

NEW YORK
state department of
HEALTH

Howard A. Zucker, M.D., J.D.
Acting Commissioner of Health

Sue Kelly
Executive Deputy Commissioner

October 16, 2014

DAL#: 14-20
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.

Those facilities that are required to complete the Roster of Adult Home Residents, must provide information for all residents residing in the facility at any time during the period from July 1, 2014 to September 30, 2014. Facility-specific Rosters of Adult Home Residents and instructions for roster submission 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. Facilities **must** use the roster templates provided by the Department on October 16, 2014 through HCS, as indicated in the submission instructions.

The 3rd Quarter, 2014 ACF Statistical Information Report (and Roster of Adult Home Residents, if applicable) must be submitted to the Department of Health no later than **October 31, 2014**. You will be able to access and complete these reports on the Health Commerce System (HCS) effective October 16, 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 → 3rd Qtr 2014 ACF Statistical Info Report. **Note: Faxed or printed copies will not be accepted.**

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

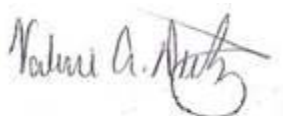
Attachment 1: Data Entry Instructions

Attachment 2: Definition of Terms

Only designated staff (Administrator, HCS Coordinator and Data Reporter) may enter data into the 3rd Quarter 2014 ACF Statistical Information Report. **However, the facility Administrator must review the report prior to submission and complete the attestation statement.** Questions regarding this DAL and programmatic requirements should be directed to Fikile Mahlangu or Jillanna Devik at (518) 408-1133. Questions specific to the Roster of Adult Home Residents should be directed to Cathy Fiato at (518) 485-8781.

Please note that failure to submit this report by **October 31, 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 14-20
VAD/fsm