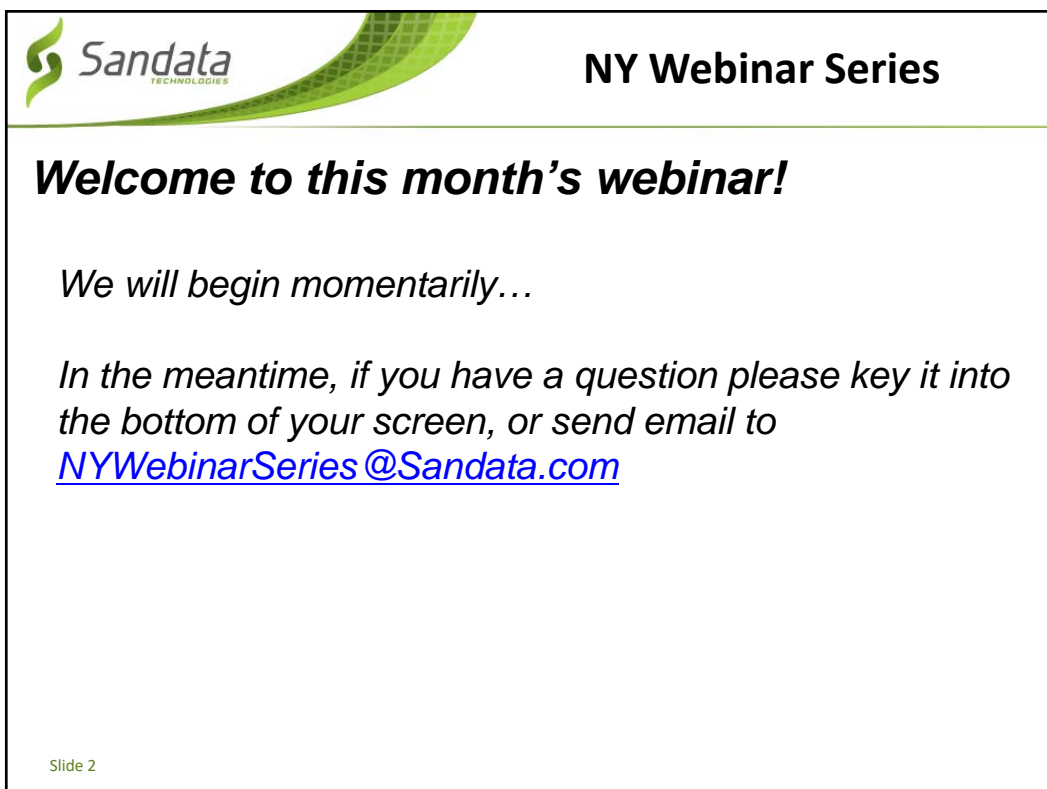


Slide 1 features the Sandata Technologies logo in the top left corner. The main title, "PREPARING TO COMPLETE THE 2018 DOH STATISTICAL REPORT", is centered in a green horizontal band. The date "October 25, 2019" is positioned in the bottom right corner. The background consists of a white grid pattern that transitions into a green gradient.

1



Slide 2 is titled "NY Webinar Series" in the top right corner. It features the Sandata Technologies logo in the top left. The main text reads: "Welcome to this month's webinar!" followed by "We will begin momentarily..." and "In the meantime, if you have a question please key it into the bottom of your screen, or send email to [NYWebinarSeries@Sandata.com](mailto:NYWebinarSeries@Sandata.com)". The slide number "Slide 2" is located in the bottom left corner.

2




## Introduction

- ◆ Your Hosts today:
  - Franklin Boyd – Facilitator
  - Rossana Follender – Speaker
  - Lisa Pares – Speaker
- ◆ Today’s webinar will run approximately 1hr, 30 minutes, including Q&A. In the lower right corner of your screen you will be able to type in questions. Time permitting, our speakers will answer them near the end of the session.

Slide 3

3



## AGENDA

1. DOH Statistical Report Overview
2. Overall Workflow to Prepare your System
3. Analysis of DOH Statistical Report Forms
  - LSR2 – Patients
  - LSR3 & LSR4 – Revenue (Direct and Contracted)
  - LSR5 – Cost Form
  - LSR6 – Staff & Wages
  - LSR7 – Services by County
  - LSR8 – Contracts
  - LSR9WF – Workforce A, B & C

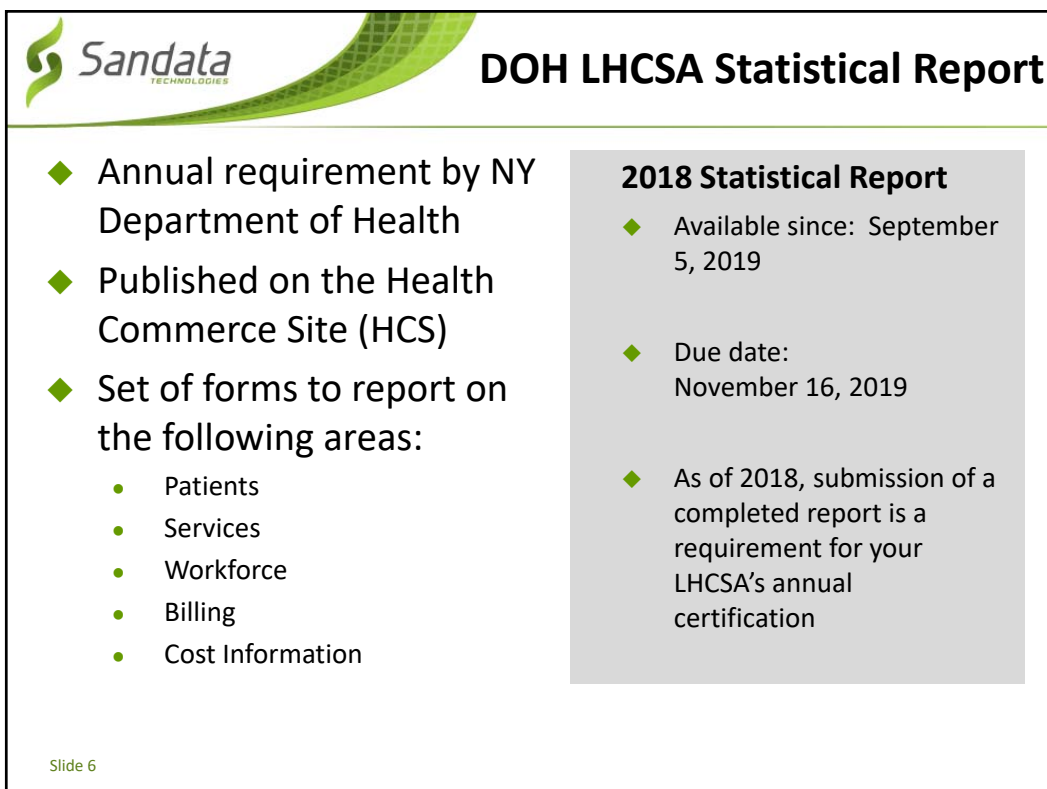
Slide 4

4



The slide features the Sandata TECHNOLOGIES logo in the top left corner. The background is white with a green grid pattern that fades out towards the top and bottom edges. The title "DOH STATISTICAL REPORT OVERVIEW" is centered in a large, bold, black font.

5



The slide features the Sandata TECHNOLOGIES logo in the top left corner. The title "DOH LHCSA Statistical Report" is positioned in the top right. The main content is organized into two columns. The left column contains a list of requirements, and the right column is a grey-shaded box containing specific details for the 2018 report.

- ◆ Annual requirement by NY Department of Health
- ◆ Published on the Health Commerce Site (HCS)
- ◆ Set of forms to report on the following areas:
  - Patients
  - Services
  - Workforce
  - Billing
  - Cost Information

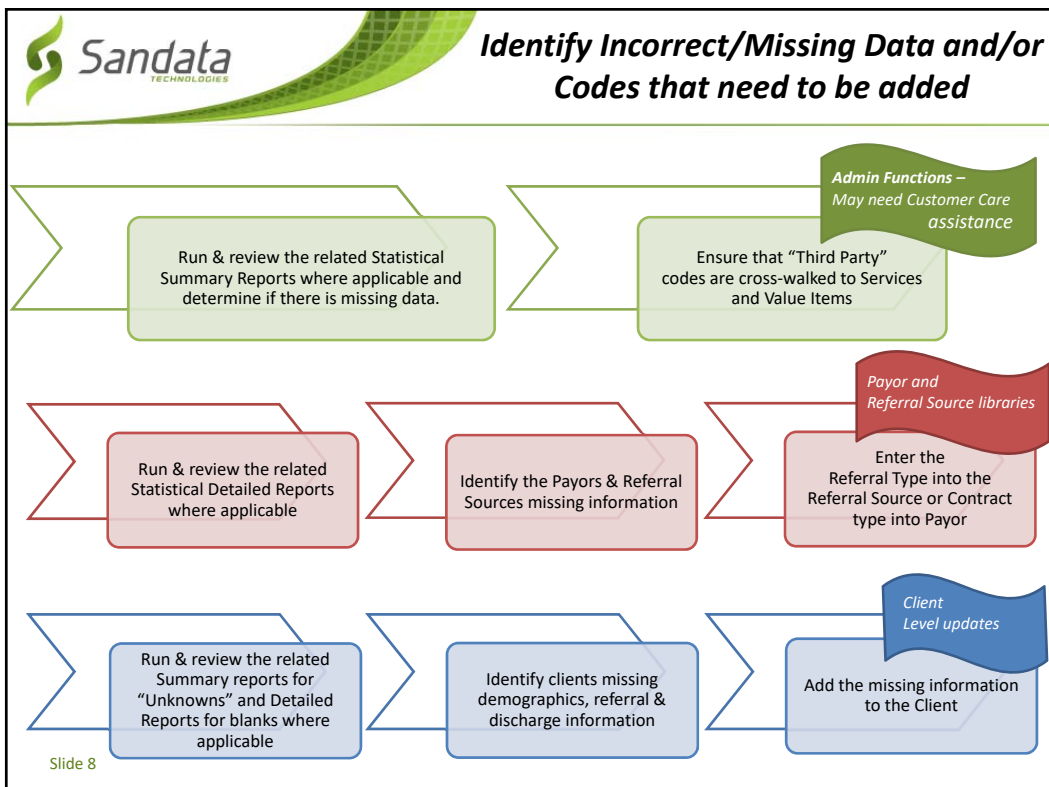
**2018 Statistical Report**

- ◆ Available since: September 5, 2019
- ◆ Due date: November 16, 2019
- ◆ As of 2018, submission of a completed report is a requirement for your LHCSA's annual certification

