



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

April 21, 2015

DAL: DAL 15-03
RE: Electronic Plan of Correction (ePOC)

Dear Administrator:

In an effort to streamline communications with Adult Care Facilities, the New York State Department of Health (DOH) will be implementing an electronic Plan of Correction (ePOC) application. The ePOC application will automate the distribution of Statements of Deficiency (SODs) and the receipt of Plans of Correction (POCs), and will ultimately eliminate the need to send hard copy SODs/POCs by conventional postal mail and/or fax.

The ePOC application is accessible via the Health Commerce System (HCS) at the following link: https://commerce.health.state.ny.us/public/hcs_login.html. On the HCS home page, click "My Content" → "All Applications" → "E" → "Electronic Plan of Correction". Staff are strongly encouraged to add this application to their "My Applications" (favorites bar) on their home page by clicking the green plus sign next to "Electronic Plan of Correction" for future use.

Provider access to the application will be governed by HCS roles:

- Administrator role: may read SODs/POCs, edit, save, and submit POCs;
- POC Editor role: may read SODs/POCs, edit and save POCs; and
- Operator role: may read SODs/POCs.

The HCS Coordinator of each Adult Care Facility is required to keep HCS role information current. Facilities are encouraged to review and update staff in each role, including their associated e-mail address, to ensure the transition to ePOC is successful.

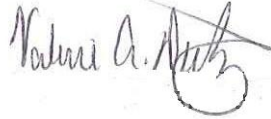
The New York State Department of Health plans to transition all Adult Care Facilities to the ePOC application by July 1, 2015 with an organized statewide rollout. We anticipate issuing another DAL in the near future to provide details of the rollout to support an organization's transition to and implementation of ePOC. It is expected that this transition will require staff training, the need for staff to obtain HCS accounts, and adjust business practices to accommodate the new application process.

We encourage you to continue to stay current with the information that is provided through the Health Commerce System, along with educational webinars and other informational notices provided in order to be prepared and in compliance with the ePOC application requirements.

Questions concerning the ePOC application for Adult Care Facilities may be e-mailed to acinfo@health.ny.gov.

Thank you for your anticipated cooperation in this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Valerie A. Deetz", with a stylized flourish at the end.

Valerie A. Deetz, Director
Divisions of Adult Care Facility/Assisted Living
Surveillance & Community Transitions Program