

Subject Line: MLTC Plan SADC Contracting Oversight Roles and Responsibilities Update

Dear MLTC Health Plan Administrator,

Please share with appropriate plan staff.

The New York State (NYS) Department of Health (The Department) would like to announce that an update has been made to the [Managed Long Term Care \(MLTC\) Plan Social Adult Day Care \(SADC\) Contracting Oversight Roles and Responsibilities](#) webpage to clarify the required timeframe for MLTC plans to complete annual site evaluations for contracted SADC programs.

Please see the update to the 'Ongoing Monitoring of SADC Compliance' section of the webpage highlighted in red below:

Ongoing Monitoring of SADC Compliance

Responsibilities

MLTC plans are required to complete an initial site visit prior to contracting with the SADC as described above. **Additionally, an annual evaluation of all contracted SADCs must be completed by the end of the same month of the following year, from the previous evaluation, to ensure each SADC is maintaining compliance with all state and federal regulations.** For example: An evaluation that was completed September 15, 2024, must have the subsequent evaluation completed by September 30, 2025.

The Department suggests using the [SADC Site Evaluation Tool](#) to perform all reviews, however if using a different tool, it must contain at a minimum, all fields and questions from the Department's suggested tool. The MLTC plan is required to evaluate all contracted SADCs, including the sites without plan members enrolled. **All initial and subsequent annual site evaluations must be completed in person, at the SADC.** Additional guidance on the evaluation regulations can be found at the links below:

- [9 CRR-NY 6654.20](#)
- [HCBS Final Rule](#)
- [SADC Annual Certification](#)
 - [Office of the Medicaid Inspector General \(OMIG\) Portal for Certification](#)

Any questions may be directed to HCBSSADCSiteAssesments@health.ny.gov

Thank you,

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

HCBSSADCSiteAssesments@health.ny.gov

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