

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

December 30, 2013

DAL#: 13-26
SUBJECT: 2012 ACF Annual Census Report

Dear Administrator:

Regulations governing the operation of Adult Care Facilities (ACFs) are found under Title 18 of the New York Code of Rules and Regulations (NYCRR) and include Standards for Adult Homes (Part 487), Adult Care Facilities Standards for Enriched Housing Programs (Part 488) and Standards for Residences for Adults (Part 490). Pertinent sections of each regulation, more specifically 18 NYCRR § 487.10(e)(2), 488.10(e)(4) and 490.10(e)(4), require operators 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 the 2012 ACF Annual Census Report. The Annual Census Report has been drastically revised. The form has been shortened, many of the remaining questions have been reworded to enhance clarity and notes have been embedded in the census report to facilitate its completion. Please note that the census encompasses calendar year 2012, prior to adoption of the regulatory amendment on January 16, 2013. **Therefore, for the purpose of this census, the definition of serious mental illness does not apply and Transitional Adult Homes are not required to complete the Roster of Adult Home Residents for calendar year 2012.**

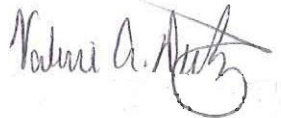
The 2012 Adult Care Facility Annual Census Report is available on the Health Commerce System (HCS) effective December 30, 2013 and is due to the Department of Health by **January 27, 2014**. The information needed to complete this report is provided in the two attachments located in Documents, in the Dear Administrator Letters folder. **Note: Faxed or printed copies will not be accepted.**

Several individuals, including the facility's Administrator, HCS Coordinator, and Data Reporter, may enter data for this report. **However, the Administrator must review the report prior to submission and "sign" (which consists of printing) his/her name in the box adjacent to the attestation statement.** Questions regarding the establishment of an HCS

account should be directed to Ms. Dorothy Persico at (518) 408-1133. Questions pertaining to this DAL and programmatic requirements should be directed to Ms. Marcia Kolakoski or Ms. Jillanna Devik at (518) 485-8781.

Please note that failure to submit this report by **January 27, 2014** may result in enforcement action and the imposition of civil penalties. Thank you for your anticipated cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie A. Deetz". The signature is fluid and cursive, with a large loop at the end.

Valerie A. Deetz, Director
Division of Adult Care Facility/Assisted Living
Surveillance & Community Transition Program

Attachments: Posted on the Census Report screen of the ACF DAL section