

**New York State Department of Health
Center for Health Care Quality and Surveillance
Division of Adult Care Facility/Assisted Living Surveillance**

**ASSISTED LIVING PROGRAM 4500 CONVERSION INITIATIVE FOR
TRANSITIONAL ADULT HOMES**

GENERAL APPLICATION STEPS

1. Each applicant seeking to participate in this announcement must submit an application to the New York State Department of Health for review. Application forms may be accessed from the Department's website at <http://www.health.ny.gov/>.
2. As required by Article 7, § 461-1 of Social Services Law, an Assisted Living Program must possess either a valid license as a LHCSA or a valid certificate of approval as a CHHA. Those applicants not currently licensed as one of these types of home care providers may obtain approval as licensed home care services agency by completing the LHCSA Addendum, which will be made available as part of the ALP certificate of need (CON) application. If the Assisted Living Program applicant is a LHCSA, it may choose to include a proposed contractual agreement with an existing CHHA or LTHHCP to provide home health services to participate in the ALP residents' assessment/reassessment process or it may elect to conduct resident assessment/reassessments directly.
3. The ALP statute requires that a contract be executed between the ALP and the local social services district (LDSS) in which the ALP is located. For an ALP located within New York City, the ALP contract is between the NYC ALP and NYS Department of Health. The contract establishes the role of the ALP as a Medicaid provider of Title XIX home care services and governs the Medicaid reimbursement.
4. The applicant must complete all sections of this application. The original application with three complete copies and an additional copy on a flash drive must be received by **4:00 p.m. on September 30, 2013, addressed to:**

Valerie A. Deetz, Director
Division of Adult Care Facility/Assisted Living Surveillance
New York State Department of Health
875 Central Avenue
Albany, NY 12206
Attention: ALP 4500 Conversion Initiative

5. Proposals that are selected through this process will be directed to complete the ALP Certificate of Need (CON) application.
6. Selected applicants will receive an approval letter. **The selection of the Assisted Living Program application does not signify permission to begin operation of the Assisted Living Program. The approval allows the applicant to submit an ACF/ALP CON.**
7. When the applicant has satisfied all ALP CON application requirements, and the pre-opening activities including a required survey and receipt of an executed ALP contract are complete, the applicant will be issued approval to operate the Assisted Living Program.