

July 22, 2013

DAL: HCBS 13-18
Subject: ALP LHCSAs Statistical Report

Dear Administrator:

This letter provides guidance to Licensed Home Care Services Agencies (LHCSAs) that are associated with an Adult Care Facility's (ACF) Assisted Living Program (ALP) on filling out and submitting the required annual LHCSA Statistical Report.

LHCSAs associated with an ACF's ALP **must** submit an annual LHCSA Statistical Report. It is recognized that the data collected on the current LHCSA Statistical Report is not congruent with the way that home care services are provided and reimbursed in an ALP. To enable meaningful data to be collected for home care services provided to ALP residents, a new form will be added to the current report. This form has not yet been developed and, as a consequence, the due date for ALP LHCSAs to submit the LHCSA Statistical Report will be extended. **This extension applies only to LHCSAs associated with an ALP.**

It is expected that the new form will be available in one month; an additional month after its release will be given to agencies to fill out the new form. This makes the target due date for the LHCSA Statistical Report for LHCSAs associated with an ALP on or about September 6, 2013. A final due date will be published when the availability of the new form is announced.

LHCSAs associated with an ACF's ALP that also provide home care services to patients not in the ALP must fill out the appropriate forms on the current report with data for these patients. Guidance on splitting out administrative, staffing and other data that may be common across both ALP residents and community patients will be forthcoming.

Please send any questions that you may have to hcstatrpts@health.state.ny.us.

Sincerely,



Rebecca Fuller Gray, Director
Division of Home and Community Based Services