

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

February 5, 2013

DAL: DAL 13-05
SUBJECT: ACF Hiring Practices

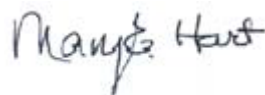
Dear Administrator:

This is to remind you of the importance of effective hiring practices in the Adult Care Facility (ACF). Regulations at 18 NYCRR Section 487.9 requires the operator to “provide staff sufficient in number and qualified by training and experience”. Each facility is required to have in place policies and procedures governing hiring practices, as well as a quality assurance program for this area of facility operation. The Department of Health (“the Department”) strongly recommends thorough pre-employment screening of all potential staff. Background checks are a critical component of effective hiring practices to ensure both sound hiring decisions and resident safety. Below are some suggestions to ensure appropriate pre-employment screening:

- Check all references of previous employers. Verify that all information is accurate;
- Have a thorough and comprehensive employment application; ask the right questions;
- Consider requiring drug testing
- Check the Sex Offender Registry on the State website at:
http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

Using best practices to screen potential employees will help keep your residents safe and well-cared for. The Department will continue its oversight and review of policies and procedures of hiring practices on survey. Thank you for your continued attention to this matter.

Sincerely,



Mary E. Hart, Director
Division of ACF/Assisted Living Surveillance

cc: Regional Office Program Managers