

MLTC HCBS SADC Site Self-Assessment Dec 9 webinar resources and reminders for Dec 30, 2021

Dear MLTC plans & Associations:

Please be advised the December 9, 2021 HCBS SADC Site Self-Assessment Compliance slide deck presentation, audio recording and written transcript are now also posted at [MRT 90 \(ny.gov\)](https://www.mrt.ny.gov) under MLTC policy 21.05.

Reminders for preparing and for the MLTC plans on returning the completed SADC Site Self Assessments by Dec 30, 2021 are below:

Completing Self-Assessment Tool:

- **Please read all instructions provided on page one of the Self-Assessment tool before completing.**
- SADC sites complete the Self-Assessment tool for each Partial Cap and/or MAP Plan (line of business) and location. Example: if a site contracts with one MLTC and has two locations and provides both MAP and Partial at each, the site will need to complete 4 assessment tools.
- SADC sites include individual membership totals (“Number of HCBS Waiver Clients Served at the Setting”) for each line of business and location on each Self-Assessment tool.
- If SADC site is reporting “closed/no members” to their MLTC plan, the site should still complete the tool and write the sites status in the comment field for question #1 in the SADC site section 2 table starting on page 5. In addition, sites must indicate (in the comments field) if the site is fully or partially closed, as well as if the closure is permanent or temporary with a description for why (i.e. COVID related) by line of business. Both MLTC plan and DOH will validate the site’s contracting status with the MLTC plan in Phase II via the MLTC plan’s PNDS submission. When those SADC sites prepare to “reopen” those sites are required to meet and have all HCBS SADC standards validated BEFORE re-opening.
- Per the Self-Assessment tool instructions all “Yes” and “No” answers require a comment. **Instructions:** “If answering “No” to a question, thereby potentially demonstrating a lack of HCBS Rule compliance, please provide a brief explanation as to why in the far-right “Comments” column and any remediation efforts in progress. If answering “Yes”, provide a brief explanation in Comments as to how to demonstrate compliance.”

Tool Submission and Due Dates:

- SADC sites submit each individually completed Self-Assessment tool back to their MLTC contracted plans. The tool should remain in Word Doc format and should not be converted to PDF. PDF versions will be returned to MLTC plans by SOH and considered not submitted. Only the Word Document format can be collectively merged for analysis by DOH.

- SADC site submits individual completed Self-Assessments back to each MLTC plan by the December due date communicated by the plan.
- MLTC plans submit all completed individual SADC Self-Assessments back to DOH via HCS along with the Aggregated Results (*Plan Aggregated Results Template is forthcoming*) back to NYS DOH by Dec 30, 2021.

Any questions? Contact: HCBSADCSiteAssessments@health.ny.gov.

Thank you.