NEW YORK STATE OF OPPORTUNITY. | **Department of Health**

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Acting Executive Deputy Commissioner

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

From: UAS-NY Project Team

Date: Wednesday, February 8, 2023

Re: UAS-NY Software Upgrade to Version 1.14 & Associated Release Notes

UAS-NY Software Upgrade to Version 1.14

The purpose of this memorandum is to notify you of the upcoming release of the UAS-NY software to version 1.14. The online upgrade will begin on **Wednesday, February 22, 2023, at 4:00 PM** and will be completed no later than Thursday, February 23, 2023, 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.

New Training

To support the changes to the software, all users will be required to take additional training.

These trainings are available **today**, **Wednesday, February 8, 2023**, under the *Recommended Courses* header. They will be officially placed under the *Required Courses* header on **Thursday, March 2, 2023**. At that time, users who have not completed these new activities will not be allowed access to the UAS-NY without first completing the activities.

For full details, please see the *LTC 1.14 Training Requirements* one-sheet, attached.

Software Release 1.14 Changes for Users with an LTC Role

1. **Identification Info Node Updates**

    A. **Update to "Person's sex" Item:** The "Person's sex" item in the Gender section of the Identification Info node will be revised to include X as an option in addition to the Male and Female selections. Additionally, the item will no longer include the wording, "assigned at birth, as on the original birth certificate."

Please note, if X is selected for "Person's sex," then the Prevention CAP in the *Community Health Assessment CAPs Report* and *CAPs History Report* will not be able to be calculated.

B. **Updates to Race/Ethnicity Section:** The Race and Ethnicity sections of the Identification Info node will be combined and expanded to include more options. Please note, more than one selection can be made.

C. **Updates to Primary Language Section:** The Primary language section of the Identification Info node will be expanded to include the top 10 languages spoken in New York State. These top ten, in addition to the selections which were already available, will result in a total of 13 selection options.

The "If other language, select from list" item will also be updated to remove languages which were moved to the Primary language section.

D. **Update to "Interpreter needed" Item:** The item "Interpreter needed – parent/guardian" will be updated to "Interpreter needed – parent/guardian/actively involved family member" in order to better reflect the population of interpreters who may be involved in the assessment.

2. *Pediatric Assessments* **Update to "Gender of Helper" Items:** The "Gender of Helper" items for Informal Helpers in Section O: Social Supports of the *Pediatric Assessments* has been revised to include X as an option in addition to the Male and Female selections.

3. **Disenrollment Process Streamlined:** The following item sections have been removed from the discharge/disenrollment process:

- Discharge/Disenroll Status
- Residential Living Status after Discharge/Disenroll
- Transfer to other community based program(s)/plan(s)

The Discharge/Disenroll Reason item selections have been consolidated. The new selections include:

- No selection
- Closed - Death
- Closed - Permanent NH/other institutional placement/move out of state
- Hospitalized or absent from service area for more than 30 days (or # of days consistent with program rules for discharge or disenrollment)
- Dissatisfied with quality/quantity of service, failure to comply with/no longer meets program/Medicaid policies/regulations/eligibility
- Moved outside of existing provider service area
- Other

The original selections will continue to be displayed in historical disenrollments.

4. **"Comments for Next Assessment" Item Removed:** Each *Community Health Assessment* (CHA) must be conducted free from bias, without the influence of extraneous data. To that end, the "Comments for Next Assessment" data field in the *Community Health Assessment* and *Pediatric Assessments* will be removed. Historical signed/finalized assessments and Individual Reports will retain the field and any data within.

Note: Data/text in the "Comments for Next Assessment" field will be cleared out from unsigned/unfinalized assessments on the night of the upgrade. It is encouraged to take appropriate actions to ensure data is not lost.

Policy Reminder: Previous policy directed assessors to note Paper Instrument usage and supervisor approval in the "Comments for Next Assessment" field. As of June 22, 2022, assessors were instructed to document such comments in the "Assessor Comments" box instead. For more information, please

see policy *UAS-NY.19.1.2 Conducting the UAS-NY Community and Pediatric Assessments*.

