



Department of Health

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Executive Deputy Commissioner

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DHDTC DAL#: 24-04
New York State Public Health Law Section 2805-t
2024 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 hospital clinical staffing plan annually by July 1st. Please submit your hospital's clinical staffing plan by 12 PM on July 1st.

For 2024, hospitals are 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.

Additionally, in order to ensure that the Department also collects any "specific guidelines or ratios, matrices, or grids," please also submit 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. These plans are to include both inpatient and outpatient units.

Please be reminded that extension clinics operating at a different location from the hospital, or patient care units not staffed with nurses, are not required to be submitted.

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.

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

Sincerely,

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