



Dear Members,

The Executive Office of Aging & Independence has issued a memo with [instructions](#) for submitting the Annual Aggregate Data Report, now called the Annual Census Report. This will be the only notice issued by the Executive Office of Aging & Independence—no additional reminders will be sent. Be mindful of the March 1 deadline and the penalty for noncompliance.

- [ALR Annual Census – Single Site](#)
- [ALR Annual Census – Multiple Sites](#)

Please see below for their full email update.

Good Afternoon,

In accordance with 651 CMR 12.04(13)(a)(2), each Assisted Living Residences (ALRs) shall file annually on a form approved by EOEa a report of aggregate information regarding its Residents. The reporting period is January 1st through December 31st of the prior calendar year that must be submitted to EOEa no later than March 1st of the next year.

Please review the [attached instructions](#) for the online data collection process. Please note there are two links referenced in the instructions which are also highlighted below.

Reference Information

- **ALR Annual Census – Single Site**

Survey Title: ALR Annual Census – CY2024 Report Form - **Single Sites**

Online Link: <https://app.keysurvey.com/f/41765844/20d2/>

- **ALR Annual Census – Multiple Sites**

Survey Title: ALR Annual Census – CY2024 Report Form - **Multiple Sites**

Online Link: <https://app.keysurvey.com/f/41771107/24f7/>

Please note that this is the only correspondence you will receive regarding the AADR annual reporting requirement. We look forward to receiving the AADR via the key survey process on or before March 1, 2025.

Please send any questions with the ALR Annual Census Report tool to Michael Venditto at Michael.Venditto@mass.gov.

All other questions please send to alrannualreport@mass.gov.

Thank you for your time and attention to this matter.

Patricia C. Marchetti,
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Executive Office of Aging & Independence
Your Partners in Aging.

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If you have any questions, please contact us at Mass-ALA@mass-ala.org.

This update is solely for general informational purposes. It is not intended to replace a full review of the cited regulations or guidance.

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