



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

February 18, 2015

Dear Administrator or Representative:

Links to the 2015 Annual Report for Specialty Care Assisted Living Facilities (form SCALF-1) for the 12-month period ending February 28, 2015, as well as needed Instructions (INSSCALF-1), are being provided.

The interactive report can be saved while in the process of completion with Adobe Reader v. 6 or higher; has a "Print" button on the form as a reminder to print a copy for your records; and a "Submit Report" button on the form for direct transmittal with use of Outlook or other desktop e-mail program. Should your e-mail provider be internet-based (Gmail, Yahoo, etc.) the report can be directly saved to your computer and then e-mailed as an attachment without the need for scanning. Electronic signatures will be accepted for both the required preparer and verification signatures.

The report must be returned no later than April 15, 2015. Please do not submit the report via multiple methods (electronically, hard copy, and/or fax) unless specifically requested to do so by SHPDA staff, as this causes processing delays due to the number of reports received annually.

Should you have any issues accessing the information via the links, all information is located on our website, www.shpda.alabama.gov. From the navigation box on the left, choose Health Care Data, then Report Forms. Scroll down to Specialty Care Assisted Living Facility (Form SCALF-1) and choose 2015-I. It is recommended that the form be completed electronically regardless of the manner of submission. The interactive form performs automatic calculations which will reduce the majority of errors experienced on previous reports not completed interactively. Should you be unfamiliar with use of an interactive form, you may contact me or my assistant as outlined below, and one of us will be happy to assist you.

Signatures are required from two separate individuals, the signature of the person preparing the report and a signature from another member of administration/corporate verifying the accuracy of the information provided in the report. ***This report will not be accepted without both required signatures.***

As a reminder, ALA. ADMIN. r. 410-2-4-.04, "Limited Care Facilities – Specialty Care Assisted Living Facilities", was amended effective September 18, 2012. This amended rule allows for SCALF providers to apply for additional beds above and beyond the current methodology in certain limited situations involving consistently high occupancy rates in either the county of location or of a single facility. This amendment also establishes stricter rules regarding submission of annual reports to SHPDA. Data from these reports are utilized for planning purposes, the review of filed Certificate of Need applications, and to determine additional beds needed as outlined above. As a result, it is imperative that the report be completed in its

entirety, that all information provided is accurate, and that all mathematical computations are correct.

A copy of the amended rule may also be located on our website. From the navigation box on the left, choose *Announcements*, then *SHP*. Scroll down to Approved Adjustments & Amendments, and locate 410-2-4-.04 Limited Care Facilities – Specialty Care Assisted Living Facilities. Click on the hyperlink and a copy of the amendment will open in your browser.

If you have any questions, if we may provide any assistance, or should you have any suggestions on how we may better improve our data services to you, do not hesitate to contact me at bradford.williams@shpda.alabama.gov, (334) 242-4103, or my assistant, Karen McGuire, at karen.mcguire@shpda.alabama, (334) 353-7585.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bradford L. Williams', written in a cursive style.

Bradford L. Williams
Data/Planning Director

BLW: kwm