install the software for the LHCSA Statistical Report and contains some information not applicable to LHCSAs).

Installing the Software continued...

8 Run the UDCS_REPORT_MANAGER_SETUP_<version>.exe program. The Installshield Wizard splash screen will display after some initializations are performed. Click Next.



9 The Program Maintenance dialog will display. Select Modify and click Next.



Installing the Software Continued...

10 The Custom Setup dialog screen will display. Click Next.

🔂 UDCS Report Manager V5 - InstallS	hield Wizard		x
Custom Setup Select the program features you want in:	stalled.		と
Click on an icon in the list below to change l	how a feature is ins	stalled.	
		Feature Descrip	tion
InstallShield			
Help	< Back	Next >	Cancel

11 The Ready to Modify the Program dialog will display. Click Install.

📴 UDCS Report Manager V5 - InstallShield Wizard
Ready to Modify the Program
The wizard is ready to begin installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
Current Settings:
Setup Type:
Typical
Destination Folder:
C:\Program Files (x86)\WYS Department of Health\UDCS Report Manager V5\
User Information:
Name: pcadmin
Company:
InstallShield
< Back Install Cancel

12 A Desktop icon will be created named Launch Report Manager V5. Use this to launch the application.

Installing the Reports Downloading the Reports

- 1. Go to the Healthcare Financial Data Gateway main page.
- 2. Click on the Software tab the Software, Reports and Documentation page will display.

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New York S	itate Department of Health		Home I Contact I Help	
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Documentation	01/27/2017 09:35:53	The DOCUMENTATION cost reports. This inclu	section contains all supplemen des instructions, category of sen	tal items to help aid in the completion of the vice documents and quarterly letters.
© 2014 NYS Department of Healt	h			System Information

- 3. Click on the **Reports** button the **Download Matrix Reports** page will display.
- 4. Select 2017 Annual for the Submission Period and click on the Search button.

			EVAL			
Home	Software	Submissions	Publications	Reports	Administration	•
Matrix Reports						
Submission Period:	2017-Annual	Search				
	Select					
	2018-Annual					
	2017-Annual					
	2017-Third Quarter					
	2017-First Quarter					
	2016-Annual					
	2016-Third Quarter					
	2016-Second Quarter					
	2016-First Quarter					

Downloading the reports continued...

5. Unselect all reports except for the LHCSA-2017 Annual report and click the Download button.

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	EPPOR 2017-Annual 12/07/2017	14:14:01				
	LHCSA 2017-Annual 05/29/2018	11:33:42				
Download						
© 2014 NYS Dep	artment of Health					System Information

6. Save the .zip file to the location of your choice. Do not modify this .zip file – it contains an encrypted file and can only be used by the UDCS Shell. Instructions for managing this file with the UDCS Report Manager and using it with the UDCS Shell are contained later in this documentation.

Running the Application

Running the application for the first time

- 1. Click the Launch Report Manager desktop icon.
- 2. The **UDCS Select a Report** dialog will display. Click the **Add Downloaded Report** button.

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	Select A Report		
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		- Sanda Madroane.	

3. Locate and select the report for the LHCSA-2017 annual report that you downloaded earlier

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System Volume Information TEMP Tools Users All Users All Users S All Users S Application Data S ASPENRpts Contacts Cookies Desktop Report Manager and Shell Version 5 Cookies HCS_REPORTS_2017-Annual_20180517105840.zp Downloads Favorites HHC	Name Report Manager and Shell Version 5 ASPENWeb bhnsm03 HomeCare HCSR REPORTS_2017-Annual_20180517105 HCSA StatRpt DHCSA StatRpt NYS ITSM QRMS - Home Scanned Docs StatRpts ThinApps	Date modified 05/17/2018 10:54 AM 06/03/2015 3:15 PM 05/07/2015 9:02 AM 05/15/2017 2:29 PM 06/16/2017 2:29 PM 06/01/2018 8:58 AM 05/15/2017 2:29 PM 09/21/2017 10:05 AM 05/15/2017 2:29 PM 09/21/2017 10:05 AM	Type File folder Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut Shortaut
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4. Click the down arrow at the end of the **Select a Report...** drop down menu and click on the **LHCSA Statistical Report** menu item.

