# ACF Annual Census Database

## Overview

New York State Department of Health Division of Assisted Living Office of Long-Term Care Published on July 8, 2011

**OPEN Data NY** 

### **ACF Annual Census Database**

#### **General description:**

The Department of Health requires adult care facilities (ACFs) to complete electronic filing of each facility's licensed ACF beds and availability on an annual basis. Available bed and census information is self-reported, and is not audited by the NYSDOH.

The ACF census database allows for:

- 1. demographic information on adult care facilities licensed in New York State; and
- 2. a consistent and efficient mechanism for long-term care stakeholders to collect and report on the availability of licensed adult care and assisted living facilities.

#### **Data collection methodology:**

The ACF Census is available in electronic format for annual data submission. The form was developed, and is available via the Health Commerce System (HCS) in the HCBC section under "My Applications". All ACFs are required to submit their annual census by January 31 following the reporting year.

#### **Statistical and Analytic Issues:**

Not all ACFs adhere to the requirement of the annual completion of their census along with some reports being submitted incomplete. Inconsistencies may also exist for facilities that incorrectly categorize residents or misinterpret classifications. Furthermore, residents may move in and out of payment arrangements as well as clinical diagnoses, which may confound the data being reported and analyzed.

#### **Limitations of Data Use:**

Public access to the ACF census is solely intended to allow for a convenient and immediate means of acquiring public information on adult care facilities licensed by the NYSDOH. Available bed and census information in adult care facilities is self-reported, and is not audited by the NYSDOH. While all attempts are made to provide accurate, current, and reliable information, the Department of Health recognizes the possibility of human and/or mechanical error and that information captured at a point in time often becomes obsolete. Therefore, the Department of Health, its employees, officers and agents make no representation, warranty or guarantee as to the accuracy, completeness, currency, or suitability of the information provided here.