

August 21, 2014

DAL: DAL 14-13
SUBJECT: ACF Common Application

Dear Administrator:

The Adult Care Facilities (ACF) Licensure and Certification Streamlining Workgroup was created in June 2013. Its primary objective was to streamline the ACF Certificate of Need (CON) review and approval process. The Department of Health (the "Department") is pleased to release the products of that workgroup, the ACF Common Application and relevant processes that provide for a consolidated approach for applicants seeking licensure to become an Adult Home (AH), Enriched Housing Program (EHP), Assisted Living Program (ALP), and/or Assisted Living Residence (ALR), either with or without Enhanced Assisted Living Residence (EALR) or Special Needs Assisted Living Residences (SNALR).

The streamlined application processes, which incorporates the newly created "**Adult Care Facility Common Application**," will also be used when applicants seek to make changes to an existing ACF license. Revisions include, but are not limited to, change of operator or renovation and/or expansion of an existing facility. In addition to the ACF Common Application, several forms were created to promote the expeditious and quality review by DOH of applications that meet certain criteria. The ACF Common Application and other streamlined CON forms may be used immediately.

As part of the effort to expedite and streamline the various application processes, the request for approval of ***Operator in Good Standing*** process, was also designed for known applicants who are licensed operators in good standing and who have submitted and received approval on an application of the same type and size approved within the last two (2) years. Pending applications previously submitted by applicants that meet the criteria of "in good standing" as defined by SSL 461-b (2) (b) may revise their applications to take advantage of the streamlined processes.

We anticipate that additional changes will be forthcoming. Those changes will include, in part, the ability to electronically enter CON information directly online through the Department's website. Until such time, applicants should continue to submit hard copy applications to the Department.

Additionally, over the next few months, statewide training sessions will be offered on a limited basis to educate key industry stakeholders on the new processes and forms. A webinar of the training will also be created and made available on the Health Commerce System (HCS) to

allow for additional viewing. You are strongly encouraged to check the HCS for details regarding the statewide training sessions.

Lastly, all inquiries regarding the Common Application should be forwarded to the following email address: acfcon@health.ny.gov. Questions regarding existing applications should be directed to your Project Manager.

We look forward to working with you on the successful implementation of the new processes associated with the ACF Common Application. As always, we appreciate your continued support and extend a sincere “thank you” to all members of the ACF Licensure Streamlining workgroup.

Sincerely,

A handwritten signature in dark ink, appearing to read "Valerie A. Deetz", with a stylized flourish at the end.

Valerie A. Deetz, Director
Division of ACF and Assisted Living Surveillance
& the Community Transitions Program

Cc: K. Servis
J. Treacy
N. Nowakowski
T. Curley
N. Nickason
J. Vandyke
P. Hasan
B. Barrington
J. Pinto