

NEW YORK
state department of
HEALTH

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

Sue Kelly
Executive Deputy Commissioner

December 27, 2013

DAL: DAL 13-28
Subject: Statements of Deficiencies

Dear Adult Care Facility Administrator:

In an effort to streamline communications with Adult Care Facilities (ACFs), the New York State Department of Health will begin forwarding all Statements of Deficiencies (SODs) electronically, utilizing the Secure File Transfer Utility via the Health Commerce System (HCS). Electronic transmissions will become effective for all surveys with an exit date of January 6, 2014 or later. As a result, SODs will no longer be forwarded using conventional ground mail and/or fax. Instructions for accessing the Secure File Transfer Utility are attached to this correspondence.

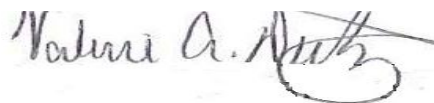
ACF providers **must** have an active HCS account to retrieve their SODs. The current HCS role of "Administrator" will receive the SOD. SODs will be available on the HCS for fourteen (14) days from the date of upload. Please be reminded that the HCS Coordinator of each ACF is responsible to ensure that the information for each role is current.

The Commerce Accounts Management Unit at 1-866-529-1890 (option 1) should be contacted for any concerns regarding your HCS account. It will be the responsibility of the ACF administrator to communicate SODs to the organization's governing authority or operating organizations. ACFs should develop and/or revise existing policies and procedures to ensure that SODs are communicated in a timely manner to the governing authority. In addition ACFs must document that SODs were communicated to the governing authority.

Submission of the Plan of Correction (POC) is not affected at this time. Providers interested in utilizing the HCS Secure File Transfer Utility for submission of the POC may do so after first contacting the Regional Office Program Manager.

Thank you in advance for your ongoing cooperation. If you have any questions regarding the information in this letter, please contact your appropriate Regional Office Program Manager.

Sincerely,



Valerie A. Deetz, Director
Division of ACF and Assisted Living Surveillance

Attachment: Secure File Transfer Utility Instructions

cc: K. Servis
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