

August 8, 2014

DAL#: 14-16
RE: Adult Care Facility Quarterly
Statistical Information Report

Dear Administrator:

The regulations governing the operation of Adult Care Facilities (ACFs) – Standards for Adult Homes 487.10(e)(2), Adult Care Facilities Standards for Enriched Housing Programs 488.10(e)(4), and Standards for Residences for Adults 490.10(e)(4) – require each operator to submit a quarterly statistical information report. These reports are the primary source of data regarding facility, occupancy and resident characteristics and are used for a number of purposes, including emergency contact information and grants. Therefore, it is essential that the data provided are accurate and verifiable.

In keeping with these requirements, all ACFs are required to complete ACF Quarterly Statistical Information Reports. Additionally, facilities with a certified bed capacity of 80 beds or more, in which **twenty percent** or more of the resident population are persons with serious mental illness, are required to provide additional information as described under 18 NYCRR 487.10(e)(3). Specifically, these facilities are required to submit the Roster of Adult Home Residents to the New York State Department of Health (Department) on a quarterly basis which at a minimum:

- (i) Identifies the quarter being reported on;
- (ii) Contains a census report, to include a roster of residents who are persons with serious mental illness as defined in subsection 487.2(c) of this Part;
- (iii) **For any residents admitted** during the quarter being reported on, the prior residence;
- (iv) **For any residents discharged** during the quarter being reported on, the discharge location; and
- (v) The number of resident deaths which occurred during the quarter being reported on.

Please note that currently there are two ACF Quarterly Statistical Information Reports that must be completed and submitted by August 26, 2014. The first report encompasses the time frame January 1 through March 31, 2014. The second report encompasses the time frame April 1 through June 30, 2014.

Those facilities that are required to complete the Roster of Adult Home Residents, however, must provide information for all residents residing in the facility during the first six

months of the calendar year. Facility-specific Rosters of Adult Home Residents were forwarded by program staff via the Secure File Transfer Utility in the Health Commerce System (HCS) to the Administrator of each Transitional Adult Home for the required update.

The 1st and 2nd Quarter, 2014 ACF Statistical Information Reports (and Roster of Adult Home Residents, if applicable) must be submitted to the Department of Health no later than August 26, 2014. The list of Transitional Adult Homes posted on January 16, 2013 will be updated once all submissions have been reviewed.

You will be able to access and complete these reports on the Health Commerce System (HCS) effective August 8, 2014. The survey forms can be accessed by logging onto HCS at the following link: <https://commerce.health.state.ny.us>. On the HCS Home Page, click My Applications → click HCBC → click Data Entry and then Select an Activity → 1st Qtr 2014 ACF Statistical Info Report or 2nd Qtr 2014 ACF Statistical Info Report. **Note: Faxed or printed copies will not be accepted.**

The ACF Quarterly Statistical Information Reports are brief and concise. Notes have been embedded in the census reports to facilitate their completion. The information needed to complete these reports is provided in this letter and the attachments. These attachments are located within the “Dear Administrator Letters” folder under “Documents,” and are listed below:

Attachment 1: Data Entry Instructions

Attachment 2: Definition of Terms

Only designated staff (Administrator, HCS Coordinator and Data Reporter) may enter data into the 1st and 2nd Quarter 2014 ACF Statistical Information Reports. **However, the facility Administrator must review the reports prior to submission and complete the attestation statements.** Questions regarding this DAL and programmatic requirements should be directed to Jillanna Devik or Fikile Mahlangu at (518) 408-1133.

Please note that failure to submit this report by **August 26, 2014** may result in enforcement action and the imposition of civil penalties. Thank you for your anticipated cooperation in this matter.

Sincerely,

Valerie A. Deetz, Director
Division of Adult Care Facility &
Assisted Living Surveillance

Attachments (2): Posted with DAL 14-16
VAD/fsm