



## Department of Health

**ANDREW M. CUOMO**  
Governor

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

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

April 14, 2016

DAL: DHCBS 16-03  
SUBJECT: Emergency Response Drill

Dear Administrator:

The Division of Home and Community Based Services (DHCBS) will conduct an emergency response drill starting on April 25, 2016 and ending on April 29, 2016. All Certified Home Health Agencies (CHHAs), Long Term Home Health Care Programs (LTHHCPs), Hospices, and Licensed Home Care Services Agencies (LHCSAs) are required to participate in this drill. Failure to participate will result in a deficiency citation and possible enforcement action. The purpose of the drill is to simulate an emergency event, serving the following purposes:

- To familiarize home care agencies and hospices with the communication methods established by the DHCBS for use during an emergency event,
- To inform home care agencies and hospices about the information needed by DHCBS before, during and after an emergency event which will help agencies develop systems to enable quick access to this information,
- To familiarize providers with the survey tool used to collect information - the Health Electronic Response Data System (HERDS) Home Care Emergency Response Survey,
- To allow the Department to test the communication and data collection systems prior to a real emergency event.

The Health Commerce System (HCS) is the primary means of communication between providers and the Department during emergencies as well as for normal operational issues. All communications between the Department and providers for this drill and during a real emergency will be done via the HCS Integrated Health Alert Notification System (IHANS)

Please note, the Transportation Assistance Levels (TALs) status of patients will be collected on the survey. The TAL's status of patients should be maintained on the agency's patient roster. WebEx training on TALs and a demonstration of the HERDS Home Care Emergency Response survey were conducted in February and March 2016 and a recording is available at:

<https://meetny.webex.com/meetny/lsr.php?RCID=f46f79c800124167b04959d771b9bd6c>.

Thank you in advance for your cooperation and participation in this Emergency Response drill. If you have questions about this Emergency Drill, or the HERDS Emergency Response survey, please contact: [HCEmergency@health.ny.gov](mailto:HCEmergency@health.ny.gov).

Sincerely,

A handwritten signature in black ink that reads "Rebecca Fuller Gray". The signature is written in a cursive style with a large initial 'R'.

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