

October 18, 2013

DAL#: Amended DAL 13-22
Subject: 2012 ACF Financial Report

Dear Administrator:

The New York State Department of Health (Department) has activated the 2012 ACF Financial Report on the Health Commerce System (HCS). Please complete the report and submit the information through the HCS. The “Opinion of the Independent Accountant – Certification of Operation” page should be printed from the attached file, signed, and mailed to Nancy Nowakowski at the following address:

New York State Department of Health
Offices of Primary Care and Health Systems Management
Division of ACF and Assisted Living Surveillance
Bureau of Licensure and Certification
875 Central Avenue
Albany, New York 12206-1331

Enriched Housing Program operators should submit the “Certification of Operator” Statement on page 1 of the Enriched Housing Annual Report in the same manner.

The deadline for submission of the 2012 ACF Financial Report, for facilities using a calendar year (January 1- December 31) as their fiscal year, will be **November 15, 2013**. Facilities that operate apart from a calendar year are required to file their report by the 15th day of the sixth calendar month following the close of their fiscal year [see 18 NYCRR 487.10(e)]. For example, a facility with a fiscal year of July 1, 2012 to June 30, 2013 would report this year on the HCS as 2012, with a report due date of December 15, 2013.

Please be reminded that Schedule O (Private Proprietary Adult Home) or Schedule Q (Not-for-Profit Adult Home) of the applicable financial report must be completed for facility operators reporting related party transactions. Please refer to the financial report instructions for reporting related party transactions on pages 22 - 25 for Proprietary facility operators, and pages 23 - 26 for Not-for-Profit facility operators. Your report will be considered incomplete if Schedule O or Schedule Q, as applicable, is not properly completed. Failure to file an acceptable report may result in an assessment of civil penalties as outlined in Social Services Law 461-e(4)(a), and 18 NYCRR 487.10(e).

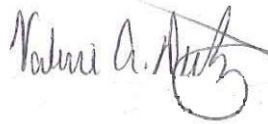
The following titles in the Communications Directory have access to enter financial data: *Financial Data Reporter* and *Financial Data Submitter*. Only the *Financial Data Submitter* is permitted to submit the data to the Department. If you would like to change or increase staff to these designations, please have your HCS Coordinator add this contact information and HCS account ID to the Communications Directory.

The Department's Health Commerce System (HCS) can be accessed via the Internet at <https://commerce.health.state.ny.us>. On the left side of the home page, there is table with two tabs. Using the first tab, titled "My Applications", select the "HCBC" tab. This directs you to the "Health Electronic Response Data System (HERDS)". Click "Data Entry" on the navigation bar. Next, select the Financial Report from the Activity drop-down menu. If you are affiliated with more than one agency, select the appropriate agency from the Agency drop-down list.

Detailed instructions for each facility type are accessible from the "Documents" menu. To access this information, select "Long Term Care". Next, click "Guidelines", "ACF" and "Annual Financial Report". A list of available guidance documents will be displayed, including relevant worksheets and forms.

If you have any questions, please contact Nancy Nowakowski at (518) 408-1624 or via email: acffinrpt@health.state.ny.us. Thank you in advance for your prompt attention to this request.

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 ACF and Assisted Living Surveillance