



Department of Health

KATHY HOCHUL
Governor

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

JOHANNE E. MORNE, M.S.
Acting Executive Deputy Commissioner

October 25, 2023

DHDTC DAL#: 23-16
New York State Public Health Law Section 2805-t
Revised 2023 Clinical Staffing Plans Submissions

Dear Chief Executive Officer:

New York State Public Health Law (PHL) Section 2805-t requires each general hospital to adopt and submit its first hospital clinical staffing plan by July 1, 2022, and annually thereafter. In 2022, the Department required hospitals to submit their complete, adopted staffing plans in PDF format by July 1, 2022. Hospitals were also required to enter, summarize, and submit data in the General Hospital Clinical Staffing Plan Supplement HERDS survey by July 25, 2022.

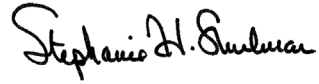
For 2023, hospitals were required to submit their clinical staffing plans in the General Hospital Clinical Staffing Plan Supplement HERDS survey, including the specific staffing for each patient care unit and work shift, and indicating how many patients are assigned to each registered nurse and the number of nurses and ancillary staff to be present on each unit and shift.

In order to ensure that the Department also collects any “specific guidelines or ratios, matrices, or grids,” the Department has made the decision to again also collect in PDF format the actual clinical staffing plan documents that were adopted by the hospital clinical staffing committees, as was required in 2022. Please submit the PDF plans using the following format: “[PFI number] [Hospital Name].pdf”. The adopted staffing plans must be submitted to hospitalstaffingplans@health.ny.gov no later than 5:00 PM on November 8, 2023. These plans are to include both inpatient and outpatient units. For the 2023 clinical staffing plan submission, extension clinics operating at a different location from the hospital, or patient care units not staffed with nurses, are not required to be submitted.

The Department will post both the PDF clinical staffing plan and the clinical staffing plans submitted in the General Hospital Clinical Staffing Plan as part of each individual general hospital's health profile on the Department's website. If the adopted clinical staffing plan is subsequently amended, please submit an amended PDF clinical staffing plan, and update the information in the General Hospital Clinical Staffing Supplement survey within thirty days of adoption. Amended staffing plans include newly created units and existing units that undergo clinical or programmatic changes that fundamentally alter their character or nature. The Department will post the amended staffing plans upon receipt.

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

Sincerely,

A handwritten signature in black ink that reads "Stephanie H. Shulman". The signature is written in a cursive, flowing style.

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