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	Add Downloaded Reports Open External Report	Open Selected Report

5. This will load the report into the UDCS Report manager

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6. Make sure that the correct report is selected and click the **Open Selected Report** button – the Start Report dialog will display

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7. Click the Start New Report button

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•	LHCSA STATISTICAL REPORT (LHCSA)	
	Start Report Image: Cancel Worksheets Open Calculations Text Transfers Validation Result	X Hts Submission Output

8. Click the **OK** button on the **Select Report** Type dialog – the **Configure Report Organization** dialog will display. Select your LHCSA from the **Organization** dropdown menu

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9. Select **Statewide** from the **Region** dropdown menu click the **OK** button.

🚡 Universal Data Collection System - Version 5.1.1 - Build 20	180504:084516		
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Report Type	78 I I I I		
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	Submission Period Report Duration	Statewide Central Finger Lakes Long Island	
	D Worksheets Open Calcula	Mid-Hudson NYC Northeast Northern Metro Utica-Adirondack Western	ut

10. Click the **OK** button on the **Save Report Configuration** dialog.

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Report Type		
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Save Report Configurat	on X	
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Region	STATEWIDE	
Report Types	LHCSA	
Submission Period	ANNUAL (A00-ANNUAL)	
Report Duration	01/01/2017 - 12/31/2017	
File Name	LHCSA_HCBS_TEST_ORG_NAME2_STATEWIDE_2017_A00.PNP	
Location	C:\PROGRAMDATA\UDCS\REPORT\LHCSA\	
	Ok Cancel	-
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11. The Universal Data Collection System Shell will start loading the selected report.

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File Help		
Report Type	$ \mathbb{Z} \otimes \mathbb{Z} = \mathbb{Z} \otimes \mathbb{Z} \otimes$	
•	LHCSA STATISTICAL REPORT (LHCSA)	
Save Report Co Organizatio Region Report Typ Submission Report Dur. File Name Location	Infigure Loading XI New York State Universal Data Collection System LHCSA Statistical Report Period : Annual (01/01/2017-12/31/2017) Build : 201804180954.53 Shell Version : 5.1.1 XML Version : 5.1.0 Form Builder : 5.1.0 PNP Version : 5.1.1 Building Submission Repository	,

12. The **Control Data Validation Message** dialog will display; click the **Yes** button.

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		LHCSA STATISTICAL REPORT (LHCSA) : HCBS TEST ORG NAME - 2 : STATEWIDE : 2017 : A00	
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LHCSA	LSR1 Agency Contact Information	Form	
LHCSA	LSR2 Patient Form	- L.D.X.	
LHCSA	LSR3 and LSR4 Revenue Form	Baseled Edde for Control Data Core are not filled	
LHCSA	LSR5 Cost Form	Neaverille untervalues in appropriate required fields on Control Data Form.	
LHCSA	LSR6 Staff and Wages Form	Do you want to open Control Data Form now?	
LHCSA	LSR7.1 Services By County-Albany	v	
LHCSA	LSR7.2 Services By County-Hamilto	t Yes No View Details	
LHCSA	LSR7.3 Services By County-Rensse		
LHCSA	LSR7.4 Wellcare Services		
LHCSA	LSR8 Contract Form	State 0005	
LHCSA	LSR9WFA Workforce Form A	Zip 0006	
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LHCSA	LSR9WFC Workforce Form C	Footnotes	
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		LSR1 Agency Contact Information Form	Close
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13. File out the **Configuration Information** data and Click the **Validate** button.

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LHCSA	LSR6 !	Submission Year :	0	1010	2017			
LHCSA	LSR7.	Submission Period -	0	1011				
LHCSA	LSR7.3	Submission Period .		1011				
LHCSA	LSR7.4	DCN :	0	1004				
LHCSA	LSR9V	Submitter ID :	0	1000	120021234			
LHCSA	LSR9V	Region ID :	0	1003	1			-
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- 14. If the data validates, click the **Save** button.
- 15. Start entering data into the LHCSA Annual Statistical Report.

