

Dear Administrator/Director of Nursing:

This is formal notification of your facility's **2017** Minimum Data Set (MDS) census data collection periods for Medicaid reimbursement. **PLEASE ENSURE THAT THE APPROPRIATE STAFF IS NOTIFIED OF THIS SCHEDULE, AS IT IS THE ONLY COPY YOU WILL RECEIVE.**

**Census Collection Dates:**

- The census collection dates for 2017 are
  - ✓ January 25, 2017
  - ✓ July 26, 2017
- Each is a midnight census to include ALL RESIDENTS regardless of payer source.
  - ✓ Please be sure to follow all CMS guidelines for the timely filing of MDS data.

**Census Roster Data Upload Periods:**

- Facilities will upload their January 25, 2017 census roster data over the HCS during the weeks of March 13, 2017 through March 31, 2017.
  - ✓ Please have all MDS data submitted and accepted by CMS prior to COB, Wednesday March 1, 2017.
- Facilities will upload their July 26, 2017 census roster data over the HCS during the weeks of September 11, 2017 through September 29, 2017.
  - ✓ Please have all MDS data submitted and accepted by CMS prior to COB, Wednesday August 30, 2017.

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 and upload. The policy manual is available on the MDS for NF Reimbursement section of the Health Commerce System (HCS).

All MDS CENSUS DATA must be submitted using the HCS. It is especially important to keep the list of the facility's HCS coordinator and users current to avoid delays in submitting MDS CENSUS DATA. Remember that sharing user accounts is a breach of the security agreement signed by each HCS user. The MDS CENSUS DATA being submitted must be formatted using the DOHMDS for HPN software, a current version of which is always available for download on the HCS.

After your data has been accepted, you will have an additional seven (7) calendar days, specified in the acknowledgement, in which to make corrections.

Copies of the Operator's Certification forms are available on the MDS for NF Reimbursement Section of the HCS. As a reminder, MDS Census data cannot be used for rate- setting purposes until certification forms are on file.

Please send all correspondence to the following address:

Resident Assessment Unit  
Bureau of Long Term Care Reimbursement One Commerce Plaza  
Room 1432  
99 Washington Avenue Albany, New York 12210

If you have any questions about the implementation of RUGS-III using the MDS for Medicaid reimbursement please contact the Resident Assessment Unit as follows:

Telephone: (518) 473-4421  
Email: [PRIMail@health.ny.gov](mailto:PRIMail@health.ny.gov)