

SADC PCSP Completion Guidance and Clarification for MLTC Plans and SADCs

February 6, 2026

Dear MLTC Health Plan Administrators,

Please be aware of the information below and share this email with all contracted Social Adult Day Care (SADCs).

The New York State Department of Health (the Department) would like to provide some additional information regarding the completion of an SADC person centered service plan (PCSP), as some non-compliant trends have been identified during recent compliance surveillance reviews.

While SADCs should utilize the Managed Long Term Care (MLTC) Plan PCSP in preparation for the person centered planning session with the member (and/or their legal representative) to gather basic information, such as diagnoses, medications, and other health related details, this information **MUST** also be reviewed with the member and updated as appropriate during the planning session. If the MLTC Plan PCSP is not available, this information must be obtained from the member during the planning session.

Additionally, all guidance and policies related to this process must clearly indicate that the information is verified with the member during the person centered planning process and/or obtained directly from the member. Documentation indicating that only the MLTC Plan PCSP is utilized to obtain the information is considered non-compliant with the person centered planning process which requires the member lead the process.

Thank you,

Social Adult Day Care (SADC) Compliance Surveillance Team

Bureau of Managed Long Term Care (BMLTC)
Division of Health Plan Contracting and Oversight (DHPCO)

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[NYS SADC Compliance Website](#) | [NYS Managed Long Term Care \(MLTC\) Website](#)