



## Department of Health

**KATHY HOCHUL**  
Governor

**JAMES V. McDONALD, M.D., M.P.H.**  
Commissioner

**JOHANNE E. MORNE, M.S.**  
Acting Executive Deputy Commissioner

### Release of SADC/SADS HCBS Final Rule Compliant PCSP Template

December 14, 2023

Dear MLTC Health Plan Administrator:

**Please share with appropriate plan staff and forward to all contracted Social Adult Day Care (SADC) and Social Adult Day Services (SADS) sites.**

The New York State (NYS) Department of Health (DOH) has collaborated with the NYS Office for the Aging (NYSOFA) to develop a Home and Community Based Services (HCBS) Final Rule compliant SADC/SADS Person Centered Service Plan (PCSP) template. This template is a care planning document that is utilized to ensure the person-centered planning (PCP) process is performed appropriately per HCBS Final Rule requirements.

The template has been posted to the DOH and NYSOFA websites and is available here:  
[SADC/SADS Person Centered Service Plan Template](#)

DOH and NYSOFA require all SADC and SADS sites to utilize the issued PCSP template or update their PCSP template to include at minimum all questions and areas covered in the DOH/NYSOFA issued template.

MLTC plans are required to verify that their contracted SADC/SADS sites comply with the new PCSP template requirements, and when contracting with a new SADC/SADS site, MLTC plans must verify the DOH/NYSOFA template or corresponding template is already in use or will be once members begin attending.

For additional details on the PCP process, please see the following resources:

- [NYS DOH Person Centered Planning Guidelines Home Page](#)
- Person Centered Service Plan Guidelines - [\(Web\)](#) - [\(PDF\)](#) - 11.16.2022

If you have any questions, please reach out to [HCBSADCSiteAssessments@health.ny.gov](mailto:HCBSADCSiteAssessments@health.ny.gov).

Thank you,  
Managed Long Term Care Surveillance  
Social Adult Day Care (SADC) HCBS Compliance Team  
New York State Department of Health