



Department of Health

KATHY HOCHUL
Governor

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

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

July 20, 2022

DHDTC DAL#: 22-06
New York State Public Health Law Section 2805-t –
General Hospital Clinical Staffing Plan Supplemental
Information Update

Dear Chief Executive Officer:

New York State Public Health Law (NYS PHL) Section 2805-t requires each general hospital to adopt and submit its first hospital clinical staffing plan under this section by July 1, 2022 and annually thereafter.

The electronic summary template in HERDS for the General Hospital Clinical Staffing Plan Supplemental Information opened on Monday, July 11, 2022. Hospitals were instructed to submit their data by the close of business on Monday, July 25, 2022.

To provide hospitals with additional time to submit the data for the inpatient units in the hospital, the due date has been extended to **Wednesday, August 10, 2022**. Additionally, hospitals were sent a recorded WebEx on Wednesday, July 13, 2022 to provide them with additional guidance to assist in completing the survey.

Please be reminded that if the adopted clinical staffing plan is subsequently amended, the General Hospital Clinical Staffing Plan Supplemental Information must also be updated. When the clinical staffing plan is amended, hospitals must submit the amended plan to the Department within thirty days of adoption. The Department will post the amended staffing plans upon receipt.

As a reminder, all data submitted is required to be accurate and in compliance with Section 2805-t. Compliance with the requirements of the law at this time requires two separate but related submittals by all hospitals.

Please forward any questions regarding this guidance to hospitalstaffingplans@health.ny.gov.

Sincerely,

Stephanie Shulman, DrPH, MS
Director, Division of Hospitals and
Diagnostic & Treatment Centers