

MEMORANDUM

TO: Assisted Living and Adult Care Facility Members
FROM: Diane Darbyshire, Senior Policy Analyst
DATE: February 25, 2008
SUBJECT: **DOH Issues Several New DALs for ACFs on HPN**
ROUTE TO: Administrators, Program Directors

ABSTRACT: DOH issues several new Dear Administrator letters for ACFs on the HPN.

Introduction

The Department of Health (DOH) has recently issued several new *Dear Administrator* letters (DALs) directed to adult care facility (ACF) and assisted living providers. These DALs are posted on the Health Provider Network (HPN) on the ACF page.

DALs on a Variety of Issues

The DALs discuss the following:

- The deadline for the Quality Incentive Payment program (QUIP) applications has been extended to March 28, 2008.
- The 2006 ACF financial report was activated on the Health Provider Network (HPN) on February 15, 2008. Providers must now complete and submit the report *on the HPN*, by March 31, 2008. This new format replaces the paper form completed in years past. DOH will soon be activating the 2007 ACF Financial Report as well.
- DOH reminded ACF operators to notify their Regional Office of any planned renovations to their facility that may disrupt services or potentially impact the safety of their residents. Providers must submit plans to address safety issues and meet local code requirements; failing to meet requirements can result in violations.
- DOH announced a new Assisted Living Residence (ALR) medical evaluation; slightly shorter than the initially proposed five page form. NYAHSA advocated for a more concise form, and provided DOH with multiple recommendations. Be aware that, upon certification as an ALR, providers will have to make use of the form. At the time of the writing of this memo, the revised form had not yet been made available.

NYAHSA is continuing to work with DOH on an abbreviated form to be used for already established ALR residents who return to the facility after a hospitalization or rehabilitative stay. See [NYAHSA Doc ID #n00001740](#) for more information on those efforts.

- DOH gave notice to providers that a Request for Applications (RFA) has been issued for outreach efforts through the Money Follows the Person demonstration. For more information on this RFA, go to the DOH Web site at: <http://www.health.state.ny.us/funding/rfa/0711141053/>.

Members should be aware that NYAHSA is pursuing clarification about what opportunities exist for providers under this RFA, and are working with DOH to establish protocols regarding outreach efforts.

- DOH noted that it was discovered that some facilities were selling untaxed cigarettes to their residents which were purchased on an Indian Reservation. These operators were referred to the New York State Department of Taxation and Finance for investigation. The letter summarizes various regulations with regard to the sale of cigarettes.
- The Do Not Refer List is posted on the HPN.

Members should read the DALs, which are posted on the ACF DALs page of the HPN. Please remember that DOH expects ACF providers to check the HPN daily.

Conclusion

If you have any questions regarding the contents of this memo, or have difficulty viewing the DALs, please contact Diane Darbyshire at ddarbyshire@nyahsa.org or 518-449-2707, ext. 162.