

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Greg Olsen, Acting Director

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TECHNICAL ASSISTANCE MEMORANDUM

Number: 12-TAM-01

Supersedes:

Expiration Date:

DATE: January 20, 2012

TO: AAA Directors, LTCOP Coordinators

SUBJECT: Coverage of Family Type Homes with No Census

PURPOSE: Family Type homes covered by Local Ombudsman Programs can sometimes remain licensed for a period of time and not have residents due to a variety of circumstances. As a result, these facilities show up as uncovered on Facility Coverage reports run by SLTCOP at different times throughout the year. The purpose of this Technical Assistance Memorandum is to outline a procedure by which local LTCOP programs will receive credit for coverage of family type homes in which there is no census.

PROCEDURE: The Local Ombudsman Program will place a call to these particular Family Type homes one time per quarter to inquire if the facility has a census. If a facility has residents, an in-person visit to the facility is expected and should be documented as such. If the facility has no census, the Local Ombudsman Coordinator should document in Ombudsmanager Program Activity **“A. Resident Visitation/Complaint Investigation”** and place in the “Comments” field of Ombudsmanager “No census at this time”. The facility will remain “active” in Ombudsmanager until SLTCOP is notified otherwise. Note, LTCOP Administrative Assistant checks the status of Family Type Homes several times a year per a list provided by the New York State Office of Children and Family Services.

PROGRAMS AFFECTED:

Title III-B

Title III-C-1

Title III-C-2

Title III-D

Title III-E

CSE

SNAP

Energy

EISEP

NSIP

Title V

HIICAP

LTCOP

Other:

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