

**NEW YORK**  
state department of  
**HEALTH**

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

Sue Kelly  
Executive Deputy Commissioner

February 5, 2013

RE: DAL: DAL 13-03  
SUBJECT: Revised Assisted Living Residence  
Personal Data and Resident  
Evaluation DOH-4397

Dear Administrator:

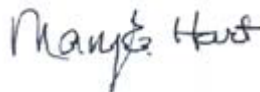
The purpose of this letter is to inform you that the Assisted Living Residence Personal Data and Resident Evaluation DOH-4397(03/08) was revised into two separate forms to clarify, condense and eliminate duplication of documentation. The new forms eliminate the need to document the resident's personal data each time the resident evaluation component is completed as part of the Enriched Housing Program (EHP) Functional Assessment.

Revisions to the previous DOH-4397 are as follows:

- The form was separated into two separate forms: ALR Personal Data Form DOH-4397 Part A and ALR Resident Evaluation Form DOH-4397 Part B. As a result, the resident's personal data, which often does not change, will no be documented each time the resident evaluation is completed.
- The *ALR Personal Data Form DOH-4397 Part A* incorporates the personal data information contained on the first two pages of the previous ALR Personal Data and Resident Evaluation Form DOH-4997. The form will be completed on admission, reviewed annually and updated as necessary with new or revised information.
- The *ALR Resident Evaluation Form DOH-4397 Part B* includes the resident evaluation information contained in pages two through eight of the previous ALR Personal Data and Resident Evaluation Form DOH-4397. Information on the form was streamlined and clarified. The form will be completed on admission and used in conjunction with the Medical Evaluation DOH-3122 to develop the resident's initial Individualized Service Plan (ISP).
- The *ALR Resident Personal Data and ALR Resident Evaluation Instructions* were revised to be consistent with the new forms.

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  
Division of Adult Care Facility/  
Assisted Living Surveillance

Attachments: ALR Resident Personal Data Form DOH-4397 Part A  
ALR Resident Evaluation DOH-4397 Part B  
ALR Resident Personal Data and ALR Resident Evaluation Instructions