



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Commissioner

MEGAN E. BALDWIN
Acting Executive Deputy Commissioner

June 16, 2023

DHDTC DAL#: 23-07
New York State Public Health Law Section 2805-t –
2023 Clinical Staffing Plan Submissions

Dear Chief Executive Officer:

As the Department continues to move forward with implementing Public Health Law (PHL) 2805-t, we wanted to provide additional direction to hospitals on how to submit clinical staffing plans.

Please be reminded that the law requires a clinical staffing plan to include “specific staffing for each patient care unit and work shift and shall be based on the needs of the patients.”

The law also specifies when the plan must be submitted. As stated in the law, all staffing plans are due annually on July 1st. To allow hospitals to have the opportunity to ensure all patient care units are included in their clinical staffing plans, for 2023 only, clinical staffing plans for inpatient units only must be submitted no later than 12 PM on July 1st. Staffing plans for all other units must be submitted as soon as possible, and no later than 12 PM on August 15th. In calendar year 2024 and after, staffing plans for all patient care units will need to be submitted in their entirety by July 1st.

Clinical staffing plans for 2023 and after are to be submitted via the General Hospital Clinical Staffing Plan Supplement survey located in the HERDS reporting platform.

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