Running the application after the first time

- 1. Click on the Launch Report manager desktop icon
- 2. The UDCS Select a Report dialog will display
- 3. Click on the down arrow at the end of the Select A Report... drop down menu
- 4. Select the LJHCSA Statistical Report menu item
- 5. Click on the Open Selected Report button The Start Report dialog will display
- 6. Click on the Open Existing Report button
- 7. When **File Explorer** opens, select the report created when the application was initially started and open it.
- 8. The Universal Data Collection System Shell will start loading the selected report
- 9. If you have not yet entered the Configuration Information data
 - a. the Control Data Validation Message dialog will display; click on the Yes button
 - b. File out the **Configuration Information** data
 - c. Click on the Validate button
 - d. If the data validates, click on the Save button
- 10. Continue entering data into the LHCSA Annual Statistical Report

Submitting the Finalized LHCSA Statistical Report

- 1. Login to the HCS.
- 2. Click on Healthcare Financial Data Gateway in My Applications. This will take you to the Healthcare Financial Data Gateway main page.

			EVAL				
Home	Software	Submissions	Publications	R	eports	Administration	
	2000/08/2011						
welcome to th	e Healthcare	Financial Data Gate	way				
The navigation bar a	criptions of these a	ctable tabs for each function	al area of the applica	bon and is used t	o navigate thro	ugnout the application.	
Piedse read the des	cripoons or mese a	reas perow.					
Software:	The "Software" to download will be	ab is used to download the saved as a zip file.	e Cost Report softw	are and support	ing document.	ation, items selected for	
Submissions:	The 'Submission	s" tab can be used to do any	y of the following.				
	 Submit yo 	our completed and finalized (Cost Report				
	 View the operation of the second se	details of past submissions reviously submitted Cost Re	port				
Publications:	The 'Publication directly related to	s' tab is used to download the distribution of the Cost	additional information Report software.	on distributed by	the Departm	ent of Health that is not	
Reports:	The "Reports" tab	is used to access a downlo	adable history of sul	mission and cer	tification detail	s for the Cost Reports.	
Administration:	The "Administrati	on" tab can be used to do a	ny of the following				
	Grant peri	missions to the applications					
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	Upload Sc	oftware, Reports, and Suppo	rting Documentation				
	 Upload Co 	Hifications					

3. Click the Submissions tab - the Submissions page will display

Heal	thcare Fina ork State Departme	ncial Data Gat	eway Welcom	e John P Huffaker Contact Request Acce	ss İ Help	_
Home	Software	Submissions	Publications	Reports	Administration	
SUBMISSIONS						
Select Cost Repo	rt And Organization					
Submission Type:	LHCSA	Organization:	00 Test LHCSA (000000LC)		- Search	
© 2014 NYS Department	of Health				System Informa	ition

Submitting the Finalized LHCSA Statistical Report continued...

4. Select LHCSA as the Submission Type and your organization from the Organization list and then click the Search button. The Submission page will be expanded.

New York S	tate Department of	^f Health		Home I C	ontact I Requ	est Access I Help
Home	Software	Submissions	Publicati	ons	Reports	Administration
UBMISSIONS						
Select Cost Report An	d Organization					
Submission Type: LHC	CSA	Organizatio	on: 00 Test LHCSA (00	0000LC)		Search
New Submission						
Email: john.huffa	ker@health.ny.gov (U	lpdate email address)	Refresh Email			
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Submission History Submission Period ⊡-Year / Period ⊡- 2017 └ <u>Annual</u>	Report Period Region Statewide Statewide Statewide	: 2017-Annual DCN 08202018113309 08202018113309	Submit Date 08-20-2018 12:47:21 08-20-2018 11:34:30 08-20-2018 11:30:59	Submitter John P Huffaker John P Huffaker John P Huffaker	Status Failure Success Failure	Detail Detail Detail

- 5. Click the **Browse** button to display a dialog box that allows you to locate your finalized LHCSA Statistical Report. It will have a .pnp file extension.
- 6. Once you have selected the file to submit, click the **Submit** button.
- 7. The Submission History section of the Submission page will be updated to reflect the status of the submission.
- 8. A confirming email message will be sent to the email address listed in the **New Submission** section of the **Submission** page.