



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

February 14, 2014

Dear Administrator or Representative:

Thank you for agreeing to accept the electronic version of the 2014 Annual Report for Specialty Care Assisted Living Facilities packet.

Included in this e-mail are links to the electronic and interactive versions of the 2014 Annual Report for Specialty Care Assisted Living Facilities (form SCALF-1) for the 12-month period ending February 28, 2014, and Instructions for completion of this form, (INSSCALF-1). Please read the instructions before completing the report. At this time the report cannot be returned electronically via this link; the report will have to be printed and signed. It may be scanned and filed via e-mail to me at the address provided below. This is the preferred method of filing. If this option is not available, it may be returned by USPS/commercial carrier. The addresses for use by USPS and Commercial Carrier are provided in the upper right and left hand sections of the report. The report must be returned via one of these methods no later than April 15, 2014. If the report is filed electronically with SHPDA, submission of a hard copy or faxed copy is unnecessary. Please do not submit the report via multiple methods unless requested to do so by SHPDA staff, as this causes processing delays due to the number of reports received annually.

It is requested that the interactive version of the form be utilized in the submission of this report when possible. At this time it is not possible to save the interactive form and return to it at a later time. As a result, it is suggested the electronic version be printed for utilization of the work product, and the final version be completed and submitted on the interactive form. The interactive form performs automatic calculations which will reduce the majority of errors experienced on previous reports. 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 in the use of this form.

Should you have difficulty in accessing the information via the links, the report and instructions are located on the website, www.shpda.alabama.gov / Report Forms / Specialty Care Assisted Living Facility Report (Form SCALF-1).

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.***

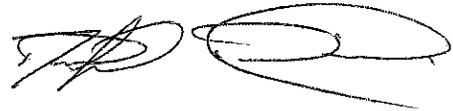
As a reminder, ALA. ADMIN. r. 410-2-4-.04, "Limited Care Facilities – Specialty Care Assisted Living Facilities", was amended effective September 18, 2012. This amended rule allows for SCALF providers to apply for additional beds above and beyond the current methodology in certain limited situations 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.gov, (334) 353-7585.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bradford L. Williams', written over a horizontal line.

Bradford L. Williams
Data/Planning Director

BLW: kwm

cc: Frank Holden, President, ALAA

Enclosures: Form SCALF-1
INSSCALF-1