



# Department of Health

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Executive Deputy Commissioner

June 27, 2023

DAL: DACF #23-05  
Subject: Adult Care Facility Legal Services  
Agencies and Community  
Resources Providing Resident  
Advocacy Services Guide

Dear Adult Care Facility Administrator:

This letter is to inform you that the Adult Care Facility Legal Services Agencies and Community Resources Providing Resident Advocacy Services Guide (“Guide”) has been updated with the most current information, including the Long-Term Care Ombudsman Program and Office for the Aging Local Offices directories located at the end of the Guide. Please update your copy with this information.

New York State regulation at Title 18 of New York Codes, Rules and Regulations, sections 487.5(f)(5), 488.5(e)(7), and 490.5(f)(7) require that “in addition to the prescribed termination notice, the operator shall furnish to the resident a list of agencies, including the Long-Term Care Ombudsman Program, providing free legal services and agencies engaged in resident advocacy services within the geographic vicinity of the facility. Such lists must be provided or approved by the Department and shall include names, addresses and telephone numbers.” Operators are responsible to review the information in the Guide for accuracy prior to providing it to the resident. If additional and/or other updates are identified, please notify the Division of Adult Care Facility and Assisted Living Surveillance (“Division”) via the regional office program team.

Annually, the Division will proactively review the information contained in the Guide and update as necessary. If you have questions regarding the Guide, please contact the Division at (518) 408-1133 or via email to [acfinfo@health.ny.gov](mailto:acfinfo@health.ny.gov).

Sincerely,

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

Enclosure

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