



# Department of Health

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Governor

MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

November 21, 2022

DAL: DACF #22-36  
Subject: Plan of Correction Checklist

Dear Adult Care Facility Administrator:

New York State Social Services Law at § 460-d(7)(b) requires that, at minimum, a plan for rectifying regulatory violations (*i.e.*, plan of correction (POC)) identified in an inspection report be remedied within thirty (30) days of the facility having received an inspection report identifying the deficiency. Inspection reports are distributed and POC are submitted via the electronic POC (ePOC) application within the Health Commerce System (HCS) by those individuals having been assigned the POC Submitter role.

The Department of Health ("Department") has identified the need for clarity for POC Submitters. As such, the Department has developed the enclosed POC Checklist to assist POC Submitters to develop an acceptable POC. Designed to reduce erroneous submissions, we strongly encourage those individuals assigned to the HCS POC Submitter role, and facility administrators and operators, to familiarize themselves with the POC Checklist and refer to it when developing a POC.

The Division of Adult Care Facility and Assisted Living Surveillance stands ready to address questions and provide technical assistance. Please refer to the enclosed checklist for regional program team contact information or write to [acinfo@health.ny.gov](mailto:acinfo@health.ny.gov).

Sincerely,

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

Enclosure

cc: T. Hesse  
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