



Dear Members,

The Executive Office of Aging & Independence (AGE) has issued a memo with [instructions](#) for submitting the Annual Census Report. Please keep the March 1 deadline in mind to help ensure timely submission and avoid any issues related to noncompliance.

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

Please see below for their full email update, as well as contact information should you have any questions.

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Good Morning,

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 1<sup>st</sup> through December 31<sup>st</sup> 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](#) and the census report form before beginning the submission process, as some questions may require advance data collection and early review can help ensure a smoother, more timely submission.

The instructions include two links, which are also highlighted below.

#### Reference Information

- **Single Submission Only**  
Survey Title: CY2025 ALR Annual Census Form – **Single Sites**  
Online Link: <https://app.keysurvey.com/ff/41832917/2316/>
- **Multiple Submissions Allowed**  
Survey Title: CY2025 ALR Annual Census Form – **Multiple Sites**  
Online Link: <https://app.keysurvey.com/ff/41832940/ca80/>

Please send any questions with the ALR Annual Census Report tool to Michael Venditto at [Michael.Venditto@mass.gov](mailto:Michael.Venditto@mass.gov)

All other questions please send to [ALRHelp@mass.gov](mailto:ALRHelp@mass.gov)

Thank you for your time and attention to this matter.

**Patricia C. Marchetti,**  
**Director, Assisted Living Certification and Compliance**  
**Executive Office of Aging & Independence**  
**Your Partners in Aging.**

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**M: 617-222-7503**  
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If you have any questions, please contact us at [Mass-ALA@mass-ala.org](mailto: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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