



## Department of Health

**ANDREW M. CUOMO**  
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Commissioner

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

November 08, 2016

**DAL: DAL 16-24**

**Subject:** Adult Care Facility/Assisted Living  
Plan of Correction (POC) Checklist

Dear Administrator:

This letter is to inform you of the availability of an Adult Care Facility/Assisted Living Plan of Correction (POC) Checklist to assist ACF/Assisted Living Administrators and/or Operators when developing their POC in response to violations identified on survey.

ACF/Assisted Living Administrators and/or Operators are encouraged to utilize the POC Checklist to ensure that all required information is included and information pertains to the violation cited. As always, information relating to a legal argument should not be included, but instead forwarded to the Department of Health's Division of Legal Affairs. The POC Checklist should be utilized as a review tool prior to submitting your POC to your Regional Office.

If you have questions regarding the information contained in the checklist, please contact the Division of ACF/Assisted Living Surveillance at (518) 408-1133 for further clarification.

Sincerely,

Valerie A. Deetz, Director  
Division of Adult Care Facilities and Assisted Living  
Surveillance

Attachment

cc: Tim Perry-Coon  
Bobbie Barrington  
Patricia Hasan  
Norine Nickason  
John Pinto  
John VanDyke