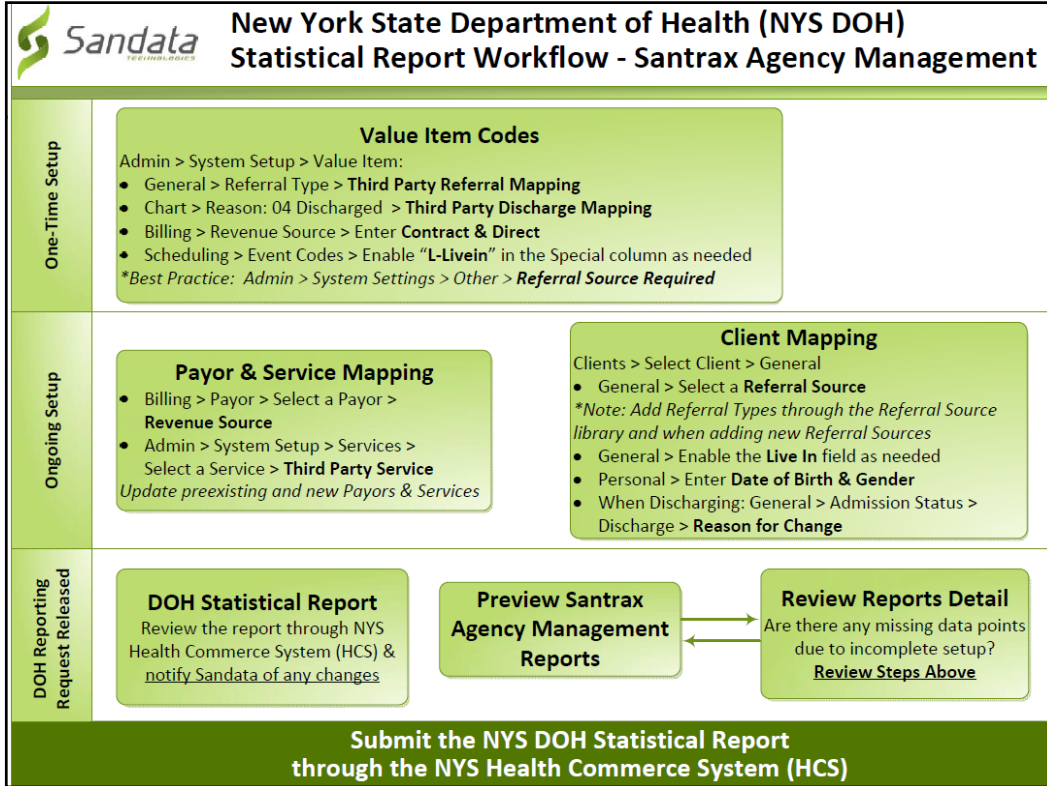
6

# OVERALL WORKFLOWS TO PREPARE YOUR SYSTEM

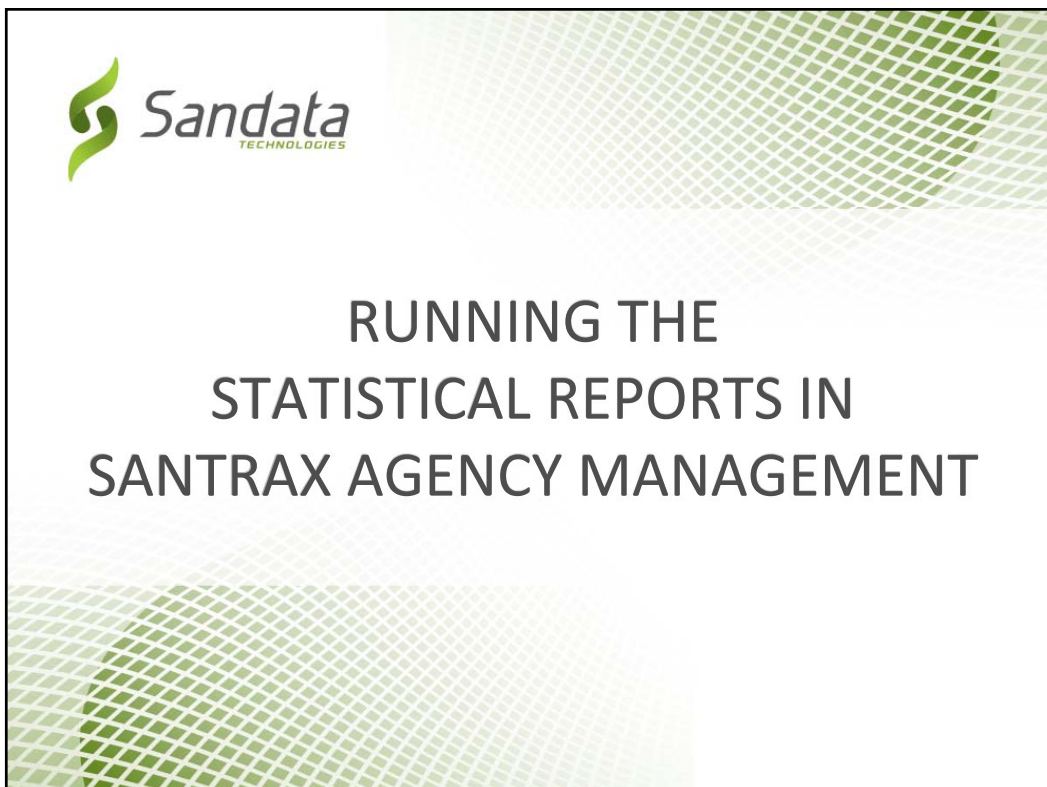
7



8



9



10

**Running Summary Reports in Santrax Agency Management**

*Path: Reports > Other (scroll down) > Select the Report*

11

**Running Summary Reports in Santrax Agency Management**

12

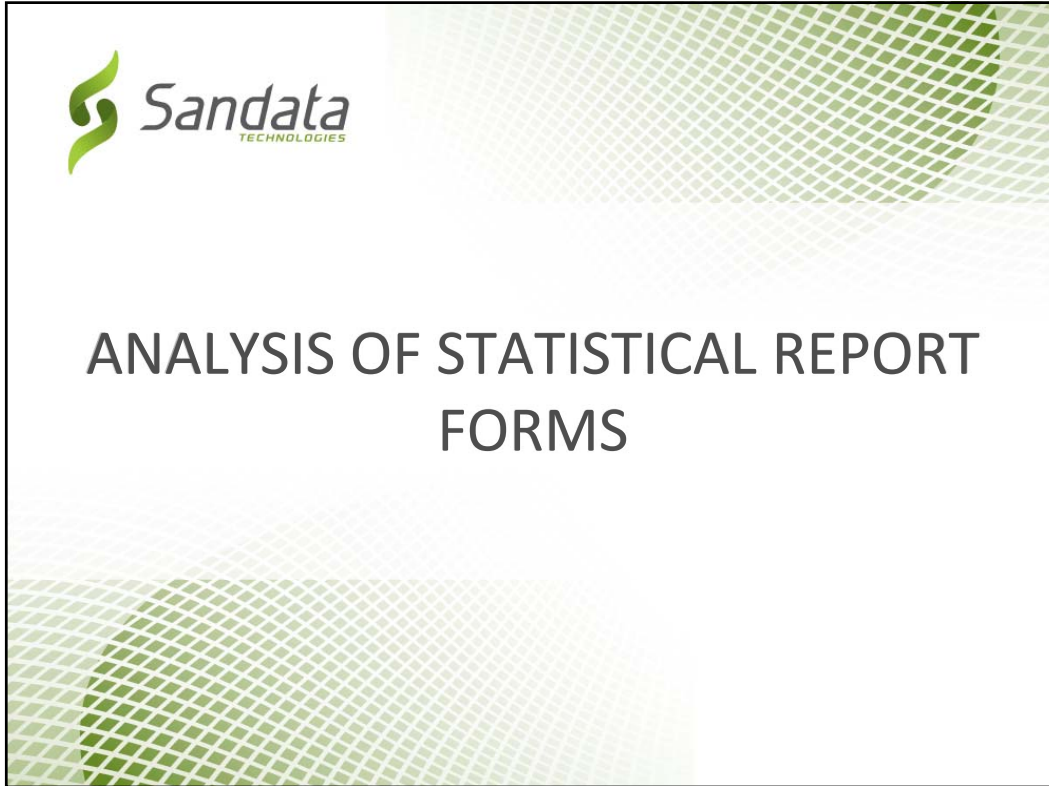
Sandata TECHNOLOGIES		Report Listing	
DOH Form	System/Source	Summary Reports	Detail Reports
LSR2- Patient Form	Santrax Agency Management	Statistical Patient Summary Report	- Client Dashboard - Client Discharges
LSR3 & 4 - Contract Form & Direct Revenue Form	Santrax Agency Management	Statistical Revenue Summary Report	Payor Setting Query Service Selection List
LSR5 & 6 - Cost Form & Staff and Wages Form	Sandata's Payroll System <i>Primary reporting tool</i>	DOH Stats Employee Type by Position	DOH Statistical Earnings
	Alternate Payroll System	N/A	N/A
	Santrax Agency Management <i>Only for reference</i>	Payroll Review - Summary	Payroll Review - Detail
LSR7 - Services by County Form	Santrax Agency Management	Statistical Services Provided by County Report	- Service List - Admission List - Client Dashboard
LSR7.4 - WellCare Form	Santrax Agency Management	NYS Services Provided by County	Client Dashboard
LSR8 - Contracts Form	Santrax Agency Management	Statistical Contracts Form Summary	N/A

