



# Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

June 12, 2020

Dear Administrator/Director of Nursing:

This letter provides information regarding your facility's Minimum Data Set (MDS) census data collection periods for Medicaid reimbursement. The census will include ALL RESIDENTS regardless of payer source. The Department plans to utilize the July 31, 2019 census date to calculate the case mix adjustment for the January 1, 2020 rates.

**NEW:** Facilities will be able to review their complete residents' file on the Health Commerce System (HCS) to verify that all residents are accounted for, this will allow facilities to submit any missing residents' assessments to CMS prior to matching. This change will not impact the rate methodology.

To provide instructions on how to review census rosters on the HCS, the Department will be hosting two sessions of an MDS Webinar on June 17, 2020 at 10:00AM and 1:00PM. Participants should register for only one session of the Webinar. Further information on how to register for and join the Webinar will be forthcoming.

The table below provides a high level timeline for the collection process:

Date	Task	Owner
July 31, 2019	Census date	DOH
April 30, 2019	92 Look Back ends for <i>Existing</i> Residents	DOH
August 13, 2019	13 Day Look Forward ends for <i>New</i> Residents	DOH
June 10, 2020	DOH extracts encrypted CMS Data	DOH
June 15, 2020	Load census data table to HCS	DOH
June 17, 2020	Webinar	DOH
June 17, 2020 to June 28, 2020	Review census data and submit/revise MDS Data with CMS	Providers
July 1, 2020	DOH extracts additional encrypted CMS Data	DOH
July 2, 2020	Load additional census data table to HCS	DOH
July 3, 2020 to July 17, 2020	View/Match census data on HCS	Providers
July 24, 2020	MDS Certifications due from NHs	Providers

After your data has been accepted, the system generated acknowledgement of receipt message will state that you have an additional seven (7) calendar days in which to make corrections to the Payer, Dementia and BMI selections. Please ensure your corrections are done prior to July 17, 2020 in order to meet the certification deadline.

Please review the Policy and Procedure for Processing the Minimum Data Set (MDS) Assessment Data for Medicaid Rate Setting Purposes (Revised 12/2009) for detail on the MDS data collection process. The policy manual is available on the MDS for NF Reimbursement

section of the Health Commerce System (HCS). The MDS Clarification Memorandum is also available on the MDS section of the Department's website.

If you have any questions, please send an email to [MDSBRHCR@health.ny.gov](mailto:MDSBRHCR@health.ny.gov) and a member of the MDS team will respond to your questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Rosenthal", with a long, sweeping horizontal flourish extending to the right.

Laura Rosenthal  
Director  
Bureau of Residential Health Care Reimbursement  
Division of Finance and Rate Setting  
Office of Health Insurance Programs