



Department of Health

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Acting Executive Deputy Commissioner

October 14, 2022

DACF: DAL #22-35
Subject: Modified Chronological Admission
and Discharge Register (DOH-5177)

Dear Adult Care Facility Administrator:

Recently signed amendments to subdivision 5 of section 461-e of the social services law (SSL) require Adult Care Facilities (ACFs) to inquire about and record residents' races and ethnicities. Specifically, at SSL § 461-e(5)(i), the Department of Health (Department) may require the chronological admission and discharge register, *i.e.*, the DOH-5177, to include a list of residents in and discharged from the facility by name, age, race or ethnicity, gender, and place from or to which the resident was admitted or discharged. To collect the new information, the Department has revised the enclosed form DOH-5177 to assist the ACF in meeting its obligations and will propose regulatory modifications to support the modified law.

Updated Requirements: Collection of Race Ethnicity information

The ACF is required to ask each newly admitted resident and those being discharged: "Indicate the ethnicity or race code that you most closely associate with," and then document the response on the DOH-5177 following the applicable key.

Compliance

Documentation of submission of required information must be maintained by the ACF to demonstrate compliance with these requirements. As such, the Department strongly encourages ACFs to review existing policies and procedures to support recordkeeping and to document admission- and discharge-related discussions and decisions.

Questions

Questions regarding this guidance may be referred to the Division of Adult Care Facility and Assisted Living Surveillance via email to acinfo@health.ny.gov

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facility
and Assisted Living Surveillance

Enclosure

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