



Department of Health

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Executive Deputy Commissioner

October 7, 2024

DAL#: DACF #24-17
Subject: Updated Closure Plan Guidelines

Dear Adult Care Facility Administrator:

The purpose of this letter is to inform Adult Care Facility Operators and Administrators that the Adult Care Facility Closure Guidelines have been updated. The updates made include the following:

- Updated to reference the Office of Aging and Long-Term Care.
- Updated the recipient of the e-FINDS scanner.
- Added the survey link for draft plan submission.
- Added that upon the Department of Health's ("Department's") approval of the closure plan, the facility operator shall confirm such approval to State and local elected officials, including city, town, or village (as applicable).
- Removal of the requirement for the facility to contact the New York State Commerce Accounts Management Unit. The Department will contact the Commerce Accounts Management Unit upon finalization of the facility closure.

The updated closure plan guidelines are posted to the Health Commerce System under My Content ->Documents by Group ->Long Term Care->Guidelines->[Adult Care Facility].

If you have any questions related to closure plan guidelines, please contact the Adult Care Facility Program Regional Office Area Office Director, or write to acfinfo@health.ny.gov.

Sincerely,

KellyAnn Anderson, Director
Division of Adult Care Facility
and Assisted Living Surveillance

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