Slide 13

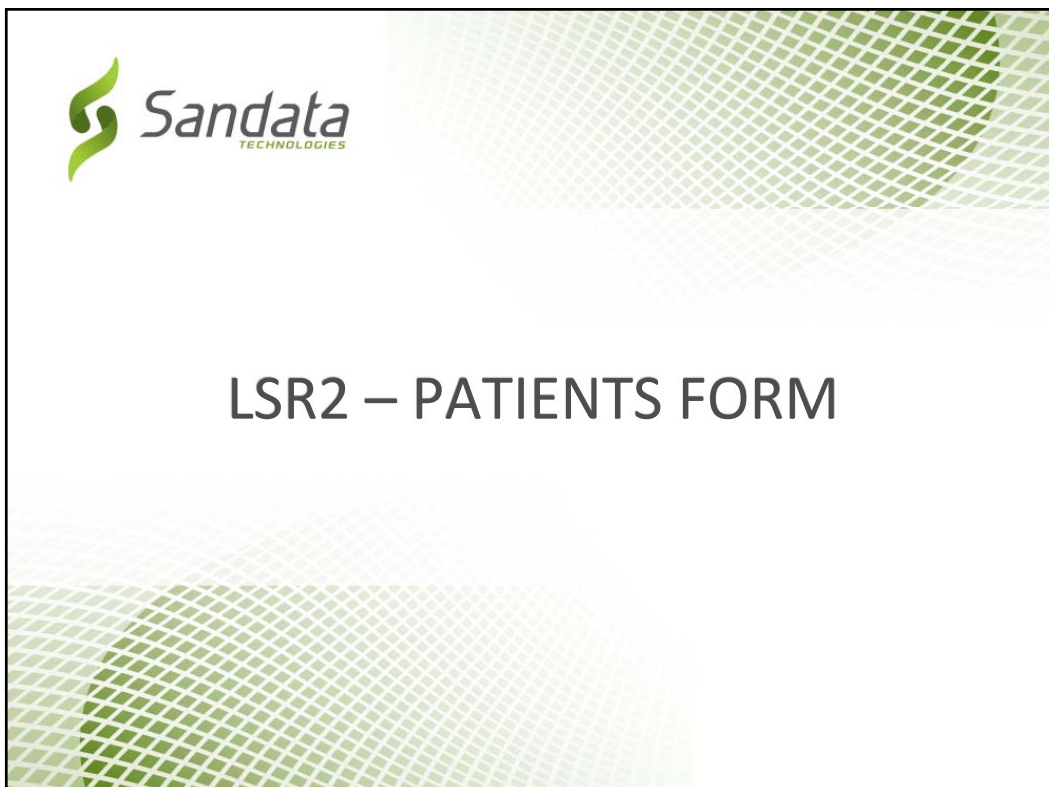
13

Sandata TECHNOLOGIES		Report Listing <i>Continued...</i>	
DOH Form	System/Source	Summary Reports <i>Questions</i>	Detail Reports <i>Questions</i>
LSR9WFA - Workforce Form A	Santrax Agency Management	- Underutilized Hours <i>Cases with unfilled hours</i> - Authorization Summary By Weekly Hours <i>Number of Cases</i>	- Authorization Schedule Variance - NYS Service by County
	Agency's Intake Departments	<i>Questions:</i> - Days closed to admissions - Unaccepted cases	
LSR9WFB - Workforce Form B	Sandata's Payroll System	DOH Stats Employee Type by Position <i>Staff Employed question</i>	DOH Statistical Earnings <i>Staff Assigned question</i>
	Santrax Agency Management	N/A	- Staff Data by Program Worked <i>Staff Assigned question</i> - Staff Count Report <i>Staff Employed question</i> - Staff Demographics <i>Terminated Staff question</i>
	Agency HR & Benefit Departments	<i>Question: Open Positions</i>	
LSR9WFC - Workforce Form C	Agency's Benefits Broker		

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## LSR2 – Patients Overview

- ◆ Collects Census information, referrals and discharges for the reporting year.
- ◆ Changes from the previous year:
  - “Other” now includes a text box to add information about this category

LSR2 Patient Form	Patients/LOS			
20000	20001	20002	20003	20004
<b>Patients</b>				
Census on December 31 of the Report Year	00001			
Total Cases	00002			
Unduplicated Patient Count	00003			
Total Unduplicated Patient Count from Services by County Forms - LSR2	00009			
<b>Length of Stay</b>				
Number of Discharged cases with:		Length of Stay		
1-60 Days of Stay	00004			
61-120 Days of Stay	00005			
121 + Days of Stay	00006			
TOTAL	00010			
<b>Referrals and Discharges</b>				
Number of Cases Referred from or Discharged to:		Referred From	Discharged To	
Hospitals	00012			
Physicians	00013			
Self/Family/Friends	00014			
Nursing Homes	00015			
CHHAs	00016			
LTHCPS	00017			
LHCSPs	00018			
Hospices	00019			
Adult Care Facilities	00020			
CASA/Local Social Services District	00021			
MLTC/MCOs	00022			
Local Health Department	00023			
Adult Protective Services	00024			
Death	00025			
Other	00026			
Describe "Other" Referrals and Discharges	00027			
TOTAL	00030			

Slide 17

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## LSR2 – Patients *Where do I find the answer?*

**Summary Reports**

**Statistical Patient Summary Report**  
[Reports > Other > Statistical Patient Summary Report](#)

**Detail Reports & Screens**

**Client Dashboard (Referral Type)**  
[Reports > Client > Client Dashboard](#)  
*Note: Run as Export (MS Data Only)*

**Client Discharges (Discharge Type)**  
[Reports > Client > Client Discharge by Reason](#)

- ◆ What should I look out for?
  - Referral Types and Discharge codes missing a cross-walked “Third Party Code” in the Value Items.
  - Referral Sources that are missing a Referral Type
  - “Blank” Referral Types & Discharge Codes in Summary & Detailed reports
- ◆ *Note: This report can only be filtered for one Company at a time*

Slide 18

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## LSR2 – Patients

### Where do I find the answer?

◆ Reports > Other > Statistical Patient Summary Report

LSR2 Patient Form	Patients/LOS	Referred From	Discharged To
2000	2001	2002	2003
<b>Patients</b>			
Census on December 31 of the Report Year	00001		
Total Cases	00002		
Unduplicated Patient Count	00003		
Total Unduplicated Patient Count from Services by County Forms - LSR2	00099		
<b>Length of Stay</b>			
Number of Discharged cases with:	Length of Stay		
1-60 Days of Stay	00004		
61-120 Days of Stay	00005		
121+ Days of Stay	00006		
<b>TOTAL</b>	<b>00010</b>		
<b>Referrals and Discharges</b>			
Number of Cases Referred from or Discharged to:		Referred From	Discharged To
Hospitals	00012		
Physicians	00013		
Self/Family/Friends	00014		
Nursing Homes	00015		
CHHs	00016		
LTHHCPs	00017		
LHCASs	00018		
Hospices	00019		
Adult Care Facilities	00020		
CASA/Local Social Services District	00021		
MLTC/MCOs	00022		
Local Health Department	00023		
Adult Protective Services	00024		
Death	00025		
Other	00026		
Describe "Other" Referrals and Discharges	00027		
<b>TOTAL</b>	<b>00030</b>		

Statistical Patient Summary Report	
Company: *	Date From: 1/01/2018 Date To: 12/31/2018
Census	787
Total Cases	2,199
Unduplicated Patient Count	2,022
<b>Length of Stay</b>	
1-30 Days	998
31-60 Days	175
61-90 Days	74
91-180 Days	57
181-365 Days	32
366+	78
<b>Total</b>	<b>1,414</b>
<b>Admission Source</b>	
Hospitals	1
Physicians	0
Self/Family/Friends	1
Nursing Homes	0
Other Institutions	0
CHHs	1
LTHHCPs	0
LHCASs	1
CASA/ Social Services	0
MLTC/MCO	0
Birth Affidavits	0
Elementary/Pre K	1
Local Health Departments	0
Other	0
<b>Total</b>	<b>6</b>
<b>Discharge By Type</b>	
Hospitals	2
Death	2
Self/Family/Friend	2
Nursing Homes	2
Other Institutions	2
CHHs	0
LTHHCPs	2
LHCASs	7
CASA/Social Services	0
MLTC/MCOs	0
Other	0
<b>Total</b>	<b>19</b>

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## LSR2 – Patients

### Detail Reports & Identifying Corrections

Reports > Client > Client Dashboard

1. Set Filters:
  - Client Status: Select **Blank**
  - Date Range: 01/01/18 – 12/31/18
2. Select MS Excel (Data Only)
3. Click on Export

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## LSR2 – Patients

### Detail Reports & Identifying Corrections

**Limiting Data to the Date Range**

- By default all cases will display
- Filter the Hrs/Day Column to remove **00.00**

**Referral Type**

- This is what is included in the statistical Report
- Filter for (Blanks) to find clients without a type assigned to the source

**Referral Source**

- The source connected to the type
- Filter for (Blanks) to find clients missing a source

**Important Note!**

- This report will not display whether the third party referral code linked to the referral type in the Value Items

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## LSR2 – Patients

### Detail Reports & Identifying Corrections

Reports > Client > Client Discharge By Reason

The report will include all patients discharged within the selected date range, grouped by discharge reason.

*Note: Patients discharged without a reason code will not display in the statistical report summary.*

Client Discharge By Reason				
From 01/01/2018 To 12/31/2018 11:59 PM				
Name	Chart ID	Physician	SOC	EOC
0010000074-MLC	0010000074-MLC		10/25/18	12/31/18
0010000077-MLC	0010000077-MLC		10/25/18	12/31/18
0010000098-MLC	0010000098-MLC		10/25/18	12/31/18
0010000090-MLC	0010000090-MLC		10/25/18	12/31/18
0010000015-MLC	0010000015-MLC		10/25/18	10/31/18
<b>Total : 5</b>				
<b>CHANG - PROGRAM CHANGE</b>				
0010000095-PVT	0010000095-PVT		4/25/18	11/2/18
0010000096-ICS	0010000096-ICS	Bell, karen	8/28/17	12/19/18
0010000080-ICS	0010000080-ICS		7/24/17	4/30/18
0010000091-ADU	0010000091-ADU		12/12/18	12/31/18
0010000064-ADU	0010000064-ADU		4/5/18	4/8/18
0010023465-PVT	0010023465-PVT		12/7/13	1/17/18
<b>Total : 6</b>				
<b>SLFF - SELF/FAMILY/FRIEND</b>				
0010000087-ADU	0010000087-ADU		10/15/18	10/22/18
0010000059-ADU	0010000059-ADU		11/28/18	12/3/18

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## LSR2 – Patients Crosswalks & Correcting Blanks

**Referral Crosswalk 1**  
Admin > System Setup > Value Items > General > Referral Type  
*Ensure each Referral Type is mapped to a Third-Party Referral Code & Save.*

**Referral Crosswalk 2**  
Client (hover) > Referral Sources > Select a Source > Enter Type  
*Ensure each Referral Source is mapped to a Ref. Type*

**Referral Client Entry**  
Client > General > Select the Referral Source  
*Ongoing setup Ensure a referral source is added for every new patient*

*Admin Functions – May need Customer Care assistance*

**Discharge Crosswalk**  
Admin > System Setup > Value Items > Chart > Reason: 04 Discharged  
*Ensure that each 04-Discharge Code is mapped to a Third-Party Discharge Code & Save.*

**Discharge Client Entry**  
Client > General > Status  

- When discharging a client enter a discharge reason.
- If a client is already discharged enter a secondary status.