5. **New COVID-19 Required Items:** Two new required items have been added to the CHA to capture COVID-19 diagnosis and COVID-19 vaccine status. (These items will not be added to the *Pediatric Assessments.*)

   - *COVID-19 diagnosis during last 90 days*
     under its own new heading titled "Infections" in assessment section H: Disease Diagnoses.

   - *COVID-19 vaccine in LAST YEAR (or as required)*
     in assessment section L: Treatments/Procedures under "Prevention".

   Aggregate Reports, Individual Reports, and the Ad Hoc Report will be updated to accommodate these changes where appropriate.

6. **Scales Report Updates:** The *Scales Report* generated from a signed/finalized CHA will be more intuitive so that it can be used more effectively in care planning.

   The table below shows the Scale name descriptions to be updated:

Scale Name	Description
Age Scale	Description Removed / Value is self-explanatory
Body Mass Index Scale	Description Removed / Value is self-explanatory
Depression Rating Scale	Scores of 3 or greater indicate major and minor depressive disorders
IADL Capacity Scale	Higher levels represent poorer functioning
IADL Performance Scale	Higher levels represent poorer functioning

   Updated descriptions for the impacted Scales will be generated for new assessments only; assessments signed/finalized prior to the release will contain old descriptions. There are no changes to the data values themselves.

7. **Offline Application Update:** The Offline Application will now display all addresses listed in the Online Application for a case file (excluding the fiscal address).

8. The February 2023, Software Version 1.14 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, February 23, 2023.

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.

9. The February 2023, Software Version 1.14 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, February 23, 2023.

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

UAS-NY Offline Application Users

In addition to the online upgrade related to release v.1.14, we are also releasing v.1.14.5 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.1.14.5, are anticipated to be available in the UAS-NY Training Environment *Course 8500 Online and Offline Application* by close of business **Wednesday, February 15, 2023**. We ask that you read the instructions in their entirety before installing v.1.14.5.

- **DO NOT INSTALL v.1.14.5 PRIOR TO CLOSE OF BUSINESS ON Wednesday, February 22, 2023.** It will not work until Thursday, February 23, 2023, at 8:00 AM, when the upgrade of the Online Application is complete.

- Please be sure to **complete all pending work and synchronize and remove all records from your current (v.1.13.4) Offline Application on your laptop by 4:00 PM, on Wednesday, February 22, 2023**.
  If you do not synchronize and remove all records from your Offline Application, <u>you will lose data</u>.

Contact

Phone: 518-408-1021
E-mail: uasny@health.ny.gov

Please provide your HCS User ID when calling or e-mailing.
<u>Do not</u> include personally identifiable information (PII) on voicemails or unencrypted, unsecured e-mails.

UAS-NY

These release notes and associated trainings will be required reading. They have been posted in the UAS-NY Training Environment today, **Wednesday, February 8, 2023**.

These courses have been initially placed under the *Recommended Courses* header and will be officially placed under the *Required Courses* header on **Thursday, March 2, 2023**. At that time, users who have not completed these new activities will lose access to the UAS-NY without first completing them.

Course Timeline *All LTC users will be required to read the Release Notes and associated training materials in the UAS-NY Training Environment for continued UAS-NY access.*				
User Roles	**Course**	**Activities**	**Date Available**	**Date Required***
All LTC Roles	*1007-LTC Required Reading*	• *UAS-NY Upgrade to Version 1.14 & Associated Release Notes* • *Infographic – Improved Scales Report for the Community Health Assessment* • *Infographic – Comments for Next Assessment Removed from Sign/Finalize in the UAS-NY* • *Reference Guide – Capturing COVID-19 Data* • *Reference Guide – Streamlined Disenrollment Process* • *Reference Guide – Updates to the Identification Information Case File Node* This training should take about **8 minutes** to complete.	Wednesday, February 8	Thursday, March 2

*On this date, users will lose access to the UAS-NY without first completing the course activities.