

**NEW YORK**  
*state department of*  
**HEALTH**

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

Sue Kelly  
Executive Deputy Commissioner

April 8, 2014

DAL#: 14-02  
SUBJECT: 2013 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.

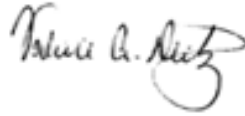
In keeping with these requirements, all ACFs are required to complete the 2013 ACF Annual Census Report. Please note: this census encompasses the 2013 calendar year during which the regulatory amendment defining serious mental illness was adopted on January 16, 2013. Therefore, the definition of serious mental illness (see Attachment #2) DOES apply, and Transitional Adult Homes are required to complete the Roster of Adult Home Residents for calendar year 2013.

The 2013 Adult Care Facility Annual Census Report is available on the Health Commerce System (HCS) effective April 8, 2014 and is due to the Department of Health by May 16, 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, complete the attestation statement, and submit the completed report.** 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. Cathy Fiato or Ms. Jillanna Devik at (518) 485-8781.

Please note that failure to submit this report by **May 16, 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 written in a cursive style with a large, stylized initial "V".

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