



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

October 29, 2018

**RE:** DAL 18-23  
**Subject:** 2017 ACF Financial Report

Dear Administrator:

The New York State Department of Health (Department) has activated the 2017 Adult Care Facility (ACF) Financial Reports on the Health Commerce System (HCS). The regulations governing ACF Financial Reports are included in Title 18 of the New York Code of Rules and Regulations (NYCRR) §487.10(e) and §488.10(e), for Adult Homes (AH) and Enriched Housing Programs (EHP), respectively. Please complete and submit the report for your entity type via the HCS. The AH "Opinion of the Independent Accountant – Certification of Operation" page or the EHP "Certification of Operator" statement should be printed, signed and mailed to:

Lakshmi Ravichandran  
New York State Department of Health  
Center for Health Care Provider Services & Oversight  
Division of Adult Care Facility and Assisted Living Surveillance  
Bureau of Licensure and Certification  
875 Central Avenue  
Albany, New York 12206-1331

The deadline for submission of the 2017 ACF Financial Report, for facilities using a calendar year (January 1- December 31) as their fiscal year, is December 28, 2018. Facilities using a fiscal year period that differs from a calendar year are required to file their report by the 15<sup>th</sup> day of the sixth calendar month following the close of their fiscal year [refer to 18 NYCRR 487.10(e)]. For example, the report for a facility using a fiscal year of July 1, 2017 to June 30, 2018 would be due December 15, 2018. This facility would report the information for their fiscal year to meet the requirement for submitting the 2017 Annual Financial Report.

All the exhibits and the applicable schedules must be completed. All ACF Facilities (new and existing facilities) are encouraged to read the specific instructions for each schedule to determine if that schedule should be completed. Annual financial reports must be submitted for all new facilities and for facilities with a change of operator status operating for six (6) months or more during the fiscal year. For facilities with a change of operator between related facilities, the annual financial reports must be submitted for the entire year.

\*Exhibit A must be submitted for all new Adult Homes and for Adult Homes with a change of operator (between non-related facilities) operating for less than six months during the fiscal year.

\*Schedule E-Ownership Information must be submitted for all Enriched Housing Programs. Schedule E must be submitted with the following information: the name of the operator as it appears in the operating certificate, the owner of the land and building, mortgage details and information on the lease or sublease, other ACF Interest in New York State, if any, and any other relevant information. \*Schedule F-Officers and Board of Directors must be submitted for all not for profit EHP's, listing current Officers and Directors of the Organization. The name, title, and address must be provided for each member of the organization.

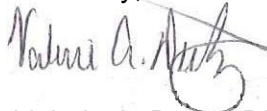
Please note, failure to file an acceptable report may result in enforcement action and assessment of civil penalties as outlined in Social Services Law 461-e(4)(a), and 18 NYCRR 487.10(e).

The Department's Health Commerce System (HCS) can be accessed via the Internet at <https://commerce.health.state.ny.us>. Instructions for accessing the Report and entering data are attached. 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 through the HCS main page. Select "My Content," then "Documents by Group." Select "Long Term Care," and then "Guidelines," "ACF," and "Annual Financial Report." A list of available guidance documents will be displayed, including relevant worksheets and forms.

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

If you have any questions, please contact Lakshmi Ravichandran or Bret Smith at (518) 408-1624 or via email: [acfFinRpt@health.ny.gov](mailto:acfFinRpt@health.ny.gov). Thank you in advance for your prompt attention to this request.

Sincerely,



Valerie A. Deetz, Director  
Division of ACF & Assisted Living Surveillance

\*New for this year.

Attachments