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## LSR2 – Patients Referral Code Crosswalk 1

**Referral Crosswalk 1**  
Admin (Hover) > System Setup (Hover) > Value Items > General > Referral Type  

- Ensure that each Referral Type is mapped to a Third-Party Referral Code & Save.
- This is a one-time setup

*Admin Functions – May need Customer Care assistance*

Value	Name	Default	Active	Third Party Referral Mapping
01	Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nursing Home
02	SNF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physician
03	Physician' Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physician
04	Physicians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Institution
CM	Case Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Institution
COM	Community Resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hospital
HOS	Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LHCSA's
INS	Insurance Company	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
MD	Physician	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
OT	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Self/Family/Friend
SE	Self	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nursing Home
SNF	Skilled Nursing Facility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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## LSR2 – Patients Referral Code Crosswalk 2

Referral Crosswalk 2

1. Client (hover) > Referral Sources >
2. Select a Source OR Click on Add
3. Select the **Ref Type** (Referral Type) & Save

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## LSR2 - Patients Selecting the Referral Source

Referral Client Entry

Client > General > Select the Referral Source

*Either:*

- Select a Referral Source from the drop down, or
- Click on **blue arrow** (➔) to add a new Referral Source.

**\*Reminder:** Always select the Referral Type when creating a source!

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## LSR2 – Patients

### Discharge Crosswalk

**Discharge**  
Crosswalk

**Admin (Hover) > System Setup (Hover) > Value Items > General > Reasons: 04 Discharged**

- Ensure that each Discharge Reason is mapped to a Third-Party Discharge Code & Save.
- This is a one-time setup

Admin Functions –  
May need Customer Care  
assistance

Value	Name	Default	Active	Third Party Discharge Mapping
CX	Client canceled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Self/Family/Friend
E	Member Expired	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Death
G	Goals Met	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Self/Family/Friend
HO	Admitted to Hospice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Institution
HOS	Admitted to Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hospital
MD	MD ordered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
NA	Not appropriate for home	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hospital
NE	Not Eligible	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CASA/Social Services
NH	Not Homebound	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
NPB	Needs Prebilling Audit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
OT	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
SNF	Admitted to SNF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nursing Home

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## LSR2 – Patients

### Entering a Discharge Code

**Discharge**  
Client Entry

**Client > General**

1. Open the Admission Status Screen by either:
  - Clicking on the blue arrow (➡) under the discharge status, or
  - While discharging a client, click on the blue arrow (➡) next to the client's Admission Status
2. Follow the prompts and select a "Reason For Change"

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## LSR3 & LSR4 – Revenue Overview

- ◆ Collects hours and dollars billed, broken down by revenue type and type of service
- ◆ Revenue types:
  - LSR3 – Contract
  - LSR4 – Direct
- ◆ Changes from previous year’s forms:
  - None

LSR3 and LSR4 Revenue Form		Visits	Hours	Gross Revenue
34000	34001	34002	34003	34004
<b>LSR3 - Contracted Services</b>		Yes/No		
Did your Agency perform services, or provide equipment to patients during the report year?		09999		
Enter the number of contracted visits or hours and revenue for each service.		Visits	Hours	Gross Revenue
Nursing Services	00001			
Private Duty Nursing Services	00002			
Community Health Work Services	00003			
Medical Social Work Services	00004			
Case Management/Care Management Services	00005			
Audiology, Nutrition, and Therapy Services	00007			
Home Health Aide Services	00008			
Personal Care Aide Services	00009			
Homemaker and Housekeeper Services	00010			
IV Infusion Therapy Services	00011			
HHA Training Program	00012			
PCA Training Program	00013			
Waiver Services	00014			
Telehealth Monitoring	00015			
Assistive Technology	00016			
Durable Medical Equipment	00017			
Other Services	00018			
TOTAL	00020			
<b>LSR4 - Direct Services</b>				
Enter the number of direct visits or hours and revenue for each service.		Visits	Hours	Gross Revenue
Nursing Services	00021			
Private Duty Nursing Services	00022			
Community Health Work Services	00023			
Medical Social Work Services	00024			
Case Management/Care Management Services	00025			
Audiology, Nutrition, and Therapy Services	00027			
Home Health Aide	00028			
Personal Care Aide	00029			
Homemaker and Housekeeper Services	00030			

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## LSR3 & LSR4 – Revenue

### Where do I find the answer?

Summary Reports
Detail Reports & Screens

**Statistical Revenue Summary Report**  
[Reports > Other > Statistical Revenue Summary Report](#)

**Service Selection Screen**  
[System Setup > Services](#)

**Payor Setting Query Export**  
[Request from Customer Care](#)

- ◆ What should I look out for?
  - Missing totals due to the Third Party Service code not be cross-walked to the Service.
  - Missing totals due to the Revenue Source not be cross-walked to the Payor.

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## LSR3 & LSR4 – Revenue

### Where do I find the answer?

- ◆ [Reports > Other > Statistical Revenue Summary Report](#)

LSR3 and LSR4 Revenue Form					
	34000	34001	34002	34003	34004
<b>LSR3 - Contracted Services</b>			Yes/No		
Did your Agency perform services, or provide equipment to patients during the report year?		09999			
Enter the number of contracted visits or hours and revenue for each service:		Visits	Hours		Gross Revenue
Nursing Services 00001					
Private Duty Nursing Services 00002					
Community Health Work Services 00003					
Medical Social Work Services 00004					
Case Management/Care Management Services 00005					
Audiology, Nutrition, and Therapy Services 00007					
Home Health Aide Services 00008					
Personal Care Aide Services 00009					
Homemaker and Housekeeper Services 00010					
IV Infusion Therapy Services 00011					
HHA Training Program 00012					
PCA Training Program 00013					
Waiver Services 00014					
Telehealth Monitoring 00015					
Assistive Technology 00016					
Durable Medical Equipment 00017					
Other Services 00018					
<b>TOTAL 00020</b>					
<b>LSR4 - Direct Services</b>			Visits	Hours	Gross Revenue
Enter the number of direct visits or hours and revenue for each service:					
Nursing Services 00021					
Private Duty Nursing Services 00022					
Community Health Work Services 00023					
Medical Social Work Services 00024					
Case Management/Care Management Services 00025					
Audiology, Nutrition, and Therapy Services 00027					
Home Health Aide 00028					
Personal Care Aide 00029					
Homemaker and Housekeeper Services 00030					

**Statistical Revenue Summary Report**

Companies \* From 01/01/2018 To 12/31/2018 11:59 PM

Revenue Source: Contract

Service	Hours	Net Revenue \$
HHA	442.58	\$4,879.30
Nursing	13.00	\$97.50
PCA	38.75	\$178.00
Waiver	40.00	\$94.50
Other	7.25	\$20.78
<b>Total</b>	<b>541.58</b>	<b>\$5,270.08</b>

Other - Specify: CRN, HSK, PCW

Revenue Source: Direct

Service	Hours	Net Revenue \$
HHA	5.00	\$250.00
Nursing	3.75	\$37.50
PCA	0.00	\$0.00
Waiver	0.00	\$0.00
Other	16.75	\$15.38
<b>Total</b>	<b>25.50</b>	<b>\$302.88</b>

Other - Specify: CRN, HSK, PCW

**Grand Totals**

Hours 567.08

Net Revenue \$ \$5,572.96

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October 25, 2019

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## LSR3 & LSR4 – Revenue

### Identifying Corrections & Service Setup

- ◆ Make sure each the Services has a Third Party Service selected

Hover over Admin > System Setup > Services > Select a Service > Select a Third Party Service

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## LSR3 & LSR4 – Revenue

### Identifying Corrections

- ◆ Request the Payor Settings for DOH Statistical Report query from Customer Care to view the Revenue Source setting.
- ◆ Ensure that all Payors that will be reported on in the Statistical Report have a Revenue Source selected.
- ◆ Blank or Null results indicate that a Revenue Source is missing.

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## LSR3 & LSR4 – Revenue Payor Codes Setup

Hover over Billing > Payor >  
Select a Payor > Select a Revenue Source

*Note: If the Revenue Source dropdown is blank, the Value Item setup is missing.*

Admin > System Setting > Value Item > Revenue Source

Value	Name	Default	Active
CON	Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DIR	Direct	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Admin Function –  
May need Customer Care  
assistance

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# LSR5 – COST FORM AND LSR6 – STAFF & WAGES FORM

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## LSR5 – Costs Overview

LSR5 Cost Form		Cost
50000	50001	50002
<b>Direct Costs - Include Wages</b>		
Enter the Costs related to the delivery of each service type:		Cost
Nursing Services	00001	
Private Duty Nursing Services	00002	
Community Health Work Services	00003	
Medical Social Work Services	00004	
Case Management/Care Management Services	00005	
Audiology, Nutrition, and Therapy Services	00007	
Home Health Aide Services	00008	
Personal Care Aide Services	00009	
Homemaker and Housekeeper Services	00010	
IV Infusion Therapy Services	00011	
HHA Training Program	00012	
PCA Training Program	00013	
Waiver Services	00014	
Telehealth Monitoring	00015	
Assistive Technology	00016	
Durable Medical Equipment	00017	
Other Services	00018	
<b>TOTAL DIRECT COSTS</b>	<b>00020</b>	
<b>Indirect Costs</b>		
Fringe Benefits and Payroll Taxes:		Cost
Social Security	00021	
Insurance - Life/Health	00022	
Pension and Retirement	00023	
Workers Compensation	00024	
Unemployment Insurance	00025	
Disability Insurance	00026	
Supplemental Wages	00027	
Employee Physicals	00028	
Other	00029	
<b>Other Indirect Costs</b>		<b>Cost</b>

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**Direct and Indirect Costs associated with delivery of service**

- ◆ Direct Costs Wages Only  
*Our payroll partner produces Statistical Reports that reflect wages and staffing levels*
- ◆ For all other costs not related to wages (direct or indirect)  
*Contact your Finance/Payroll Department to obtain this information*

