



**Department  
of Health**

# **SPARCS Submitter Forum**

- **Introductions and Reminders**
- **SPARCS Injury Remediation Project Update**
- **SPARCS Invoices and Collection Process**
- **Questions**

November 15, 2023

# SPARCS Introductions and Reminders

- [SPARCS.submissions@health.ny.gov](mailto:SPARCS.submissions@health.ny.gov)
  - Facilities or vendors *submitting data to* SPARCS
  - SPARCS submitter provisioning requests
  - Update SPARCS coordinators or contacts
  - SPARCS compliance questions and exception/extensions requests
- [SPARCS Portal](#)
  - Easiest option to submit tickets for Optum Help Desk support regarding SPARCS claim issues
- Please **DO NOT** send PHI in any email communications
  - Redact PHI if necessary to share screenshots or reports in emails

# SPARCS Injury Remediation Project Update

# SPARCS Injury Edit Remediation Project

- SPARCS data selected for remediation
  - Discharge years 2018 - 2023
  - Inpatient and Emergency Department claim types only
  - N0003 and N0002 edits
- Deadline for completion extended to January 31, 2024
- Facilities will receive email responses to exception requests

# SPARCS Invoices and Collection Process



Department  
of Health

# Department of Health's Revenue Unit

Located on the 27<sup>th</sup> floor of the ESP Corning Tower

Email: [dohrevenue@health.com](mailto:dohrevenue@health.com)

November 15, 2023

# Basis for SPARCS Billings and Collections

- The [New York Public Health Law Section 2816](#) created the Statewide Planning and Research Cooperative System (SPARCS). SPARCS is intended to allow for the collection and reporting of data relating to health care utilization, cost, quality, and safety, including data on health disparities. SPARCS makes this data available both to hospitals and other third parties for research and analysis purposes. The [NYS Department of Health](#) (DOH) assesses and collects annual fees from [Article 28](#) hospitals to cover the expenses for administrating SPARCS.
- The [New York State Finance Law Section 97-X](#) established the collection of fees from all general hospitals, and [NYCRR Title: Section 86-1.26](#) further details the collection of SPARCS fees:
  - *Each general hospital shall be assessed an annual fee calculated on the basis of the hospital's proportionate share of the sum of total costs reported by all general hospitals in the most recent calendar year for which certified data are available. Such amount shall not exceed one tenth of one percent of the total certified cost of the hospital. The commissioner shall inform each such hospital of its actual fee to support the statewide planning and research cooperative system and each hospital shall submit such fee on a quarterly basis to be received by the commissioner not later than the 15th of February, May, August and November of each year. ...These funds shall be pooled on a statewide basis and will be restricted and used to support the costs of the statewide planning and research cooperative systems.*
- The calculated fees are based in part on financial data submitted to DOH each year on their [Institutional Cost Report \(ICR\)](#) in accordance with state regulations above
- Every year, the [NYS Fiscal Year Executive Budget](#) sets the amount of SPARCS revenue that can be collected via annual assessment fees. SPARCS fees are calculated, in part, by prorating the fiscal year's enacted budgeted amount for the SPARCS program across the Article 28 hospitals, by the individual hospital's percentage of *Total Expenses* as reported on their most recently audited ICR, over all Article 28 hospitals' *Total Expenses* reported for the same reporting period.

# Current Letter to be sent to all SPARCS Administrators

The New York State Department of Health (NYSDOH) recently switched the accounting system in which the Annual SPARCS Assessment's accounts receivable is maintained. During this system transfer, we updated addresses, contact information, and transferred open balances (carryover balance) from our old system to our new system.

**We are sending this communication today in an effort to reconcile our SPARCS accounts with the facilities to ensure we have the correct contact and billing information for each facility.**

We have enclosed all invoices, for the Annual SPARCS Assessments, which are showing as outstanding for your facility. **Could you please review these invoices and report any discrepancies or questions you may have to [DOHRevenue@Health.NY.Gov](mailto:DOHRevenue@Health.NY.Gov)?**

**You may have an invoice in your package which has a Pay Term of "Immediate". These invoices are for the total amount of the carryover balance and have the description of "Transfer Balance from QuickBooks" on them.** We have also included the individual QuickBooks quarterly invoices, which make up the QuickBooks Transfer invoice amount, for your review. In some cases, there may be more than one QuickBooks invoice which make up the amount on the QB Transfer invoice.



# Convenience of EFT Payment

**As a reminder, the Department of Health (DOH) now accepts SPARCS Annual Assessment Fee payments via electronic funds transfer (EFT). We strongly encourage all facilities to send assessment payments electronically.**

**To correctly post payments to your account, it is vital that ACH instructions include remittance details. Each SPARCS customer number, invoice number, and your facility's name must be provided in the text fields allowed in ACH records.**

Please send ACH payments to the following account:

- Account name: DOH SPARCS Assessment Fees
- Bank: Key Bank
- Routing number: 021052053
- Account number: 73208817

# Referral of Uncollected Debts

<https://www.budget.ny.gov/guide/bprm/k/k-0030.html>

Budget Bulletin K-0030 states that when a state Agency's customer account becomes:

## 3. 100 Days Past-Due

Unless one of the above conditions is met, a State agency must refer debts that are 100 days past-due according to the following thresholds:

### a. Between \$25 and \$499

A State agency must refer any debt that is 100 days past-due and between \$25 and \$499 to a private collection agency or certify the debt to the Department of Taxation and Finance if it is past-due and legally enforceable. Debts that are less than \$500 should not be referred to the Office of the Attorney General unless legal action has been taken against the State, or the debt involves bankruptcy or estate settlement.

### b. Between \$500 and \$999

A State agency must refer any debt that is 100 days past-due and between \$500 and \$999 to a private collection agency or the Office of the Attorney General, or certify the debt to the Department of Taxation and Finance if it is past-due and legally enforceable.

### c. \$1,000 or Above

A State agency must refer any debt that is 100 days past-due valued at \$1,000 or above to the Office of the Attorney General or certify the debt to the Department of Taxation and Finance if it is past-due and legally enforceable. Subject to the approval of the Division of the Budget, a State agency may refer these debts to an alternate collection entity if it can demonstrate that such an alternative is more appropriate or cost-effective. The Division of the Budget may solicit comments from the Office of the Attorney General prior to taking action on such requests.

# DOH REVENUE UNIT CONTACT INFORMATION

Contact information regarding SPARCS Billing or Payments:

Email: [DOHRevenue@Health.NY.Gov](mailto:DOHRevenue@Health.NY.Gov)

Address:

Department of Health – Bureau of Accounts Management  
SPARCS Assessments  
Empire State Plaza  
Corning Tower, Room 2748  
Albany, NY 12237

A member of the NYS DOH Revenue Unit will respond to your inquiry

# Questions?

E-mail: [sparcs.submissions@health.ny.gov](mailto:sparcs.submissions@health.ny.gov)

Save the Date: February 13, 2024 at 1:00 PM