

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

NEW YORK
state department of
HEALTH

Sue Kelly
Executive Deputy Commissioner

05/22/2012

DAL#: DAL 12-03
SUBJECT: Revised Incident Report DSS-3123

Dear Administrator:

The purpose of this letter is to inform you that the Adult Care Facility Incident Report DSS-3123 was revised to facilitate accurate documentation and reporting of incidents. The revised form includes:

- Reference to incident reporting regulations (487, 488 and 490)
- Clarification of reportable incidents
- Enhanced documentation of the incident, including names of all employees/residents involved in the incident
- Enhanced documentation of reporting process, including date and time report was made

If you have any questions regarding the revised form, please contact the Adult Care Facility Policy and Surveillance staff at (518) 408-1133 for further clarification.

Sincerely,



Mary E. Hart
Director
Adult Care Facility Policy & Surveillance

Attachments: ACF Incident Report DSS-3123