



## Department of Health

**ANDREW M. CUOMO**  
Governor

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Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

February 6, 2019

DAL: 19-05  
Revised Adult Care Facility Inspection  
Review Process (IRP)

Dear Adult Care Facility Administrators and Operators:

The purpose of this letter is to inform you of modifications made to the current adult care facility Inspection Review Process (IRP) previously outlined in Dear Administrator Letters (DAL) 15-04 and 17-04.

Revisions to DAL 15-04 and 17-04 are summarized below and are effective immediately. All other information remains applicable.

- As acknowledgement, Requestors will be contacted as soon as possible to confirm IRP participant availability or, in the event the IRP request is denied, with a written justification for such denial.
- The Department will notify Operators of its final determination via letter to be uploaded to the electronic Plan of Correction (ePOC) system. No courtesy alert is sent when such letter is posted; therefore, the Department will send a courtesy email to the facility contact identified on the IRP Request Form notifying the contact that the Department's determination is available.
- Operators may request an explanation of the IRP determination within seven calendar days from the date noted on the IRP Determination Letter. The request should be made by calling the Department's Central Office to schedule the discussion at a mutually agreeable date and time. This is not a forum to provide additional information or dispute the IRP outcome, but rather to obtain feedback and education. Information will be provided via a teleconference, which will be limited to no more than fifteen minutes.

If you have any questions or concerns regarding this correspondence, please contact Heidi Hayes, of my staff, at (518) 408-1133.

Sincerely,

Valerie A. Deetz, Director  
Division of Adult Care Facilities  
and Assisted Living Surveillance

cc: B. Barrington  
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