

SADC PCSP Template Guidance and User Guide Updated

February 11, 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) has updated the guidance in the [SADC Person Centered Service Plan \(PCSP\) Template](#) and corresponding [User Guide](#) to clarify the following:

- The SADC PCSP template is designed for use by SADCs contracted with Managed Long Term Care (MLTC) plans.
 - Reminder: The SADC must ensure the PCSP template being utilized contains at minimum all questions in the Department issued PCSP template and the Department encourages the use of this state approved template.
- Social Adult Day Services (SADS) that receive funding from a local office for the aging and/or New York State Office for the Aging (NYSOFA) should refer to NYSOFA's [SADS website](#) for detailed guidance on requirements and tailored resources.
- The Department and NYSOFA recommend that SADCs and SADS that receive funding from NYSOFA and/or a local office for the aging **AND** that are contracted with at least one MLTC plan, utilize this SADC PCSP template for all participants.

IMPORTANT: The template has not been altered, only the corresponding guidance, and still references both SADC and SADS for ease of use.

Best Regards,

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](#)