

## Notice to MLTC Plans – Upcoming SADC Site Evaluation Tool Request

Dear MLTC Health Plan Administrator:

**Please share with appropriate plan staff.**

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) will be requiring MLTC plans to submit completed annual site evaluations for all currently contracted SADC sites which were completed August 2024 and after.

As a first step, your MLTC plan must provide a response to the below by **April 11, 2025**:

Please confirm whether your MLTC plan uses:

- The [Suggested SADC Site Evaluation Tool for MLTC Plans](#) that was issued by the Department in July 2024; **or**
- An alternative SADC site evaluation tool.
  - If your MLTC plan uses an alternative site evaluation tool, **please submit a blank copy of the tool in Excel format with your response** to the Department.
  - For example, if the site evaluation tool was completed in a format other than Excel, such as Microsoft Word, each field of the document must be transcribed into an Excel spreadsheet for submission to the Department.

Additional details regarding how and when to submit your plan's completed annual SADC site evaluations will be forthcoming.

Please submit responses and any questions to [HCBSADCSiteAssessments@health.ny.gov](mailto:HCBSADCSiteAssessments@health.ny.gov) by **April 11, 2025**.

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**

[HCBSADCSiteAssessments@health.ny.gov](mailto:HCBSADCSiteAssessments@health.ny.gov)

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