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## LSR6 – Staff & Wages Overview

LSR6 Staff and Wages Form	Count of Full Time Staff on Apr 1	Count of Hourly Staff on Apr 1	Count of Full Time Staff on Oct 1	Count of Hourly Staff on Oct 1	Count of W2s issued	Total Hours for the Year	Total Wages for the Year	Total Fringe Benefits	Wages + Fringes (Calculated)	Average Hourly Rate (Calculated)	Lowest Hourly Rate Paid for each Staff Type	Highest Hourly Rate Paid for each Staff Type	
60000	60001	60002	60003	60004	60005	60008	60006	60007	60009	60010	60011	60012	60013
Enter the information for each of the following staff types:													
Administrators	1												
Other Administrative Staff	2												
Nursing Supervisors	3												
RNs	4												
LPNs	5												
Private Duty Nurses	6												
Community Health Workers	7												
Medical Social Workers	8												
Case Managers/Care Managers	9												
Audiologists, Nutritionists, and Therapists	11												
Home Health Aides	12												
Personal Care Aides	13												
Homemakers and Housekeepers	14												
Other Staff	15												
<b>TOTAL</b>	<b>20</b>												

Slide 38

- ◆ Collects Staffing levels and compensation for the year
- ◆ Changes from the previous year:
  - Label for column 60011 changed to Average Hourly Rate
  - Column 60011 will no longer include fringe benefits
  - Row for Physicians was removed

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<b>LSR5&amp;6 – Cost, Staff &amp; Wages</b> <i>Where do I find the answer?</i>			
System/ Source	Summary Reports	Detail Reports	Description/Notes
Sandata's Payroll Solution	<b>DOH Stats Employee Type by Position</b>	<b>DOH Statistical Earnings</b>	<ul style="list-style-type: none"> <li>Includes: Quarterly Staff Counts by Position and Total W2s, Worked Wages and Hours</li> <li>Available upon request in your Payroll Customer Portal</li> </ul>
Alternate Payroll System	N/A	N/A	If your agency is using an alternate payroll system, request this information from your Payroll Software
Santrax Agency Management	<b>Payroll Review (Summary)</b> <a href="#">Reports &gt; Payroll &gt; Payroll Review</a>	<b>Payroll Review (Detail)</b>	These reports will have some basic service information, but will not include your administrative fees and benefits
Finance/Payroll Department <i>Indirect Costs &amp; Fringe Benefits</i>	N/A	N/A	Amounts are not entered in Santrax Agency Management or Sandata's Payroll Solution

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<b>LSR5&amp;6 – Cost, Staff &amp; Wages</b> <b>Sandata's Payroll Solution Reports</b>																																																																																																						
<p>◆ Summary Report - DOH Stats – Employee Type by Position</p> <table border="1"> <thead> <tr> <th>EMPLOYEE POSITION</th> <th>FULL TIME STAFF Q1</th> <th>PART TIME STAFF Q1</th> <th>FULL TIME STAFF Q2</th> <th>PART TIME STAFF Q2</th> <th>FULL TIME STAFF Q3</th> <th>PART TIME STAFF Q3</th> <th>FULL TIME STAFF Q4</th> <th>PART TIME STAFF Q4</th> <th>TOTAL WORK HOURS</th> <th>TOTAL WORK WAGES</th> <th>TOTAL W2s</th> </tr> </thead> <tbody> <tr> <td>HA</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>1541.00</td> <td>20453.20</td> <td>1</td> </tr> <tr> <td>HHA</td> <td>304</td> <td>361</td> <td>398</td> <td>267</td> <td>299</td> <td>366</td> <td>400</td> <td>265</td> <td>912869.69</td> <td>12114238.76</td> <td>665</td> </tr> <tr> <td>PA</td> <td>8</td> <td>139</td> <td>16</td> <td>131</td> <td>22</td> <td>125</td> <td>41</td> <td>106</td> <td>88508.40</td> <td>1359494.82</td> <td>147</td> </tr> <tr> <td>PCA</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>1258.00</td> <td>16979.20</td> <td>1</td> </tr> </tbody> </table>				EMPLOYEE POSITION	FULL TIME STAFF Q1	PART TIME STAFF Q1	FULL TIME STAFF Q2	PART TIME STAFF Q2	FULL TIME STAFF Q3	PART TIME STAFF Q3	FULL TIME STAFF Q4	PART TIME STAFF Q4	TOTAL WORK HOURS	TOTAL WORK WAGES	TOTAL W2s	HA	0	1	1	0	0	1	1	0	1541.00	20453.20	1	HHA	304	361	398	267	299	366	400	265	912869.69	12114238.76	665	PA	8	139	16	131	22	125	41	106	88508.40	1359494.82	147	PCA	0	1	0	1	0	1	0	1	1258.00	16979.20	1																																							
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## LSR6 – Staff & Wages Sandata's Payroll Solution Reports

**LSR6 Staff and Wages Form**

LSR6 Staff and Wages Form	Count of Full Time Staff on Apr 1	Count of Hourly Staff on Apr 1	Count of Full Time Staff on Oct 1	Count of Hourly Staff on Oct 1	Count of W2s Issued	Total Hours for the Year	Total Wages for the Year	Total Fringe Benefits	Wages + Fringes (Calculated)	Average Hourly Rate (Calculated)	Lowest Hourly Rate Paid for each Staff Type	Highest Hourly Rate Paid for each Staff Type	
6000	6001	6002	6003	6004	6005	6008	6006	6007	6009	60010	60011	60012	60013
Enter the information for each of the following staff types:													
Administrators	0001								\$0.00	\$0.00			
Other Administrative Staff	0002								\$0.00	\$0.00			
Nursing Supervisors	0003								\$0.00	\$0.00			
RNs	0004								\$0.00	\$0.00			
LPNs	0005								\$0.00	\$0.00			
Private Duty Nurses	0006								\$0.00	\$0.00			
Community Health Workers	0007								\$0.00	\$0.00			
Medical Social Workers	0008								\$0.00	\$0.00			
Care Managers/Care Managers	0009								\$0.00	\$0.00			
Audiologists, Nutritionists, and Therapists	0011								\$0.00	\$0.00			
Home Health Aides	0012								\$0.00	\$0.00			
Personal Care Aides	0013								\$0.00	\$0.00			
Homemakers and Housekeepers	0014								\$0.00	\$0.00			
Other Staff	0015								\$0.00	\$0.00			
<b>TOTAL</b>	<b>0020</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

	A	B	C	D	E	F	G	H	I	J	K	L
1	TEST, Inc.											
2	Company Code (TEST)											
3	DOH Stats - Employee Type by Position - Excel Export											
4	Check Date Start 01/01/2018											
5	Check Date End 12/31/2018											
6												
7	EMPLOYEE POSITION	FULL TIME STAFF Q1	PART TIME STAFF Q1	FULL TIME STAFF Q2	PART TIME STAFF Q2	FULL TIME STAFF Q3	PART TIME STAFF Q3	FULL TIME STAFF Q4	PART TIME STAFF Q4	TOTAL WORK HOURS	TOTAL WORK WAGES	TOTAL W2s
8		0	3	0	3	0	3	0	3	0.00	0.00	3
9	HA	0	1	1	0	0	1	1	0	1541.00	20453.20	1
10	HHA	304	361	398	267	299	366	400	265	912869.69	12114238.76	665
11	PA	8	139	16	131	22	125	41	106	88508.40	1359494.82	147
12	PCA	0	1	0	1	0	1	0	1	1258.00	16979.20	1
13												

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## LSR6 – Staff & Wages Payroll Review Reports

*Note: Part vs. Full Time is not stored in Santrax Agency Management.*

[Santrax Agency Management > Reports > Payroll > Payroll Review](#)

### Payroll Review - Summary

Service = HHA- Home Health Aide, Date From 01/01/2019 Date To 12/31/2019, Use Export Date = 'Faster', Show as Summary = 'True'

Staff	Agency ID	SSN	Items	Hours	Units	Amnt
C, Don	0000068	XXXXX0008	10	40.00	160	\$683.60
H, Hanna	0000096	XXXXX0006	12	128.00	512	\$2,187.52
R, Rich	0000058	XXXXX0008	13	156.00	624	\$0.00
S, Maria	0000009	XXXXX0009	4	48.00	192	\$820.32
<b>Grand Total Hours:</b>				<b>\$72.00</b>		
<b>Grand Total Units:</b>				<b>1,488</b>		
<b>Grand Total Amount:</b>				<b>\$3691.44</b>		

### Payroll Review

Service = HHA- Home Health Aide, Date From 01/01/2019 Date To 12/31/2019, Use Export Date = 'Faster', Show as Summary = 'Faster'

Date	Client	Chart ID	Service	EC	IN	OUT	Quantity	Units	Rate	Amnt	Supplies	Event Status	Pay Status
<b>C, Don - 0000068</b>													
01/19/19	J, Jen 1234	NYC	NY000009-PP	HHA	HR	08:57	17:00	8.00	34	\$34.18	\$136.72	\$0.00	03- In Process 02-Confirmed
01/29/19	J, Jen 1234	NYC	NY000009-PP	HHA	HR	08:57	17:00	8.00	34	\$34.18	\$136.72	\$0.00	03- In Process 02-Confirmed
01/22/19	J, Jen 1234	NYC	NY000009-PP	HHA	HR	08:58	17:00	8.00	34	\$34.18	\$136.72	\$0.00	03- In Process 02-Confirmed
01/24/19	J, Jen 1234	NYC	NY000009-PP	HHA	HR	08:57	17:00	8.00	34	\$34.18	\$136.72	\$0.00	03- In Process 02-Confirmed
01/25/19	J, Jen 1234	NYC	NY000009-PP	HHA	HR	08:58	17:00	8.00	34	\$34.18	\$136.72	\$0.00	03- In Process 02-Confirmed
									<b>40.00</b>	<b>\$683.60</b>	<b>\$0.00</b>		

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## LSR7 – SERVICES BY COUNTY FORM

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### LSR7 – Services by County Overview

