



## Department of Health

**ANDREW M. CUOMO**  
Governor

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

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

May 26, 2017

### **DAL 17-12**

**Subject:** New Administrator/Enriched Housing Program Coordinator and/or Operator Checklist and Informational Guide

Dear Administrator:

This letter is to inform you of the availability of a New Administrator/Enriched Housing Program Coordinator (EHP) and/or Operator Checklist and Informational Guide. The Checklist and Informational Guide will assist new Adult Care Facility/Assisted Living Administrators, EHP Program Coordinators, and/or Operators to identify and complete specific requirements that they are responsible for. The information contained in the Checklist and Informational Guide is not all inclusive and therefore new Administrators, EHP Program Coordinators, and/or Operators should be aware of the specific regulatory requirements related to their facility.

Adult Care Facility/Assisted Living Administrators, EHP Program Coordinators and/or Operators are encouraged to utilize the Checklist and Informational Guide to ensure that all required items have been addressed.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Valerie A. Deetz".

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

Attachment

cc. T. Perry-Coon  
B. Barrington  
J. Pinto  
J. VanDyke  
P. Hasan  
N. Nickason