



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D.,  
J.D.**  
Acting Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

March 1, 2015

DAL: DHCBS 15-02

Subject: Reminder about Requirements  
Health Screenings and Training

Dear Administrator:

The purpose of this letter is to remind you of the required personnel requirements related to health assessments and training for agency personnel. These requirements are found in (10) NYCRR Section 766.11 for LHCSAs, (10) NYCRR Section 763.13 for CHHAs and LTHHCPs, and 793.5 for Hospices.

All personnel who provide patient care must be licensed or certified and have documented pre-employment and annual health assessment screenings. This includes documentation of immunization against rubella, immunization against measles (for personnel born on or after January 1, 1957), pre-employment and annual tuberculosis screenings and annual vaccination against influenza or wearing of a surgical mask during the influenza season. In addition, home health aides are required to complete and document a minimum of 12 hours of in-service education on an annual basis.

Please review applicable (10) NYCRR Section 763.13, 766.11, or 793.5 regarding the qualification requirements related to employee health screenings and training, and ensure that all staff meet these qualification requirements. Additional information on Tuberculosis Screening is also provided in Dear Administrator Letter HCBS 08-17, which was issued on September 30, 2008.

Agencies should take this opportunity to review personnel records to ensure that documentation of all required screenings, trainings, certification and licensure is on file.

Department of Health staff will through its survey process, continue to review personnel records to verify compliance with these requirements and agencies will be cited for deficient findings. Continuous noncompliance with these requirements may result in enforcement action being taken by the Department.

These requirements are in place to ensure the health and safety of patients and health care provider staff. Your compliance is critical to meeting this goal.

If you have questions, please contact the Division of Home and Community Based Services at [homecare@health.ny.gov](mailto:homecare@health.ny.gov).

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Fuller Gray". The signature is written in black ink on a white background.

Rebecca Fuller Gray, Director  
Division of Home & Community Based Services