

Client Alert

November 3, 2025

Statewide Health Information Network for New York (SHIN-NY)

The October 15, 2025 deadline, for Licensed Home Care Services Agencies, Certified Home Health Agencies as defined in Public Health Law Article 36, and hospices as defined in Public Health Law Article 40, to connect to the Statewide Health Information Network for New York has now passed. If you have not signed the Statewide Common Participation Agreement ("SCPA"), you are now required to complete and submit a Plan of Correction to the New York State Department of Health ("Department"). The Department issued a Dear Administration Letter ("DAL") on October 30, 2025, https://www.health.ny.gov/facilities/home_care/dal/docs/25-14.pdf

You can also review the FAQs for additional information, https://nyehealth.org/wp-content/uploads/2025/07/FAQs-on-SCPA-Release_09.22.25.pdf and SHIN-NY SOPs <https://nyehealth.org/wp-content/uploads/2025/08/SHIN-NY-SOPs-081825.pdf>.

The Department has also announced an educational webinar scheduled for November 5, 2025 at 12pm. You can register for the webinar here. <https://nyehealth.zoom.us/join/0K7skSOkRcGDMm9hNMbHYw#/registration>

Participation in the SHIN-NY is a requirement and previous participation does not eliminate your participation in the new SCPA. If you have not already done so, make sure you sign the SCPA and choose a Qualified Entity ("QE"). The QE will contact you to discuss requirements, next steps and training.

If you have any questions or need help drafting a plan of correction, contact our office.

Paid Time Off to Vote

With election day approaching, New York employers should be aware of their obligation to provide eligible employees with up to two (2) hours of paid time off to vote. To determine whether an employee is eligible for paid time off to vote, employers must assess whether the employee has "sufficient time to vote," defined as four (4) consecutive hours either between the opening of the polls and the start of the employee's work shift, or between the end of the employee's shift and the closing of the polls.

The New York State and New York City General Election will be held on November 4, 2025 and polls will open from 6am until 9pm. Therefore, if for example an employee works from 9am to 5pm, such employee will not be eligible for paid time off to vote because polls will be open for four consecutive hours after the employee's shift ends (5pm – 9pm). However, if for example an employee works 9 am to 6pm, such employee will be eligible for paid time off to vote because the employee only has three consecutive hours in the beginning of their shift and at the end of their shift.

Employees are required to notify their employer of their intention to take time off to work, not less than two and no more than ten working days prior to election day. Although the Election Law allows a maximum of two (2) hours of paid time off for voting, the specific amount of time an employee may need to vote, should be determined on a case-by-case basis, as factors such as polling place wait times, traffic, and other circumstances should be considered.

Statistical Reports Due December 31, 2025

The 2024 Licensed Home Care Services Agency ("LHCSA") Statistical Report and the 2024 Assisted Living Program LHCSA Statistical Report must be submitted by December 31, 2025. All LHCSAs, including those affiliated with an Assisted Living Program, are required to be registered with the New York State Department of Health each year. LHCSAs must register for the year 2026 by submitting a complete 2024 Statistical Report. If you have trouble accessing the report, please email the Department of Health to

make sure you have the right permissions to access the UDCS platform.

The 2024 LHCSA Statistical Report is complex and detailed, and your LHCSA registration can only be completed if you submit an approved version of the report. A LHCSA that has failed to register with the DOH cannot operate or provide home care services. Penalties includes a fine of \$500 for each month that an agency is not registered, and a revocation of license for agencies that failed to timely registered for two years, which does not need to be consecutive.

Buying and Selling a Licensed Home Care Agency

Join Michael Weiner, Esq. as he presents a Zoom Webinar on Tuesday, November 4, 2025 at 11am "Navigating the Sale or Purchase of a Home Care Agency: What Every Owner Should Know"

What are the first steps a home care agency owner should take when considering a sale or acquisition?

- Should you work with a broker, and how do you choose the right one?
- How do Non-Disclosure Agreements (NDAs) and Letters of Intent (LOIs) protect both parties, and what key terms should be included?
- During due diligence, what financial, operational, and compliance factors are most critical to evaluate?
- What are the pros and cons of an asset sale versus an equity sale or merger, and how can structure impact valuation and post-closing obligations?

To register for the webinar, click [HERE](#).

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