LSR7 Bronx - Services by County	70001	70002	70003	70004	70005	70006	70007	70008	70009	70010	70011	70012
	Unduplicated CI New Admissions	Under Age 21	Visits/ Hours Under Age 21	Age 21-64	Visits/ Hours Age 21-64	Male Age 65+	Visits/ Hours Male Age 65+	Female Age 65+	Visits/ Hours Female Age 65+	Nurse Family Partnership Cases	Nurse Family Partnership Visits	
Bronx County		Unduplicated Patients Under Age 21		Unduplicated Patients Age 21-64		Unduplicated Male Patients Age 65+		Unduplicated Female Patients Age 65+				
Unduplicated Patient Count	01201											
Number of new admissions during the reporting year	01202											
Enter Cases, Visits, and Hours for each service type		Cases Under 21	Visits Under 21	Cases 21-64	Visits 21-64	Cases Male 65+	Visits Male 65+	Cases Female 65+	Visits Female 65+	Cases NFP	Visits NFP	
Nursing Services	01203											
Private Duty Nursing Services	01204											
Community Health Worker Services	01205											
Medical Social Work Services	01206											
Case Management/Care Management Services	01207											
Audiology, Nutrition, and Therapy Services	01208											
Home Health Aide Services	01210											
Personal Care Aide Services	01211											
Homemaker and Housekeeper Services	01212											
IV Infusion Therapy Services	01213											
Wound Services	01214											
Telehealth Monitoring	01215											
Assistive Technology	01216											
Durable Medical Equipment	01217											
Other	01218											
Total Cases - Includes Nursing Services (Calculations)	01240											

- ◆ Number of unduplicated patients
- ◆ Number of New Admissions
- ◆ Services by County broken out by:
  - Revenue Type
  - Age bucket
  - Gender

- ◆ Changes from previous year's forms:
  - Physician's services were removed
  - The last age group category was re-labeled 65+
  - Calculated cases and hour column totals were added
  - Unduplicated Patient Count field are broken out by ages and must add up

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## LSR7 – Services by County

### Where do I find the answer?

Section	Summary Reports	Detail Reports & Screens
<ul style="list-style-type: none"> <li>Unduplicated Patients</li> <li>Cases, Visits &amp; Hours by Service</li> </ul>	<b>Statistical Services Provided by Summary Report</b> <a href="#">Reports &gt; Other &gt; Statistical Services Provided by Summary Report</a>	<b>Client Dashboard Export</b> <a href="#">Reports &gt; Client &gt; Client Dashboard</a>
		<b>Service Selection Screen</b> <i>See LSR3 &amp; LSR4</i>
		<b>Payor Query Export</b> <i>See LSR3 &amp; LSR4</i>
<b>New Admissions</b>	<i>Last Page of the Detail Report</i>	<b>Admission List Report</b> <a href="#">Reports &gt; Clients &gt; Admission List</a>

◆ What should I look out for?

- Missing totals due to a Service not cross-walked to a Third Party code or the Revenue Source not be cross-walked to the Payor.  
\*See the Service Setup slide in the LSR3 & 4 Section
- Unk-Unknown Ages and Genders in the Summary report
- Blank Ages and Genders in the Client Dashboard detail report.

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## LSR7 – Services by County

### Where do I find the answer?

Bronx County	Unduplicated Patients Under Age 21	Unduplicated Patients Under Age 21	Unduplicated Male Patients Age 65+	Unduplicated Female Patients Age 65+	Unduplicated Male Patients Age 65+	Unduplicated Female Patients Age 65+	Unduplicated Male Patients Age 65+	Unduplicated Female Patients Age 65+	Unduplicated Male Patients Age 65+	Unduplicated Female Patients Age 65+
Unduplicated Patient Count	01201									
Number of new admissions during the reporting year	01202									
Enter Cases, Visits, and Hours for each service type		Cases Under 21	Visits Under 21	Cases 21-64	Visits 21-64	Cases Male 65+	Visits Male 65+	Cases Female 65+	Visits Female 65+	Cases NFP
Nursing Services	01203									
Private Duty Nursing Services	01204									
Community Health Work Services	01205									
Medical Social Work Services	01206									
Case Management/Care Management Services	01207									
Audiology, Nutrition, and Therapy Services	01209									
Home Health Aide Services	01210									
Personal Care Aide Services	01211									
Homemaker and Housekeeper Services	01212									

**Statistical Services Provided Summary**  
[Reports > Other > Statistical Services Provided by Summary Report](#)

Note: Add Direct & Contract totals if you have Direct amounts.

Statistical Services Provided Summary Report  
 Company: \* 01 - Bronx Health Care Services Inc. | Date From 01/01/2018 Date To 12/31/2018

Service	Cases				Hours + Units (By Hours)				Live In Visits	Other Visits
	Total	Female	Male	Unk	Total	Female	Male	Unk		
<b>New York</b>										
<b>Contract</b>										
HBA										
< 21	1	0	0	1	158.25	0.00	0.00	0.00	158.25	0
21-64	2	1	1	1	2,006.00	1,996.75	13.00	0.00	47.25	0
65+	12	3	1	8	2,848.50	45.00	2,305.75	0.00	497.75	0
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
PCA										
< 21	7	4	3	0	6,566.50	3,312.75	3,253.75	0.00	0.00	0
21-64	10	8	2	0	6,919.25	4,029.25	2,890.00	0.00	0.00	0
65+	30	19	11	0	28,040.75	20,537.00	7,513.75	0.00	0.00	1,007
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
SN										
< 21	4	2	2	0	0.00	0.00	0.00	0.00	0.00	0
21-64	1	0	0	0	0.00	0.00	0.00	0.00	0.00	0
65+	1	0	1	0	0.00	0.00	0.00	0.00	0.00	1
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
<b>Contract Totals</b>										
< 21	12	6	5	1	6,724.75	3,312.75	3,253.75	0.00	158.25	0
21-64	16	11	3	2	8,987.25	6,026.00	2,960.00	0.00	59.25	1
65+	43	22	13	8	30,889.25	20,572.00	9,819.50	0.00	497.75	1,008
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
<b>Direct</b>										
HHA										
< 21	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
21-64	1	0	0	1	12.00	0.00	0.00	0.00	12.00	0
65+	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0
<b>New York Totals</b>										
< 21	12	6	5	1	6,724.75	3,312.75	3,253.75	0.00	158.25	0
21-64	16	11	3	2	8,987.25	6,026.00	2,960.00	0.00	59.25	1
65+	43	22	13	8	30,889.25	20,572.00	9,819.50	0.00	497.75	1,008
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0

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## LSR7 – Services by County

### Where do I find the answer?

**Admission List Report**

[Reports > Clients > Admission List > Last Page](#)

*\*Remember to filter for Company*

LSR7 Bronx - Services By County		Unduplicated Ct/ New Admissions
70000	70001	70002
Bronx County		
Unduplicated Patient Count		01201
Number of new admissions during the reporting year		01202
Enter Cases, Visits, and Hours for each service type		
Nursing Services		01203

**Admissions List**  
From 01/01/2018 To 12/31/2018 11:59 PM

Name	Chart ID	Payor	Physician	Team	Manager	Mkt Rep	ROC	SOC
							11/11/18	11/9/18
							8/15/18	8/15/18
							6/8/18	6/10/18
							1/23/18	1/10/18
							1/16/18	1/17/18

Total Clients: 147

Admissions List
10/10/2019 4:51:13PM
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## LSR7 – Services by County

### Crosswalks & Correcting Blanks

Service & Payor Setup

See LSR3 & LSR4 for setup instructions  
*Note: If this is not properly cross-walked your reports will be missing data.*

Review the Summary

Reports > Other > Statistical Services Provided Summary Report

- Search for Unknown: Counties, Genders & Ages

Find missing DOB & Gender

Reports > Client > Client Dashboard

- Filter for "Blank" Ages,
- Filter for "?" (Unknown) Genders.

DOB & Gender Client Entry

Client > Select a Client > Personal >

- Enter **Birth**day for **Age** breakdown
- Enter **Gender** for **Male/Female** breakdown

*Admin Functions – May need Customer Care assistance*

*Note: See section LSR 3 & 4 for the setup instructions and running dashboard report*

*Enter the DOB & Gender every time a new client is added*

*Tip: Set the DOB as a required field in the Payor*

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**LSR7 – Services by County**  
**Identifying Corrections**

In the Statistical Services Provided Summary search for unknown: Counties, Ages and Genders.

Service	Cases				Hours + Units (In Hours)				Live In Visits	Other Visits
	Total	Female	Male	Unk	Total	Female	Male	Unk		
<b>Unknown</b>										
Contract HHA										
< 21	0	0	0	0	0.00	0.00	0.00	0.00	0	0
21-64	1	0	0	1	2,298.25	0.00	0.00	2,298.25	0	0
65+	4	1	0	3	2,540.75	2,384.00	0.00	156.75	0	0
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0	0
PA										
< 21	0	0	0	0	0.00	0.00	0.00	0.00	0	0
21-64	0	0	0	0	0.00	0.00	0.00	0.00	0	0
65+	1	1	0	0	1,382.25	1,382.25	0.00	0.00	0	0
Unk	0	0	0	0	0.00	0.00	0.00	0.00	0	0
Grand Totals										
< 21	90	35	47	8	54,010.48	21,402.25	31,021.23	1,587.00	0	11
21-64	308	189	107	12	238,601.77	137,232.37	94,056.65	7,312.75	0	240
65+	1,615	1,046	437	132	921,072.68	684,599.32	225,356.36	11,117.00	0	3,573
Unk	4	4	0	0	103.50	103.50	0.00	0.00	0	0

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**LSR7 – Services by County**  
**Identifying Corrections**

**Limiting Data to the Date Range**

- By default, all cases will display
- Filter the Hrs/Day Column to remove **00.00**

**Gender**

- Filter for “?” to find clients without a gender assigned

**Age**

- Filter for (Blanks) to find clients missing a Date of Birth

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## Entering a Patient's DOB and Gender

**Client > Select a Client > Personal**

- ◆ Enter the Date of Birth for the cases by Age
- ◆ Enter the Gender for the Male & Female Cases
- ◆ Enter the County of the patient

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## LSR7 – Services by County Future Planning

- ◆ Patient DOB can be set as required at the payor level
- ◆ To view which payors have this as a required setting request the Payor Settings for DOH Statistical export.

