



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

February 29, 2016

Dear Administrator or Representative:

Links to the 2016 Annual Report for Specialty Care Assisted Living Facilities (Form SCALF-1) for the 12-month period ending February 29, 2016, as well as needed Instructions (INSSCALF-1), are being provided. Please note that there have been several changes to this report since last year. Section VIII, Expenses and Revenues, has been deleted, along with several questions in other sections. These changes are based on the recommendations of the Health Care Information and Data Advisory Council.

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, 2016. 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. It is requested the report be completed and submitted electronically.

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 2016-1. The form performs automatic calculations which assists with accuracy in reporting. 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.***

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.mcquire@shpda.alabama.gov, (334) 353-7585.

Sincerely,

Bradford L. Williams
Data/Planning Director

BLW: kwm