New York State Department of Health

Social Adult Day Care (SADC) Compliance Review
Preliminary Information Checklist - 2026

In preparation for the upcoming SADC compliance review, please review and submit all of the following documents to the Department of Health (the Department) on behalf of the SADC listed in the accompanying email.

Important Notes:

- If the plan has no members attending the SADC, please include that information in the email reply.
- All documentation must be reviewed for accuracy by the MLTC plan prior to submitting it to the Department.
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- **All files must be named to indicate the content of the document.** Please refer to the image (Figure1, p3) as a guide for acceptable naming conventions.

Please Submit the Following:

MLTC Plan Member Specific Documents - Please submit the items below:

☐ **Member Experience Survey:** Please complete the attached survey tool with the three members chosen.

- The tools should be completed by a representative of your MLTC Plan, not the SADC since it is to gain feedback on their experience at the SADC.
- If you are unable to conduct the member experience survey, please provide the Department with a detailed explanation of why it could not be completed, including dates and times the member was contacted.

☐ **MLTC Member Roster:** The current roster of MLTC plan members who attend the SADC.

☐ **MLTC Plan Person Centered Service Plan (PCSP):** Please submit the most recent MLTC Plan PCSPs for the same members you completed the member experience survey with.

SADC Policies and Documents - Please submit the items below from the SADC:

☐ **SADC PCSP (completed):** Please submit the SADC PCSPs for the same member(s) you completed the member experience survey(s) with.

☐ **Person Centered Planning Policy**: The documentation that explains the process of creating the SADC PCSP.

☐ **SADC PCSP Template (blank):** The PCSP template used by the SADC. This should not be filled out.

☐ **Member Rights Document:** The most current document that states the rights afforded each member enrolled at the SADC and also explains how members are made aware of their rights. *At minimum*, please ensure the document includes:

- A member's right to:
    - Privacy, dignity, and respect, freedom from abuse and harm, including but not limited to, physical and chemical restraints, verbal and physical abuse, intimidation, discrimination, coercion, restraints, seclusion and neglect.
    - Lead and direct the person centered planning process and to be made aware of how to update or change their PCSP as needed.
- Control over:
    - Personal finances, money, and funds;
    - Daily schedule and activities, including the right to participate with the support of modifications if needed;
    - Who they spend time with.
- Access to a private space for:
    - Dining;
    - Speaking on the phone;
    - Meeting with visitors.
- Opportunities to seek employment or volunteer opportunities.
- Choices of:
    - Services and visitors;
    - Meals and flexibility in mealtimes;
    - Alternatives to services, meals, and activities;
    - Community integration activities;
    - Attending appointments and social opportunities;
    - Preferred staff to assist with personal care needs.

☐ **HCBS Final Rule Policy:** The process in which the HCBS Final Rule is implemented within the SADC.
☐ **Community Integration Policy:** How members are supported to integrate with their community for services, appointments, and individualized activities.
☐ **Community Integration Opportunities:** Photos of postings showing community events, local businesses, parks, etc. that members can choose, and how members are supported to attend the community events.
☐ **Volunteer and Employment Opportunities:** Photos of postings showing volunteer and employment opportunities available to members who may be interested and how to request support from the SADC staff.
☐ **Training/Staff Development:** The policy for providing new hire and annual training for all staff and volunteers, including the training topics.
☐ **Visitor/Visitation Policy:** Process or procedures for members to have visitors at the SADC.
☐ **Staffing/Staffing Policy:** Description of how the SADC ensures there is adequate staff available to assist with member needs, and the staff-to-member ratio maintained.
☐ **Transportation Support:** Documentation of how SADC members can access either private or public transportation, and how staff coordinate or assist members to access transportation. (Ex. Photos of posted bus/ train schedules, staff contact information to request transportation support.)
☐ **Activity Calendar/Listing of Events:** The calendar should contain daily program options and activities available at the SADC, as well as off-site activities and events.

☐ **Meal Menu:** A weekly meal menu and any accompanying policies related to meal schedules, access to food and drinks, and alternative meal options, including how to request them.
☐ **Confirmation of Annual SADC Certification through OMIG:** A copy of the confirmation page generated from submitting the SADC certification through the Office of Medicaid Inspector General (OMIG).
☐ **Verification of Registering with New York City Department for the Aging (NYC Aging):** A copy of the confirmation of current registration with NYC Aging.

- **Note:** This applies only to SADCs located in the five boroughs of NYC.

☐ **Notices to Members:** Copies or photos of signs posted that inform members of services and supports available to them at the SADC, and the rights and freedoms afforded to them while attending the SADC.

- **Note:** Providing both photos and copies of the signs posted are preferred.

☐ **Other Required Documentation:**

- If available, minutes from SADC member council meetings where members ideas and preferences are discussed and noted.
- Staff meeting minutes, or other forms of documentation showing how staff are made aware of or discuss member's needs, preferences, and abilities.

Figure 1 – Example submission folder showing files named for content.

