

Reminder to MLTC Plans Regarding Responsibilities When a SADC Moves or Closes

Good morning,

Dear MLTC Health Plan Administrator:

Please share with appropriate plan staff.

The New York State (NYS) Department of Health (DOH) would like to provide the following information to Managed Long Term Care (MLTC) plans regarding the need to have a process in place with contracted Social Adult Day Care (SADC) sites whereby a SADC notifies the plan of a move or closure (either permanent or temporary) in a timely manner so that the plan has sufficient time to perform the following duties:

If a SADC site notifies your plan of the intent to move to a different location:

- Conduct a site evaluation of the new site to confirm compliance. DOH recommends utilizing the [Suggested Social Adult Day Care \(SADC\) Site Evaluation Tool](#) or the MLTC plan's tool which incorporates all questions within DOH's tool.
- Amend the contract with the SADC to include the new site information.
- Ensure person-centered planning is completed with members attending the SADC to confirm their preference in either continuing with the SADC at the new location or enrolling with a new SADC site of their choosing.

Please Note: The above steps must be completed prior to a member receiving service at the new location.

If a SADC site notifies your plan of the intent to close permanently:

- Ensure this change is reflected in the next quarterly PNDS submission.
- Ensure person-centered planning is completed with members attending the SADC site to confirm their preference in enrolling with a new SADC site of their choosing.

If a SADC site notifies your plan of the intent to close temporarily (for example, due to inclement weather):

- Check with members to ensure all needs are met and discuss any continuation of services in the interim, as applicable.

Please contact HCBSADCSiteAssessments@health.ny.gov with any questions.

Thank you,

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