



# Department of Health

KATHY HOCHUL  
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MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

April 1, 2022

DAL#: 22-02  
Subject: 2022 Adult Care Facility  
1<sup>st</sup> Quarter Statistical Information  
Report

Dear Adult Care Facility Administrator:

Regulations governing the operation of Adult Care Facilities (ACFs) 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). Pertinent subsections of each regulatory Part, more specifically 18 NYCRR §487.10(e)(2), §488.10(e)(4), and §490.10(e)(4), require operators to submit a quarterly statistical information report (QSIR). These QSIRs are the primary source of data regarding ACF occupancy and ACF demographics, and are used for many purposes, including grant allocation and certain regulatory impacts; therefore, accurate and verifiable data are essential.

All ACFs licensed by the New York State Department of Health (“Department”) are required to complete the 2022 ACF 1<sup>st</sup> QSIR, encompassing the period from January 1, 2022 to March 31, 2022. Additionally, Adult Homes with a certified bed capacity of 80 beds or more, in which twenty-five percent (25%) or more of the resident population are persons with serious mental illness (i.e., “Transitional Adult Homes”), are required to provide additional information that will be provided to those identified Adult Homes under separate cover.

The 2022 ACF 1<sup>st</sup> Quarter QSIR must be submitted to the Department no later than **April 30, 2022**. Administrators may access and complete the QSIR on the Health Commerce System (HCS) effective April 1, 2022. The survey forms can be accessed by logging onto HCS at: <https://commerce.health.state.ny.us>. On the HCS Home Page, click My Applications → click HERDS → click Data Entry and then select an Activity → 1<sup>st</sup> Quarter 2022 Statistical Information Report. Please note: Faxed or printed copies will not be accepted.

Several individuals including the ACF’s Administrator, HPN Coordinator, and Data Reporter, may enter data for this QSIR; however, the Administrator must review the QSIR data, complete the attestation statement, and submit the completed QSIR. Please note that failure to submit this QSIR by April 30, 2022, may result in enforcement action including the imposition of civil penalties.

Questions pertaining to this DAL and programmatic requirements should be directed to [acfqsir@health.ny.gov](mailto:acfqsir@health.ny.gov). Thank you for your anticipated cooperation in this matter.

Sincerely,

Heidi L. Hayes, Acting Director  
Division of Adult Care Facility  
and Assisted Living Surveillance

cc: J. Treacy  
M. Hennessey  
V. Deetz  
L. Ullman  
K. Pergolino  
L. Ravichandran  
M. Gasbarro