

Notice to MLTC Plans – SADC Site Evaluation Tool Submission

Please share with appropriate plan staff and forward to all contracted Social Adult Day Care (SADC) sites.

As part of ongoing efforts to monitor Managed Long Term Care (MLTC) plan oversight of Social Adult Day Care (SADC) sites, the New York State Department of Health (the Department) has been requiring MLTC plans to submit completed annual site evaluations for all currently contracted SADC sites on a monthly basis.

As a follow-up to the [announcement](#) sent on May 2, 2025, the Department is now informing MLTC plans to submit completed site evaluation tools for all currently contracted SADC sites that were completed August 1, 2024 – July 31, 2025 by **August 15, 2025**.

Please note the following:

1. To be accepted, submissions must be in the correct naming convention:
(Plan Name_SADC Site ID)
2. All submitted tools must be sent using the Suggested Site Evaluation Tool Excel template provided by the Department, or a modified version of the tool reviewed and approved by the Department. It is imperative that the format remains consistent.
3. For site evaluations completed in August 2025 and beyond, plans should **continue** to submit tools to the Department on a monthly basis and keep updating the calendar in Secure Collaboration with scheduled site evaluation dates.
4. If MLTC plans need to update the plan staff members who have access to the MLTC plan space in Secure Collaboration, it is very important that the plan notifies DOH ahead of time so the permissions for the space may be updated in a timely manner.

Please submit any questions to HCBSADCSiteAssessments@health.ny.gov.

Social Adult Day Care (SADC) Home and Community Based Services (HCBS) Compliance Team

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

Department of Health

HCBSADCSiteAssessments@health.ny.gov

[NYS DOH SADC HCBS Compliance Website](#)