



Department of Health

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To: All UAS-NY Users with LTC Roles, LTC HCS Coordinators

From: UAS-NY Project Team

Date: Tuesday, January 5, 2021

Re: UAS-NY Upgrade to Version 1.10 & Associated Release Notes

Software Upgrade to Version 1.10

The purpose of this memorandum is to notify you of the upcoming release of the UAS-NY software to version 1.10. The online upgrade will begin on Wednesday, January 13, 2021 at 5:00 PM and will be completed no later than Thursday, January 14, 2021 at 8:00 AM. (The system may be available sooner.) During this time, the UAS-NY Online Application, UAS-NY Offline Application, and UAS-NY Training Environment will be unavailable; we apologize for any inconvenience this may cause.

The following are the software changes in the new release which affect users with an LTC Role.

Software Release 1.10 Changes for Long-Term Care UAS-NY Users

1. A new **required** item will be added to the *Intake/History* node called *Immediate need assessment*.
 - Please see the attached document *Training Release Notes – 1.10 (January 2021) Long-Term Care* for instruction regarding coding this item.
2. The *Physician Information* section of the *Intake/History* node, encompassing the following items:
 - *Is there a physician's order?*
 - *If yes, ordering physician's name*
 - *Ordering physician's license number*will be removed from the *Community Health Assessment (CHA)*.
3. A new *Assessment Outcomes* node will replace the current *Assessment Outcomes* node for the CHA only.
 - Please see the attached document *Training Release Notes – 1.10 (January 2021) Long-Term Care* for instruction regarding the new *Assessment Outcomes* node.
4. The *Assessment Outcomes* node will no longer be visible in the *Pediatric Assessments (Pediatric 0-3 Assessment, Pediatric 4-17 Assessment)*.

5. The *Ad Hoc Report* (available to users with an LTC-15, LTC-35, LTC-45, or LTC-50 role) will be modified.
 - For details regarding changes to the *Ad Hoc Report*, please see the attached document *Training Release Notes – 1.10 (January 2021) Long-Term Care*.
6. The following Aggregate Reports will be re-formatted:
 - *Assessments Finalized Report*
 - *Assessments Not Finalized Report*
 - *Enrollment Report*
 - *Missing Enrollments Report*
 - *Reassessment Due Report*
 - *Assessment Completion Review Report*
 - *Missing Assessment Report*
 - *Missing Dis-Enrollments Report*

For details regarding changes to these reports, please see the attached document *Training Release Notes – 1.10 (January 2021) Long-Term Care*.

7. The January 2021, Software Version 1.10 paper assessments will be published for the following assessments:
 - *UAS-NY Community Health Assessment*
 - *UAS-NY Community Health Assessment Functional Supplement*
 - *UAS-NY Community Health Assessment Mental Health Supplement*
 - *UAS-NY Pediatric 0-3 Assessment*
 - *UAS-NY Pediatric 4-17 Assessment*

The paper assessments will be posted in the UAS-NY Training Environment, *Course 8100 Instruments and Reference Manuals*, on Thursday, January 14, 2021.

Important: These paper assessments will replace all previous versions of the paper assessments. Previous versions must no longer be utilized.

Organizations are responsible for ensuring only the most current version of the paper assessments are utilized by their staff. Master/Blank paper copies of old versions must be promptly destroyed upon the release of the new versions. Saved blank copies on all computers must be replaced by the new versions.

8. The January 2021, Software Version 1.10 editions for the following manuals will be published, including:
 - *UAS-NY Community Health Assessment Reference Manual*
 - *UAS-NY Pediatric 0-3 Reference Manual*
 - *UAS-NY Pediatric 4-17 Reference Manual*
 - *UAS-NY Recording Demographic Data and Program Information Reference Manual*

These manuals will be posted in the UAS-NY Training Environment, *Course 8100 Instruments and Reference Manuals*, on Thursday, January 14, 2021.

Important: These manuals will replace all previous editions and should, therefore, be the singular source of reference for coding assessment responses going forward.

Training Updates

Please see the document *Training Release Notes – 1.10 (January 2021) Long-Term Care*.

UAS-NY Offline Application Users

In addition to the Online upgrades related to release v.1.10, we are also releasing v.1.10 of the UAS-NY Offline Application. This is a full reinstall **required** upgrade for all Offline Application users.

The UAS-NY Offline Application installation program, along with complete instructions for upgrading to v.1.10, are anticipated to be available in the UAS-NY Training Environment *Course 8500 Online and Offline Application* by close of business Wednesday, January 6, 2021. We ask that you read the instructions in their entirety before installing v.1.10.

- **DO NOT INSTALL v.1.10 PRIOR TO CLOSE OF BUSINESS ON Wednesday, January 13, 2021.** It will not work until Thursday, January 14, 2021 at 8:00 AM, when the upgrade of the Online Application is complete.
- Please be sure to **synchronize and remove all records from your current (v.1.9) Offline Application on your laptop by 4:00 PM, on Wednesday, January 13, 2021.**
If you do not synchronize and remove all records from your Offline Application, you will lose data.

Contact

Phone: 518-408-1021

E-mail: uasny@health.ny.gov

Please provide your HCS User ID when calling or e-mailing.

Do not include personally identifiable information (PII) on voicemails or unencrypted, unsecured e-mails.

Training Release Notes – 1.10 (January 2021)

Long-Term Care

The UAS-NY 1.10 software upgrade is scheduled for release in early January 2021. This *Training Release Notes* document highlights how the release changes may affect how you work with or conduct an assessment in the UAS-NY. The table shown below provides information about the release and indicates if you will be required to take new training to fully understand the process change.

