

October 16, 2014

**DAL: DAL 14-24**  
**2013 ACF Financial Report**

Dear Administrator:

The New York State Department of Health (Department) has activated the 2013 Adult Care Facility (ACF) Financial Reports on the Health Commerce System (HCS). The regulations governing ACFs Financial Reports are included in Title 18 of the New York Code of Rules and Regulations (NYCRR). The specific language is in 18 NYCRR §487.10(e) and §488.10(e), for Adult Homes (AH) and Enriched Housing Programs (EHP), respectively. Please complete the report for your entity type and submit the information 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  
Offices of Primary Care and Health Systems Management  
Division of Assisted Living  
Bureau of Licensure and Certification  
875 Central Avenue  
Albany, New York 12206-1331

The deadline for submission of the 2013 ACF Financial Report, for facilities using a calendar year (January 1- December 31) as their fiscal year, will be **December 1, 2014**. Facilities that use 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 [see 18 NYCRR 487.10(e)]. For example, a facility with a fiscal year of July 1, 2013 to June 30, 2014 would report this year on the HCS as 2013, with a report due date of December 15, 2014.

Please be reminded 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 financial report instructions for reporting related party transactions on pages 22 - 25 for Proprietary facility operators, and pages 23 - 26 for Not-for-Profit facility operators. Your report will be considered incomplete if Schedule O or Schedule Q, as applicable, is not properly 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 following titles 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 designations, please have your HCS Coordinator add this contact information and HCS account ID to the Communications Directory.

The Department's Health Commerce System (HCS) can be accessed via the Internet at <https://commerce.health.state.ny.us>. On the left side of the home page, there is table with two tabs. Using the first tab, titled "My Applications", select the "HCBC" tab. This directs you to the "Health Electronic Response Data System (HERDS)". Click "Data Entry" on the navigation bar. Next, select the Financial Report from the Activity drop-down menu. If you are affiliated with more than one agency, select the appropriate agency from the Agency drop-down list.

General instructions for data entry and detailed instructions for each facility type are accessible from the "Documents" menu at the HCS main page. To access this information, select "Long Term Care", "Guidelines", "ACF" and "Annual Financial Report". A list of available guidance documents will be displayed, including relevant worksheets and forms.

If you have any questions, please contact Nancy Nowakowski at (518) 408-1624 or via email: [acfFinRpt@health.state.ny.us](mailto:acfFinRpt@health.state.ny.us). 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  
Divisions of ACF & Assisted Living Surveillance