



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

September 22, 2014

Dear Administrator or Representative:

Links to the **2014 Annual Report for Home Health Agencies** (Form DM 1) for the 12-month period ending September 30, 2014, and instructions for completing the report are provided in the e-mail. Should you have difficulty accessing the information via the links, the report and instructions are located on the website, www.shpda.alabama.gov / Health Care Data / Report Forms.

At this time the report cannot be returned electronically via this link; the report will have to be printed and signed. Electronic signatures are acceptable. The report may be filed via e-mail to me at the e-mail address provided below, or may be returned by USPS/commercial carrier. The report must be returned via either method no later than November 30, 2014. Please file this report utilizing only one method unless specifically requested otherwise by SHPDA staff. Receiving a report via multiple methods slows down the processing of all reports.

In the event it is filed via USPS or commercial carrier, it should be sent to one of the following addresses:

MAILING ADDRESS (U.S. Postal Service)
PO BOX 303025
MONTGOMERY AL 36130-3025

STREET ADDRESS (Commercial Carrier)
100 NORTH UNION STREET STE 870
MONTGOMERY AL 36104

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 the report is prepared by a member of administration, a signature from a separate administrative/corporate individual must be provided as verification.

Data from this report will be used to develop statistics in review of Certificate of Need applications, and provide statistical updates to the *State Health Plan*. In order to provide accurate updates, please insure the report is completed in its entirety, and that information reported is correct.

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,

Bradford L. Williams
Data/Planning Director

BLW: kwm