



Department of Health

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Acting Executive Deputy Commissioner

Date: March 29, 2023
DAL: DACF #23-02
Subject: Revised Electronic Incident Report System

Dear Adult Care Facility Administrator:

The Division of Adult Care Facility and Assisted Living Surveillance has launched a new electronic Incident Reporting Form which will allow adult homes, enriched housing programs, and assisted living residences (hereinafter referred to as adult care facilities or ACFs) to convey reportable incidents to the Department of Health ("Department") via Drupal Survey at the following <https://apps.health.ny.gov/pubpal/builder/survey/acf-incident-report>. The new electronic Incident Reporting mechanism will replace the previous method of reporting incidents via the Health Commerce System. Immediately following this announcement, ACFs may start using the Drupal link within to report incidents. The Department understands that facility policies and procedures will need to be updated and as such, will allow for a thirty (30) day transition period. ACFs will be required to report incidents effective **May 1, 2023**, via the new Drupal Survey. Please note that there is no change in reporting requirements or what might constitute a reportable incident.

The submission of Incident Reports is restricted to Operators, Administrators, and individuals and/or roles identified by the Operator and/or Administrator in the ACFs developed policies and procedures to serve as the Incident Report Designee(s). By appointing such Designee(s), the Operator and Administrator are authorizing the individual(s) to submit Incident Reports and attest to the content of such reports on their behalf, but the Operator and Administrator remain responsible for their appropriate submission and content.

To assist in this endeavor, the Department has prepared the enclosed slide deck to demonstrate the submission process, updated the enclosed Adult Care Facility Incident Reporting Manual to provide instruction and further clarify reporting requirements, and formalized the Resident Comment Form as DOH-5789, which is available on the Health Commerce System and online at https://health.ny.gov/facilities/adult_care/forms.htm. The slide deck, Incident Reporting Manual, and Resident Comment Form are publicly posted with this correspondence.

If you have any questions, please contact the Division of Adult Care Facility and Assisted Living Surveillance via email to acinfo@health.ny.gov. Thank you for your feedback and collaboration to implement this enhanced reporting process.

Sincerely,

KellyAnn Anderson, Director
Division of Adult Care Facility
And Assisted Living Surveillance

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