



# Department of Health

KATHY HOCHUL  
Governor

MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

July 27, 2022

DAL: #22-34  
Medical Equipment Waiver Process  
Automation

Dear Adult Care Facility Administrator:

This Dear Administrator Letter (DAL) revises the medical equipment waiver submission process as required by DAL #22-22, Medical Equipment Waiver Process. Such revisions are limited to the process for submission as outlined herein.

Pursuant to DAL #19-08, ACFs requesting to waive regulations related to the use of hospital beds or beds with half side rails, or an enabling device on a standard bed, must submit a waiver request via a completed [Adult Care Facility Waiver Request/Equivalency Notification Form \(DOH-4235\)](#). Criteria outlined in DAL #22-22, including required supporting documentation remain in effect. To streamline the medical equipment waiver review process and minimize time needed to successfully submit and process requests by leveraging available technological resources, the Department has developed an automated submission process.

Effective **September 1, 2022** Medical Equipment Waiver requests and all supporting material, including the required Checklist and documentation, must be submitted to the Department via the secure Medical Equipment Waiver Request Form at <https://apps.health.ny.gov/pubpal/builder/survey/adult-care-facility-medical-waiv>. Please understand that medical equipment waiver requests successfully submitted via the Health Commerce System, Secure File Transfer and those submitted prior to the effectuation of [DAL #22-22](#) that have been in the review process with Regional Office staff do not require resubmission via this form.

To assist in successful transition to this automated process, the enclosed guidance document has been developed. Additionally, a recorded webinar can be reviewed at: <https://meetny.webex.com/recordingservice/sites/meetny/recording/1696535cefeb103a9fe900505681d6c5/playback>.

The Department extends its appreciation for the feedback and support received from ACFs and trade association representatives as we enhanced the submission process. If you have any questions, please write to [acinfo@health.ny.gov](mailto:acinfo@health.ny.gov).

Sincerely,

Heidi L. Hayes, Acting Director  
Division of Adult Care Facility  
and Assisted Living Surveillance

Enclosure

cc: J. Treacy  
M. Hennessey  
V. Deetz  
T. Hesse  
J. Pinto  
D. Pulver  
J. Van Dyke  
K. Pergolino  
J. Nealon  
K. Kodra