



Department of Health

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Executive Deputy Commissioner

March 23, 2018
DAL 18-06

Dear Adult Home Applicant/Operator:

On October 5, 2011, the New York State Department of Health (Department) issued a Dear Administrator Letter (DAL 11-12) outlining the processes for the receipt and review of Part II licensure documents. This DAL supersedes all previous guidance and directives related to the submission of Part II licensure documents, including DAL 11-12 and the instructions noted on Schedule 6 page 5 of the Adult Care Facility Common Application.

Effective April 2, 2018, documents previously reviewed onsite during the pre-opening or first scheduled survey (ACF Common Application, Schedule 6- Page 5) must be submitted as part of the complete Part II application package. The Department anticipates that this process change will further expedite application processing and approval. The Department also recognizes that there may be instances in which not all documents will be available at the time of the Part II submission. As such, applicants should contact their Regional Office to discuss the anticipated date of submission for those specific documents. We are hopeful this process change will also result in a decrease in requests for additional information (RFI).

Lastly, the Department has revised Schedule 6 to reflect this change. We anticipate that the revised Adult Care Facility Common Application, specifically Schedule 6, will be posted to the Department's public website at https://www.health.ny.gov/facilities/adult_care/application/ within the next several weeks.

As always, the Department appreciates your ongoing cooperation with the licensure streamlining process. If you have any questions regarding this correspondence, please contact my office at (518) 408-1133.

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie A. Deetz".

Valerie A. Deetz, Director
Division of Adult Care Facility
and Assisted Living Surveillance

cc: D. Sheppard
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