



Suggested HRA Hour and Revenue Reports

Hour And Revenue Request Overview

Your agency may have received a request to provide NYC Human Resources (HRA) with Processed Hour and Revenue amounts, with supplemental details, between 4/1/2023-3/31/2024. This request is currently due on Monday May 6, 2024.

**** Note: HRA has requested that PMPM dollars be listed separately from CDPAP Revenue.**

Home Care Vendor Agency (vendor ID)		
4/1/2023-3/31/2024		
Type	Processed Single Hour Equivalent	Revenue
HA		\$
HK		\$
DTS		\$
CDPAP (If Applicable)		\$
Total		\$

This handout will provide the suggested reports through Sandata Agency Management and ProHealth Archive to obtain this data.

Sandata Agency Management Invoice Details CSV Report

1. Within Sandata Agency Management, navigate to **Reports**.
2. Expand the **Billing** reports section.
3. Scroll down and click on the **Invoice Detail CSV** report.
4. Select the filters as desired, then click on Export.

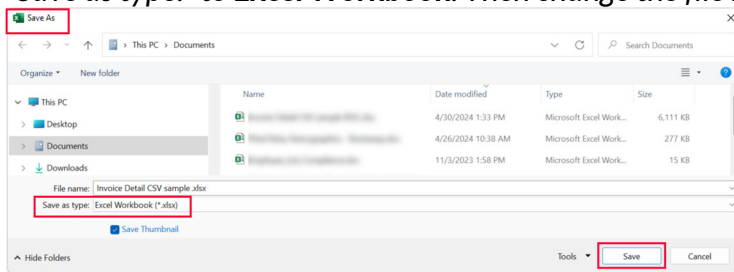
Notes:

- The filters for “Service Date” represent the Service Date.
- Select a HRA “Location” and **Export** the data for each HRA Location.

The screenshot displays the Sandata Agency Management software interface. The top navigation bar includes 'Client', 'Staff', 'Scheduling', 'Tracking', 'Billing', 'Payroll', 'Reports', 'Admin', 'Help', 'Chat Now', and 'Power Reports'. The 'Reports' menu is highlighted with a red box. Below the navigation bar, the 'Reporting: Invoice Detail CSV' window is open. The 'Export' button is highlighted with a red box. The 'Filters' section contains several dropdown menus and text boxes, with 'Location' and 'Service Date From/To' highlighted in red. The 'Navigation' pane on the left shows a list of reports, with 'Invoice Detail CSV' selected and highlighted in red.

- Once produced this export can be found in the **Downloads** folder in an "Invoice_Detail_CSV" folder.

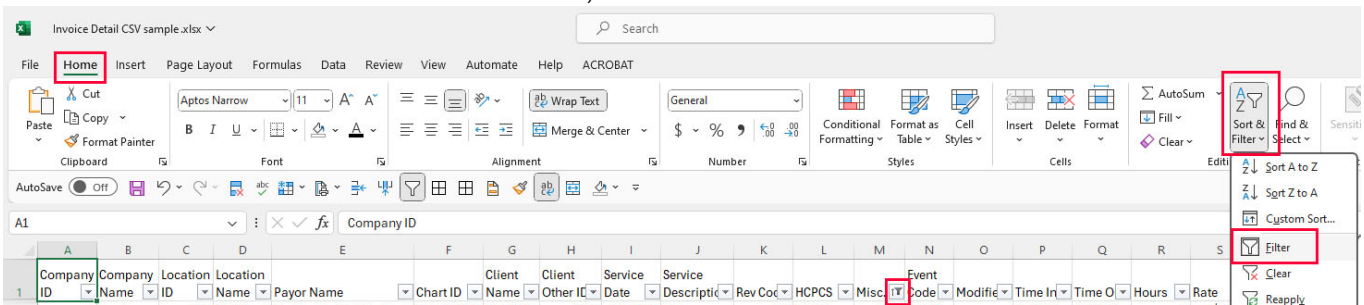
*It is suggested that you change the file format from CSV to Excel to maintain formatting such as filters. To complete this click on **File > Save As > Browse > Choose the file location > Change the "Save as type:" to Excel Workbook. Then change the file name as desired and click on Save.***



- To add filters to Excel, click on **Home > Sort & Filter > Filter**. Then click on the arrow next to the desired filter.

Useful columns to filter are as follows:

- M – Misc. = DOH Bill Codes
- X – Invoice Status = Bill Paid, Bill Sent...

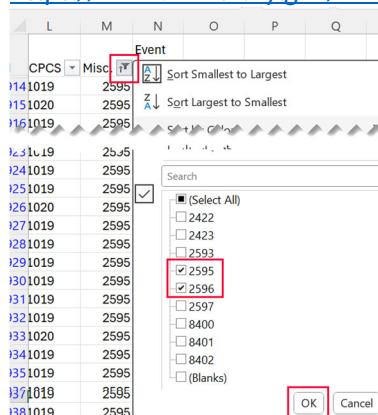


Use the MISC. filter in column "M" to filter for the standard bill code types as follows:

- 2595 & 2596 = HA/PCA
- 2593 = HK/HSK/PC 1
- 2597 = DTS
- 2422 & 2423 = CDPAP
- 8400, 8401 & 8402 = PMPM

Additional DOH Billing Code can be found in the link below:

https://www.health.ny.gov/health_care/medicaid/redesign/evv/repository/docs/app_billing_codes.pdf



7. Click on the header of the Hours (column R) and Amount Paid (column Y) and view the sum at the bottom of the spreadsheet for each reporting type.

