

July 18, 2014

Subject: SPARCS Quarterly Compliance

Dear Administrators:

The new SPARCS' regulation, Compilation of the Rules and Regulations of the State of New York (NYCRR) Title 10 Section 400.18, will be finalized in August 2014. The SPARCS reporting requirement in the new regulation reads as follows:

Health care facilities must submit on a monthly basis to the SPARCS program, or cause to have submitted on a monthly basis to the SPARCS program, data for all inpatient discharges and outpatient visits. Health care facilities must submit, or cause to have submitted, at least 95 percent of data for all inpatient discharges and outpatient visits within sixty (60) days from the month of a patient's discharge or visit. Health care facilities must submit, or cause to have submitted, 100 percent of data for all inpatient discharges and outpatient visits within one hundred eighty (180) days from the end of the month of a patient's discharge or visit.

Based upon the new regulation, SPARCS Operations will now implement a compliance protocol that will be administered quarterly instead of annually. To prepare facilities for this change, beginning in January 2014, SPARCS Operations staff started the process of sending reminders to health care facilities that failed to submit their monthly SPARCS data within 60 days from the month of discharge or visit.

According to the new regulation, 95% of data is due within 60 days and 100% of facility data is due within 180 days from the end of the discharge or visit month. Therefore, 100% of SPARCS inpatient and outpatient data for first quarter 2014 is due by September 30, 2014.

However, to allow data submitters time to adjust to the new quarterly compliance protocol and adjust their internal processes, SPARCS Operations will not issue statements of deficiency for the first quarter 2014 reconciliation period until **December 31, 2014**, the end of the 2014 2nd Quarter reconciliation period. When a facility is out of compliance with these new reporting requirements warning letters will be sent.

The reporting schedule for the **2014 1st Quarter SPARCS Reconciliation** is as follows:

Discharge Month	95% of SPARCS Data Due	100% of SPARCS Data Due
January 2014	March 31, 2014	September 30, 2014 ⁱ
February 2014	April 30, 2014	September 30, 2014 ⁱ
March 2014	May 30, 2014	September 30, 2014 ⁱ

Warning letters will be sent on the following schedule reminding SPARCS coordinators and C.E.O.'s and administrators of the compliance process.

ⁱ As health care facilities transition to the quarterly compliance protocol, the final 2014 1st Quarter Reconciliation enforcement date will be delayed to **December 31, 2014**.

- July 25, 2014 email to the SPARCS coordinators
- August 12, 2014 letters to the SPARCS coordinators
- September 9, 2014 letters to the C.E.O. or Administrator, copies to SPARCS coordinators

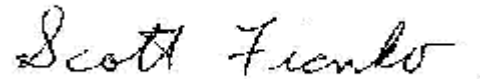
The reporting schedule for the **2014 2nd Quarter SPARCS Reconciliation** is as follows:

Discharge Month	95% of SPARCS Data Due Date	100% of SPARCS Data Due Date
April 2014	June 30, 2014	December 31, 2014
May 2014	July 31, 2014	December 31, 2014
June 2014	August 31, 2014	December 31, 2014

Attached you will find a monthly and quarterly compliance schedule for 2014-2015 that provides detail on the new quarterly compliance protocol.

If you have any questions, please call 518-473-8144 or email SPARCS Operations at SPARCS@health.state.ny.us.

Sincerely,



Scott Franko, Director
SPARCS Operations

cc: Mary Beth Conroy
SPARCS coordinator
SPARCS back-up coordinator

**SPARCS Operations - Bureau of Health Informatics
Office of Quality and Patient Safety
New York State Department of Health**

SPARCS Monthly and Quarterly Compliance Schedule: 2014-2015

Qtr / Year	Discharge Month	95% of Data Due Date	1st Quarter (Jan.—March) Reconciliation	2nd Quarter (April—June) Reconciliation	3rd Quarter (July—Sept.) Reconciliation	4th Quarter (Oct.—Dec.) Reconciliation
Q1 2014	January	March 31, 2014				
	February	April 30, 2014				
	March	May 31, 2014				
Q2 2014	April	June 30, 2014				
	May	July 31, 2014				
	June	August 31, 2014				
Q3 2014	July	September 30, 2014	Q1 2014: 1st Warning Issued: July 25, 2014 email to SPARCS Coordinators			
	August	October 31, 2014	Q1 2014: 2nd Warning Issued: August 12, 2014 letter to SPARCS Coordinators			
	September	November 30, 2014	Q1 2014: 3rd Warning Issued: September 9, 2014 letter to the C.E.O. or Administrator, copies to SPARCS coordinators 100 % of 1st Quarter Data Due by September 30, 2014			
Q4 2014	October	December 31, 2014		Q2 2014: 1st Warning Letter Issued		
	November	January 31, 2015		Q2 2014: 2nd Warning Letter Issued		
	December	February 28, 2015		Q2 2014: 3rd Warning Letter Issued; 100 % of 2nd Quarter Data Due by December 31, 2014		
Q1 2015	January	March 31, 2015		Q1 & Q2 2014: Statement of Deficiency Issued	Q3 2014: 1st Warning Letter	
	February	April 30, 2015			Q3 2014: 2nd Warning Letter	
	March	May 31, 2015			Q3 2014: 3rd Warning Letter	

Qtr / Year	Discharge Month	95% of Data Due Date	1st Quarter (Jan.—March) Reconciliation	2nd Quarter (April—June) Reconciliation	3rd Quarter (July—Sept.) Reconciliation	4th Quarter (Oct.—Dec.) Reconciliation
					Issued; 100 % of 3rd Quarter Data Due by March 30, 2014	
Q2 2015	April	June 30, 2015			Q3 2014: Statement of Deficiency Issued	Q4 2014: 1st Warning Letter Issued
	May	July 31, 2015				Q4 2014: 2nd Warning Letter Issued
	June	August 31, 2015				Q4 2014: 3rd Warning Letter Issued; 100 % of 4th Quarter Data Due by June 30, 2015
Q3 2015	July	September 30, 2015				Q4 2014: Statement of Deficiency Issued
	August	October 31, 2015				
	September	November 30, 2015				
Q4 2015	October	December 31, 2015				
	November	January 30, 2016				
	December	February 29, 2016				