Payor Name	Scheduling_Week_End	Revenue_Source	DOB_Required	Active
1 AGENCY INSERVICE	SU	CON	No	Yes
2 AETNA	SU	CON	Yes	Yes
3 CENTERLIGHT	SU	DIR	No	Yes
4 COPAY SURPLUS	SU	DIR	No	No
5 FIDELIS	SU	CON	No	No
6 John Doe DP	SU	CON	Yes	Yes
7 PRIVATE PAY	SU	DIR	No	Yes
8 SENIOR HEALTH PARTNERS	SA	CON	Yes	No
9 SENIOR HEALTH PARTNERS MLTC	SU	CON	Yes	Yes
10 VNSNY CHOICE	SU	CON	No	Yes
11 VNSNY Home Care	SU	CON	Yes	No

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## LSR8 – CONTRACTS FORM

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### LSR8 – Contract Overview

LSR8 Contract Form	License/Op Cert No.	Agency	HHA Service Hours	Rate Paid for HHA Services	PCA Service Hours	Rate Paid for PCA Services	
80000	80001	80002	80003	80004	80005	80006	80007
Did your agency provide Aide services for patients of another agency under contract?		Yes/No					
Enter Contract information for services performed for other agencies/facilities		License/Op Cert Number	Agency	HHA Service Hours	Rate Paid for HHA Services	PCA Service Hours	Rate Paid for PCA Services
Contract No. 1	1						
Contract No. 2	2						
Contract No. 3	3						
Contract No. 4	4						
Contract No. 5	5						

- ◆ Collects information on services provided on behalf of other agencies
- ◆ If your agency did not provide services for another agency, answer No to the first question
- ◆ Changes from previous year’s forms:
  - None

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## LSR8 – Contracts Form

### Where do I find the answer?

**System/ Source    Summary Reports**

Santrax Agency Management	<b>Statistical Contract Form Summary</b> <a href="#">Reports &gt; Other &gt; Statistical Contract Form Summary</a>
---------------------------	---

What should I look out for?

- ◆ Missing totals due to a Service not cross-walked to a Third Party code or the Revenue Source not be cross-walked to the Payor.  
*\*See the Service Setup slide in the LSR3 & 4 Section*

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## LSR8 – Contracts Form

### Where do I find the answer?

#### Statistical Contract Form Summary

[Reports > Other > Statistical Contract Form Summary](#)

- ◆ Filter by the agency you are contracted with, using the Company, Payor and/or Admit Type.
- ◆ Run the report for each contracted agency.


Statistical Contract Form Summary		
Payor = Services provided for other agency 1 Locations = BX Bronx, From 01/01/2018 To 12/31/2018		
Service	Rate \$	Hours
HHA	\$18.00	8.00
	\$19.25	5.00
<b>Total:</b>	N/A	13.00
Nursing	\$0.00	0.00
<b>Total:</b>	N/A	0.00
PCA	\$4.96	20.00
	\$5.55	6.00
	\$5.63	9.00
	\$5.64	28.00
	\$5.75	6.00
	\$18.55	4.00
	\$22.28	24.00
	\$295.88	2.00
<b>Total:</b>	N/A	99.00
Waiver	\$0.00	0.00
<b>Total:</b>	N/A	0.00
Other	\$0.00	0.00
<b>Total:</b>	N/A	0.00
<b>TOTAL</b>		<b>112.00</b>

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## LSR9WFA - WORKFORCE FORM A

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### LSR9WFA - Workforce Form A Overview

- ◆ This form collects information cases broken out by weekly authorized hours. It also collects information on admissions that the agency was unable to accept or unable to fulfill as contracted.
- ◆ Changes from previous year's forms:
  - *Second question was re-worded for clarification*

LSR9WFA Workforce Form A	Amount	4/1/2019	10/1/2019
90001	90002	90003	90004 90005
<b>Admission Information</b>			
How many times during this reporting year was your agency closed to admissions?	1		
How many cases did your agency have during the report year where you were unable to fill the total hours approved for the case?	2		
How many cases was your agency unable to accept on April 1 and Oct 1 of the report year?	3		
<b>No. of Cases by Hours Per Week for ALL Services</b>			
Using your caseload of April 1 and October 1, how many cases were authorized		<b>No. of Cases on April 1</b>	<b>No. of Cases on Oct 1</b>
1-10 hours per week	10		
11-20 hours per week	11		
21-30 hours per week	12		
31-40 hours per week	13		
40+ hours per week	14		
No. of Live-in Aide Cases	15		

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## LSR9WFA - Workforce Form A

### Where do I find the answer?

Section	Summary Reports	Detail Reports & Screens
<b>Questions 1 &amp; 3</b> • Days closed to admissions • unaccepted cases	Must be supplied by the agency. Usually not recorded in Santrax Agency Management  Q3: Client Status History Report (If unaccepted cases are defined tracked status) <a href="#">Reports &gt; Client &gt; Client Status History</a>	
<b>Question 2:</b> Unable to fill the total hours	Underutilized Authorizations Summary <b>*New</b> <a href="#">Reports &gt; Other &gt; Underutilized Authorizations Summary</a>	Authorization Schedule Variance <a href="#">Reports &gt; Scheduling &gt; Authorization Schedule Variance</a> Reference purposes only
<b>Question 4:</b> Number case by hourly ranges	Authorization Summary By Weekly Hours <b>*New</b> <a href="#">Reports &gt; Other &gt; Authorization Summary By Weekly Hours</a>	

◆ What should I look out for?

- Missing totals due to a Service not cross-walked to a Third Party code or the Revenue Source not be cross-walked to the Payor.  
 \*See the Service Setup slide in the LSR3 & 4 Section
- Blank Live-in Visits – Event codes missing a Special Live-in Code.

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## LSR9WFA - Workforce Form A

### Where do I find the answer?

\*\*New Report

Underutilized Authorizations Summary

Select the desired company and date range

LSR9WFA Workforce Form A	Amount	
90001	90002	90003
<b>Admission Information</b>		
How many times during this reporting year was your agency closed to admissions?	1	
How many cases did your agency have during the report year where you were unable to fill the total hours approved for the case?	2	
How many cases was your agency unable to accept on April 1 and Oct 1 of the report year?	3	

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**Underutilized Authorizations Summary**

Company = [redacted], From 01/01/2018 To 12/31/2018

Location/ Payor	-1 to -10 Auth Variance	-11 to -20 Auth Variance	Greater than -20 Auth Variance	Total
<b>BX- Bronx</b>				
HOMEFIRST	1.00	0.00	0.00	1.00
HEALTHFIRST	2.00	0.00	0.00	2.00
ARCHCARE COMMUNITY LIFE MLTC	1.00	0.00	0.00	1.00
MONTEFIORE DIAMOND CARE MLTC	2.00	1.00	0.00	3.00
<b>Location Total:</b>	<b>6.00</b>	<b>1.00</b>	<b>0.00</b>	<b>7.00</b>
<b>WP- White Plains</b>				
HOMEFIRST	2.00	0.00	0.00	2.00
CENTERLIGHT	0.00	2.00	2.00	4.00
FIDELIS	1.00	0.00	0.00	1.00
RIVERSPRING HC	0.00	0.00	2.00	2.00
AGEWELL NEW YORK, LLC	1.00	0.00	0.00	1.00
WELLCARE MLTC	2.00	0.00	1.00	3.00
CENTERS PLAN FOR HEALTHY	2.00	0.00	2.00	4.00
MONTEFIORE DIAMOND CARE MLTC	2.00	0.00	0.00	2.00
<b>Location Total:</b>	<b>10.00</b>	<b>2.00</b>	<b>7.00</b>	<b>19.00</b>
<b>Grand Totals:</b>	<b>16.00</b>	<b>3.00</b>	<b>7.00</b>	<b>26.00</b>

Underutilized Authorizations Summary    Printed: 10/20/2019    Page 1 of 1

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## LSR9WFA - Workforce Form A

### Where do I find the answer?

**\*\*New Report** Authorization Summary By Weekly Hours  
 Select the Company & run the report for **both** of the Date Ranges

Location	1-10 hrs per week	11-20 hrs per week	21-30 hrs per week	31-40 hrs per week	41+ hrs per week	No defined limitations	Live-In Visits	Authorized Visits	Total
<b>BX-Bronx</b>									
Client Count:	0.00	3.00	6.00	2.00	5.00	2.00	0.00	2.00	20.00
<b>NY-NYC</b>									
Client Count:	8.00	30.00	21.00	25.00	64.00	10.00			6.00
<b>QU-Queens</b>									
Client Count:	16.00	40.00	51.00	32.00	83.00	26.00			2.00
<b>SU-Suffolk</b>									
Client Count:	5.00	16.00	26.00	21.00	58.00	15.00			67.00
<b>WP-White Plains</b>									
Client Count:	3.00	14.00	14.00	13.00	16.00	11.00	0.00	0.00	71.00
<b>Grand Totals:</b>	32.00	103.00	118.00	93.00	226.00	64.00	5.00	45.00	686.00

Note: "No defined limitations" may be included in 40+ hours

Using your caseload of April 1 and October 1, how many cases	No. of Cases on April 1	No. of Cases on Oct 1
1-10 hours per week	10	
11-20 hours per week	11	
21-30 hours per week		
31-40 hours per week	13	
40+ hours per week	14	
No. of Live-in Aide Cases	15	

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## LSR9WFA - Workforce Form A

### Where do I find the answer?

#### Authorization Schedule Variance Export

- ◆ Reference Purposes Only!
- ◆ Run by Date Range and Company as a (MS Excel - Data Only) Export
- ◆ Authorized Hours Per Week - Difference of scheduled & used hours
  - Negative amounts: Under-utilized hours
  - Limit type: (D-Daily, W-Weekly, M-Monthly, None)
    - Auth Limit Unit: 15-minute increments.
    - Auth Limit None: Do not use

Auth	Event Status = 04 - Closed, Date From 01/01/2017 Date To 01/31/2017	Client	Auth Format	Auth	Auth	Proposed	Proposed	Actual	Actual				
1	2	3	4	5	6	7	8	9	10				
Client Name	Client ID	Customer #	Auth Ref #	Auth From	Auth To	Service Shared	(H/U/V)	Limit By*	Available**	Schedule	Variance	Schedule	Variance
Aaron, Aaron	NY99999-MC	BC1230545	00099999	01/27/2017	03/06/2017	PCA	Units	D	864.00	856.00	-8.00	851.00	-13.00
Doe, Jane	BX12345-MCO	AA00055566	00123456	01/01/2017	01/31/2017	PCA	Hours	None	0.00	87.00	87.00	87.00	87.00
Hill, Jack	NY00001-MC	XY987654321	4567890123	01/01/2017	01/31/2017	SN	Visit	None	0.00	1.00	1.00	1.00	1.00
Hill, Jack	NY00001-MC	XY987654321	00009998	10/06/2016	03/31/2017	PCA	Hours	D	186.00	126.00	-60.00	126.00	-60.00
Hill, Jane	NA88888-MCO	AW4444333	00000123	09/06/2016	03/04/2017	PCA	Units	W	80.00	86.00	6.00	86.00	6.00
Smith, John	NY01234-MCO	PA122333	00004567	12/29/2016	01/27/2017	PCA	Hours	W	248.00	247.00	-1.00	247.00	-1.00

\*Auth Available column does not consider the auth maximum when calculating for auths with a limit by other than 'None'.  
 \*\* Auth Available is derived from the auth limit and the number of days in the report range; it does not account for available auths outside the report range. For best results set report range to match the auth limit.

