



Department of Health

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JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

January 10, 2025

DAL#: Division of Adult Care Facilities
24-10
Subject: 2024 Adult Care Facility 4th Quarter
Statistical Information Report

Dear Adult Care Facility Administrator:

Regulations governing the operation of Adult Care Facilities are found under Title 18 of the New York Codes, Rules and Regulations ("18 NYCRR") and include Standards for Adult Homes (Part 487), Standards for Enriched Housing Programs (Part 488), and Standards for Residences for Adults (Part 490). Per 18 NYCRR §§ 487.10(e)(2), 488.10(e)(4), and 490.10(e)(4), Operators are required to submit a quarterly statistical information report (Quarterly Statistical Information Report). These Quarterly Statistical Information Reports are the primary source of data regarding Adult Care Facility occupancy and Adult Care Facility demographics and are used for many purposes, including grant allocation and certain regulatory impacts; therefore, accurate, timely, and verifiable data are essential.

All Adult Care Facility licensed by the New York State Department of Health ("Department") are required to complete the 2024, 4th Quarter Statistical Information Report, reflecting the period from October 1, 2024, through December 31, 2024 . This Quarterly Statistical Information Report must be submitted no later than January 31, 2025. Faxed or printed copies will not be accepted. Please note that failure to submit this Quarterly Statistical Information Report by January 31, 2025 may result in enforcement action including the imposition of civil penalties.

Administrators may access and complete the Quarterly Statistical Information Report on the Health Commerce System effective January 1, 2025. Several Health Commerce System roles may enter Quarterly Statistical Information Report data, including the Adult Care Facility Administrator, Administrator-Backup, Health Program Nurse Coordinator, and Data Reporter; however, the Administrator or Administrator-Backup must review the Quarterly Statistical Information Report data, complete the attestation statement, and submit the completed Quarterly Statistical Information Report. Please note should the Administrator or Administrator-Backup experience errors when submitting, have the Health Commerce System coordinator verify that the appropriate permissions have been granted. It is also recommended to verify emergency contact information is accurate in the Health Commerce System. For your reference, Quarterly Statistical Information Report access and completion instructions are included within Quarterly Statistical Information Report, and in the enclosed Companion Guide and slide deck.

If you have any questions, please send via email to acfqsir@health.ny.gov. Thank you for your anticipated cooperation in this matter.

Sincerely,

KellyAnn Anderson, Director
Division of Adult Care Facility

and Assisted Living Surveillance

Enclosures

cc: commtran@health.ny.gov
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