

July 5, 2011

DAL: **DAL DAL 11-07**
Subject: **2010 ACF Financial Report**

Dear Administrator,

The Department has activated the 2010 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 April Middleton, of this office. 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 2010 ACF Financial Reports for facilities on a Jan. 1 – Dec. 31 fiscal year will be October 1, 2011. Facilities that operate on other than a calendar year will be required to file their report by the 15th day of the eighth calendar month following the close of their fiscal year [see 18 NYCRR 487.10(e)]. If your facility is a not-for-profit with a non-calendar fiscal year, the fiscal year is the starting year. For example, a facility with a fiscal year of July 1, 2010 to June 30, 2011 would report this year on the HCS as 2010 with a report due date of December 15, 2010.

Please remember 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 instructions for reporting related party transactions on pages 22 - 24 for Proprietary facility operators and pages 23 - 25 for Not-for-Profit facility operators. If Schedule O, or Schedule Q, as applicable, is not properly completed in accordance with the instructions, your report will be considered incomplete. Failure to file an acceptable report will subject you to the potential assessment of civil penalties as outlined in Social Services Law 461-e(4)(a) and 18 NYCRR 487.10(e).

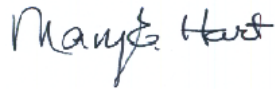
The following roles in the Communications Directory have access to enter financial data: Financial Data Reporter and Financial Data Submitter. Only the Financial Data Submitter is permitted to submit the data to the Department. If you would like to change or add staff to these roles, please have your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

The Health Commerce System (HCS) can be accessed via the internet at <https://commerce.health.state.ny.us>. Under "My Applications", select the "HCBC" tab. Next, under "User Reporting Organization", select the appropriate report in the drop-down box. Lastly, select the "Data Entry" option on the tool bar. Detailed instructions can be found by clicking on the "Guidelines" attachment that accompanies this DAL. If you have any questions about how to access the application,

need technical assistance or require assistance in using the application, please call the Health Commerce System Informatics at (518) 473-1809 or email at: hcsoutreach@health.state.ny.us. If you need clarification on the report or have any questions, please send an email to HCBS-survey@health.state.ny.us or call (518) 408-1847.

For any other questions, please call Nancy Nowakowski at (518) 408-1624 or April Middleton at (518) 486-1460.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary E. Hart". The signature is fluid and cursive, with the first name "Mary" being more prominent than the last name "Hart".

Mary E. Hart
Director
Division of Assisted Living