



July 1, 2026

DAL#: DACF 26-05
Subject: 2nd Quarter 2026 Adult Care Facility
Quarterly 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 Reports are the primary source of data regarding Adult Care Facility occupancy and demographics and are used for many purposes, including grant allocation and certain regulatory impacts. Accurate, timely, and verifiable data are essential.

All Adult Care Facilities licensed by the New York State Department of Health ("Department") are required to complete the 2nd Quarter 2026 Quarterly Statistical Information Report, reflecting the period from April 1, 2026 through June 30, 2026. This Quarterly Statistical Information Report must be submitted no later than **July 31, 2026**. Faxed, emailed, or printed copies will not be accepted. Please note that failure to submit this Quarterly Statistical Information Report by the deadline may result in enforcement action including the imposition of civil penalties.

Administrators may access and complete the 2nd Quarter 2026 Quarterly Statistical Information Report on the Health Commerce System effective July 1, 2026. Several Health Commerce System roles may enter Quarterly Statistical Information Report data, including the Adult Care Facilities Administrator, Administrator-Backup, Health Provider Network (HPN) Coordinator, and Data Reporter. However, the Administrator or Administrator-Backup must review the Quarter Statistical Information Report data, complete the attestation statement, and submit the completed Quarter Statistical Information Report. For your reference, Quarterly Statistical Information Report access and completion instructions are included within the Quarterly Statistical Information Report and in the enclosed Companion Guide and slide deck. Please note, if the Administrator or Administrator-Backup experiences errors when submitting, the facility's Health Commerce System coordinator must verify that the appropriate permissions have been granted. It is recommended that the facility seize this opportunity to verify the accuracy of its emergency contact information in the Health Commerce System.

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

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