Description of changes to the *Community Health Assessment (CHA)* and the *Pediatric Assessments* – Release 1.10

Software Changes	Purpose/Overview	Training Activities/Resources
<p>Addition of the data item: <i>Immediate need assessment</i></p>	<p>The data item <i>Immediate need assessment</i> is a new required field. It is part of the node: A: Intake/History. It is used to document, on an Initial Assessment, that the individual to be assessed has a statement of need indicating that they are in immediate need of services.</p> <p>Cases of immediate need only apply to initial assessments and must be referred from a Local District of Social Services. This designation allows for the individual’s process of enrollment in services to be handled expeditiously.</p> <p>This item has 3 response options (see <i>image 1</i>):</p> <ul style="list-style-type: none"> • No selection (default) • No • Yes <div data-bbox="577 878 1528 1110" data-label="Image"> </div> <p style="text-align: center;"><i>image 1</i></p> <p>Important Note(s):</p> <ul style="list-style-type: none"> • This is a required item for all assessments and reassessments. • A response of “Yes” is only applicable to Initial Assessments. • RN Assessors must select “No” if this type of Initial Assessment does not apply to their plan/program. <p>This item is NOT part of either <i>Pediatric Assessment</i>.</p>	<p>This document.</p>

Training Release Notes – 1.10 (January 2021)

Long-Term Care

Software Changes	Purpose/Overview	Training Activities/Resources
<p>Revised Assessment Outcomes Node</p>	<p>The <i>Assessment Outcomes</i> node in the CHA has been revised; all existing data items have been removed. The revised node now includes an Eligibility Criteria sub-node that is specific to eligibility criteria.</p> <p>Important Note(s):</p> <ul style="list-style-type: none"> • Information provided in the <i>Eligibility Criteria</i> sub-node may not be used by all reviewers. Reviewers should only use the information that pertains to the program for which the assessment was conducted. • Information in the <i>Eligibility Criteria</i> sub-node is calculated only when the CHA has been signed/finalized. • If the CHA is unsigned/unfinalized, then the <i>Eligibility Criteria</i> information will no longer be displayed. • The <i>Pediatric Assessments</i> will not include the <i>Assessment Outcomes</i> node. 	<p>1007-LTC Required Reading:</p> <ul style="list-style-type: none"> • <i>Using the Assessment Outcomes Node in the Community Health Assessment (CHA)</i> (Quick Reference Guide) <ul style="list-style-type: none"> - Tentative Availability Date: 1/15/2021.
<p>Changes to Select Aggregate Reports</p>	<p>Aggregate Reports summarize data based on case files present in your Organization Case List. Administrative (LTC-15), supervisory (LTC-35, LTC-45, LTC-50), and state (LTC-02) users will notice changes to <i>select</i> Aggregate Reports that include:</p> <ul style="list-style-type: none"> • Consumer records that are included in the report. • New data items that are included as part of the report. • Data items that have been removed. • Modified filters at the report selection page. • Format changes to the column data. 	<p>1007-LTC Required Reading:</p> <ul style="list-style-type: none"> • <i>Aggregate Reports in the Community Health Assessment</i> (Comprehensive Guide) <ul style="list-style-type: none"> - Tentative Availability Date: 1/15/2021

Training Release Notes – 1.10 (January 2021)

Long-Term Care

Software Changes	Purpose/Overview	Training Activities/Resources
<p>Changes to the Ad Hoc Report</p>	<p>The <i>Ad Hoc Report</i> provides organizations with the ability to create custom queries. Administrative (LTC-15), supervisory (LTC-35, LTC-45, LTC-50), and state (LTC-02) users who have access to the <i>Ad Hoc Report</i> will notice changes to the report results that include:</p> <ul style="list-style-type: none"> • The report output shall only permit provider organizations to view assessment data for case files on their current Organization Case List. This means: <ul style="list-style-type: none"> - An organization must have a current attestation for a case file for that case file's assessments to appear on the <i>Ad Hoc Report</i>. - Users will no longer be able to use the <i>Ad Hoc Report</i> to view past assessments conducted by or for their organization if the organization no longer has an active attestation for that case file. • The report output will include assessments conducted by a conflict free entity. • The <i>Ad Hoc Report Dictionary of Fields</i> will be updated to reflect changes to the user interface (see Course 1007). 	<p>1007-Required Reading:</p> <ul style="list-style-type: none"> • <i>Ad Hoc Report Dictionary of Fields</i> (Quick Reference Guide) <ul style="list-style-type: none"> - Tentative Availability Date: 1/15/2021
<p>Updated Reference Manuals and Paper Assessments</p>	<p>All reference manuals and paper versions of the assessment instruments will be updated and added to the Training Environment.</p> <ul style="list-style-type: none"> • Updated reference manuals include: <ul style="list-style-type: none"> ○ <i>UAS-NY Community Health Assessment Reference Manual</i> ○ <i>UAS-NY Pediatric 0-3 Reference Manual</i> ○ <i>UAS-NY Pediatric 4-17 Reference Manual</i> ○ <i>UAS-NY Recording Demographic Data and Program Information Reference Manual</i> • Updated paper instruments include: <ul style="list-style-type: none"> ○ <i>UAS-NY Community Health Assessment</i> ○ <i>UAS-NY Community Health Assessment Functional Supplement</i> ○ <i>UAS-NY Community Health Assessment Mental Health Supplement</i> ○ <i>UAS-NY Pediatric 0-3 Assessment</i> ○ <i>UAS-NY Pediatric 4-17 Assessment</i> 	<p>8100-CMH Instruments and Reference Manuals</p> <ul style="list-style-type: none"> - Tentative Availability Date: 1/14/2021