



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 27, 2015

DAL#: DAL 15-20
Subject: 2014 ACF Financial Report

Dear Administrator:

The New York State Department of Health (Department) has activated the 2014 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 “Opinion of the Independent Accountant – Certification of Operation” page (AH) or the “Certification of Operator” (EHP) statement should be printed, signed and mailed to Nancy Nowakowski at the following address:

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 2014 ACF Financial Report, for facilities using a calendar year (January 1- December 31) as their fiscal year, is **December 11, 2015**. Facilities using a fiscal year period that differs 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 [refer to 18 NYCRR 487.10(e)]. For example, the report for a facility using a fiscal year of July 1, 2014 to June 30, 2015 would be due December 15, 2015. This facility would report the information for their fiscal year, but it will meet the requirement for submitting the 2014 Annual Financial Report.

All applicable schedules must be completed. Read the specific instructions for each schedule to determine if that schedule should be 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).

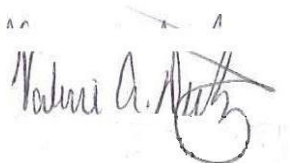
The Department’s Health Commerce System (HCS) can be accessed via the Internet at <https://commerce.health.state.ny.us>. Instructions for accessing the Report and entering data are attached. Read the specific instructions for each schedule to determine if that schedule should be completed for your facility. 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 Nancy Nowakowski at (518) 408-1624 or via email: acfFinRpt@health.ny.gov. 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 written in a cursive style with a large, stylized initial "V".

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