Hours:

1	Rev	Coc	HCPCS	Misc.	Code	Modific	Time In	Time O	Hours	Rate	Invoice Number	Invoice Date	Date	Total Amount Billed	Invoice Status	Amount Paid	Balance	Comment
39915	240	T1020	2595	LINP			7:07AM	8:00AM	13	\$7.24	6381	12/7/2023	12/7/2023	\$376.48	Bill Paid	\$376.48	\$0.00	
39916	240	T1019	2595	HRNP			7:00AM	5:28PM	10	\$7.24	6304	12/7/2023	12/7/2023	\$289.60	Bill Paid	\$289.60	\$0.00	
39918	240	T1019	2595	HRNP			8:18AM	8:15PM	12	\$7.24	7975	12/28/2023	12/28/2023	\$347.52	Bill Sent	\$0.00	\$347.52	
39919	240	T1019	2595	HRNP			4:42AM	4:41PM	12	\$7.24	7973	12/28/2023	12/28/2023	\$347.52	Bill Paid	\$347.52	\$0.00	
39920	240	T1019	2595	HRNP			5:16PM	9:15PM	4	\$7.24	11800	2/15/2024	2/15/2024	\$115.84	Bill Paid	\$115.84	\$0.00	
39921	240	T1020	2595	LINP			8:07AM	8:00AM	13	\$7.24	6381	12/7/2023	12/7/2023	\$376.48	Bill Paid	\$376.48	\$0.00	
39923	240	T1019	2595	HRNP			8:30AM	8:37PM	12	\$7.24	7975	12/28/2023	12/28/2023	\$347.52	Bill Paid	\$347.52	\$0.00	
39924	240	T1019	2595	HRNP			5:54AM	5:58PM	12	\$7.24	7973	12/28/2023	12/28/2023	\$347.52	Bill Paid	\$347.52	\$0.00	
39925	240	T1019	2595	HRNP			5:15PM	9:15PM	4	\$7.24	11800	2/15/2024	2/15/2024	\$115.84	Bill Paid	\$115.84	\$0.00	
39926	240	T1020	2595	LINP			7:33AM	8:00AM	13	\$7.24	6381	12/7/2023	12/7/2023	\$376.48	Bill Paid	\$376.48	\$0.00	
39927	240	T1019	2595	HRNP			7:42AM	6:45PM	11	\$7.24	6304	12/7/2023	12/7/2023	\$318.56	Bill Paid	\$318.56	\$0.00	

Revenue:

1	Rev	Coc	HCPCS	Misc.	Code	Modific	Time In	Time O	Hours	Rate	Invoice Number	Invoice Date	Date	Total Amount Billed	Invoice Status	Amount Paid	Balance	Comment
39915	240	T1020	2595	LINP			7:07AM	8:00AM	13	\$7.24	6381	12/7/2023	12/7/2023	\$376.48	Bill Paid	\$376.48	\$0.00	
39916	240	T1019	2595	HRNP			7:00AM	5:28PM	10	\$7.24	6304	12/7/2023	12/7/2023	\$289.60	Bill Paid	\$289.60	\$0.00	
39918	240	T1019	2595	HRNP			8:18AM	8:15PM	12	\$7.24	7975	12/28/2023	12/28/2023	\$347.52	Bill Sent	\$0.00	\$347.52	
39919	240	T1019	2595	HRNP			4:42AM	4:41PM	12	\$7.24	7973	12/28/2023	12/28/2023	\$347.52	Bill Paid	\$347.52	\$0.00	
39920	240	T1019	2595	HRNP			5:16PM	9:15PM	4	\$7.24	11800	2/15/2024	2/15/2024	\$115.84	Bill Paid	\$115.84	\$0.00	
39921	240	T1020	2595	LINP			8:07AM	8:00AM	13	\$7.24	6381	12/7/2023	12/7/2023	\$376.48	Bill Paid	\$376.48	\$0.00	
39923	240	T1019	2595	HRNP			8:30AM	8:37PM	12	\$7.24	7975	12/28/2023	12/28/2023	\$347.52	Bill Paid	\$347.52	\$0.00	
39924	240	T1019	2595	HRNP			5:54AM	5:58PM	12	\$7.24	7973	12/28/2023	12/28/2023	\$347.52	Bill Paid	\$347.52	\$0.00	
39925	240	T1019	2595	HRNP			5:15PM	9:15PM	4	\$7.24	11800	2/15/2024	2/15/2024	\$115.84	Bill Paid	\$115.84	\$0.00	
39926	240	T1020	2595	LINP			7:33AM	8:00AM	13	\$7.24	6381	12/7/2023	12/7/2023	\$376.48	Bill Paid	\$376.48	\$0.00	
39927	240	T1019	2595	HRNP			7:42AM	6:45PM	11	\$7.24	6304	12/7/2023	12/7/2023	\$318.56	Bill Paid	\$318.56	\$0.00	

8. Repeat steps 6 & 7 for each of the bill types/locations.

ProHealth – Archive Directors Management Report

If you have billed out of ProHealth for services after 4/1/2023, use the most recent Directors Management Report out of Archive as you have done in previous years.

PROFILES | PAYROLL | BILLING | USERS | DOWNLOAD |

Directors Management Report (2023)

2023 2022 2021 2020 2019 2018 2017

- Directors Management Report 08-04-2023 001
- Directors Management Report 08-04-2023 000
- Directors Management Report 07-28-2023 001
- Directors Management Report 07-28-2023 000
- Directors Management Report 07-21-2023 001
- Directors Management Report 07-21-2023 000
- Directors Management Report 07-14-2023 001
- Directors Management Report 07-14-2023 000
- Directors Management Report 07-07-2023 001
- Directors Management Report 07-07-2023 000
- Directors Management Report 06-30-2023 001
- Directors Management Report 06-30-2023 000