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## LSR9WFB - WORKFORCE FORM B

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### LSR9WFB – Workforce Form B Overview

- ◆ Staffing levels by staff classification, on April 1<sup>st</sup> and October 1<sup>st</sup>
- ◆ Includes field and admin staff
- ◆ Changes from previous year’s forms:
  - None

LSR9WFB Workforce Form B	Count of Staff Employed on April 1 (From LSR6)	Count of Staff Assigned Cases on April 1	Count of Open Positions on April 1	Count of Staff Employed on Oct 1 (From LSR6)	Count of Staff Assigned Cases on Oct 1	Count of Open Positions on Oct 1	Count of Staff Employed for the full Report Year	Count of Staff that left the Agency for any reason during the report year	
91001	91002	91003	91004	91005	91006	91007	91008	91009	91010
<b>Staffing</b>									
Enter the information for each of the following staff types:									
Administrators	1								
Other Administrative Staff	2								
Nursing Supervisors	3								
RNs	4								
LPNs	5								
Private Duty Nurses	6								
Community Health Workers	7								
Medical Social Workers	8								
Case Managers/Care Managers	9								
Audiologists, Nutritionists, and Therapists	11								
Home Health Aides	12								
Personal Care Aides	13								
Homemakers and Housekeepers	14								
Other Staff	15								

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## LSR9WFB - Workforce Form B

### Where do I find the answer?

Section	Detail Reports & Screens
Column 2 & 5 Staff Assigned to Cases on April 1 & October 1	<ul style="list-style-type: none"> <li>Sandata's Payroll System: DOH Statistical Earnings See LSR6</li> <li>Alternate Payroll System</li> <li>Sandata Agency Management System: Staff Data by Program Staff Worked Export</li> </ul>
Column 3 & 6 Open Positions on April 1 & October 1	Agency should defer to their HR department
Column 7 Staff employed in 2018	<ul style="list-style-type: none"> <li>Sandata's Payroll System: DOH Stats Employee Type by Position See LSR6</li> <li>Alternate Payroll System</li> <li>Sandata Agency Management System: Staff Count Report</li> </ul>
Column 8 Terminated Staff count in 2018	Sandata Agency Management System: Staff Demographics Export

What should I look out for?

- ◆ This will only include staff entered in the system.
- ◆ Reports must be run multiple times with a variety of filters

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## LSR9WFB - Workforce Form B

### Where do I find the answer?

**Staff Data by Program Staff Worked Reports > Payroll > Payroll Review**

**Report Filters/Settings:**

- ◆ Select the Company
- ◆ Select a Service
- ◆ Select April 1 or October 1 2018
- ◆ Select "Show as Summary"
- ◆ Run MS Excel (Data Only) export.

**Counting totals**

- ◆ Highlight the staff names
- ◆ Review the count total on the bottom of the report

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The screenshot shows the 'Payroll Review - Summary' report in MS Excel. The filters are set to Company: 01 - HHA, Service: PCA-PCA, Date From: 04/01/2018, and Date To: 04/01/2018. The report is sorted by 'ASC Schedule Date'. The data table below shows the following staff members and their totals:

Staff	Agency ID	SSN	Items	Hours	Units	Am't
A. Aaron	00	XXXXX0	3	12.00	48	\$226.84
A. Andy	00	XXXXX3	1	8.00	32	\$156.00
A. Marie	00	XXXXX4	1	8.00	32	\$89.00
B. Betty	00	XXXXX0	2	9.00	36	\$143.00
B. Bonny	00	XXXXX5	1	4.00	16	\$52.00
C. Chris	00	XXXXX0	2	8.00	32	\$127.50
D. John	00	XXXXX2	1	12.00	48	\$156.00
J. Jacky	00	XXXXX1	1	12.00	48	\$156.00
L. Ann	00	XXXXX7	1	12.00	48	\$180.00
P. Marie	00	XXXXX3	1	4.00	16	\$52.00
P. Jose	00	XXXXX7	2	10.00	40	\$121.00
R. Mary	00	XXXXX2	2	9.00	36	\$123.73
S. John	00	XXXXX6	2	12.00	48	\$195.00
T. Karen	00	XXXXX2	1	7.00	28	\$91.00
Y. Yun	00	XXXXX4	2	8.00	32	\$127.50
Z. Zara	00	XXXXX8	2	12.00	48	\$169.00

Count: 16

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October 25, 2019

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## LSR9WFB - Workforce Form B

### Where do I find the answer?

**Staff Count Report**  
[Reports > Staff > Staff Count Report](#)

**Report Settings:**

- ◆ Company
- ◆ Status: Active
- ◆ Date Range
- ◆ Set Group By to Position, Status, Status Reason

**Staff Count Report By Position, Status, Status Reason**  
Company = '01-...', Staff Status = '02-Active', Date From 01/01/2018 Date To 12/31/2018

Name	ID	Hire Date	Rehired	Status	End Date	Position	Team
<b>Billing Clerk</b>							
Active							
...	...	1/1/13		02		BC	
...	...	3/31/14		02		BC	
...	...	4/7/14		02		BC	
...	...	3/1/03		02		BC	
...	...	10/15/12		02		BC	
Active							<b>Total Employees: 5</b>
<b>Billing Clerk</b>							
Total Employees: 5							
<b>Branch Manager</b>							
Active							
...	...	9/7/10		02		BM	
...	...	7/9/07		02		BM	
...	...	4/24/12		02		BM	
...	...	4/24/17		02		BM	
...	...	4/24/12		02		BM	
Active							<b>Total Employees: 5</b>
<b>Branch Manager</b>							
Total Employees: 5							
<b>Branch Payroll Coordinator</b>							
Active							
...	...	2/2/15		02		BPC	
...	...	4/24/12		02		BPC	
...	...	7/10/06		02		BPC	
...	...	1/16/17		02		BPC	
Active							<b>Total Employees: 4</b>
<b>Branch Payroll Coordinator</b>							
Total Employees: 4							

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## LSR9WFB - Workforce Form B

### Where do I find the answer?

**Staff Demographics CSV**  
[Reports > Staff > Staff Demographics CSV](#)

**Report Filters/Settings:**

- ◆ Company
- ◆ Position: Select one or multiple (Shift/Ctrl)
- ◆ Status: Active & <> button (not active)
- ◆ Select MS Excel (Data Only) & Export

**Filtering and Counting totals**

- ◆ Filter the Termination Date (column W) by the Text Filter Contains
- ◆ Enter "2018" in the Custom filter & click OK
- ◆ Highlight column W & review the Count

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## LSR9WFC – Workforce Form C Overview

- ◆ Information on benefits offered to employees
- ◆ Changes from previous year’s forms:
  - “Other” was removed under the Non-Wage supports
- ◆ Agency must contact their Benefits Broker to obtain this information

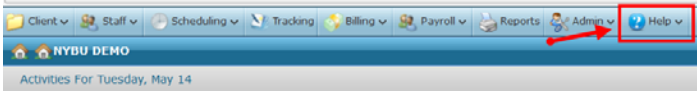
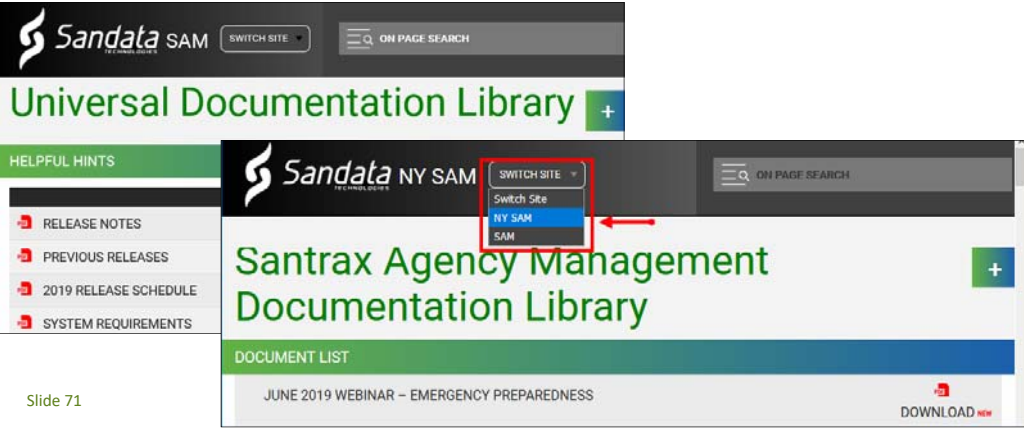
LSR9WFC Workforce Form C		Nurses	HHAs	PCAs	Homemakers and Housekeepers
92001	92002	92003	92004	92005	92006
Questions regarding Nurses, HHAs, PCAs, and Homemakers and Housekeepers					
Please answer the following questions for each staff type:					
How many employees are enrolled in employer-provided health insurance as of October 1?	00003				
How many employees have paid sick/vacation leave as of October 1?	00004				
How many employees have access to employer sponsored retirement plans as of October 1?	00005				
How many employees have short term disability insurance which the agency pays at least part of the premium as of October 1?	00006				
How many employees have filed Workers Compensation claims during the reporting year?	00007				
Non Wage Supports		Non Wage Supports for ALL STAFF			
Does your agency offer any of the following non-wage supports to staff?		Yes/No			
Transportation Support	00008				
Childcare Support	00009				
Mentoring	00010				
Benefit Assistance	00011				
Scholarships	00012				
Does the agency pay increased wages for employees filing cases on weekends, holidays, or for complex cases?	00014				
Does the agency offer employer-provided health insurance?	00015				

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## Libraries

- ◆ Universal Documentation Library - Click on the **Help** button or view the link: <http://webtraining.sandata.com/sam/>  

- ◆ NY Documentation Library - Select **NY SAM** from the **Site** drop-down  



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# THANK YOU FOR YOUR TIME!

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Please type your questions in the lower right portion of your screen; we will answer them as time permits.

Your feedback is important to us.

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