



**Department
of Health**

Division of ACF & Assisted Living Surveillance Office of Community Transitions

Transitional Adult Home Emergency Regulations

**Dear
Administrator
Letter (DAL)
#19-28**

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On October 4, 2019, the Department promulgated emergency regulations which amend 18 NYCRR §§487.4, 487.5, and 487.10. These amendments prohibit Transitional Adult Home (TAH) operators from admitting a prospective resident without:

- 1) Requesting that the Department conduct a screening to see if the individual may be a person with serious mental illness (SMI) and,
- 2) Depending on the screening results, obtaining a mental health evaluation.

This process will provide greater clarity to TAH operators and help avoid impermissible admissions, thereby strengthening compliance with existing regulations.

Pre-Admission Screening


Pursuant to new subsection 18 NYCRR §487.4(e), prior to any admission to a TAH, the operator must contact the Department to obtain a pre-admission screening by sending the following prospective resident information via the Community Transition Upload tool on the Health Commerce System:

- full name,
- date of birth,
- guardianship information (if applicable), and
- Medicaid identification number.

*If the prospective resident is not enrolled in Medicaid, the operator must indicate whether the pre-admission interview and/or medical evaluation suggest a need for a mental health evaluation.

Pre-Admission Screening Information Upload

To add the Community Transition Upload tool to your applications on the Health Commerce System:

1. Log on to the Health Commerce System.
2. Click **My Content** in the top right of the home page.
3. Click All Applications from the **My Content** drop down.
4. Click the letter “C.”
5. Scroll down to Community Transition Upload.
6. Click the  sign on the right side of the page.

The tool has now been added to your Home Screen under My Applications on the left side of the page.

Pre-Admission Screening Information Upload (cont.)

To upload documents via the Community Transition Upload tool:

1. Logon to the Health Commerce System.
2. Click the Community Transition Upload tool under My Applications.
3. Click the Community Transition Upload button under Instructions.

Pre-Admission Screening Information Upload (cont.)

The screenshot shows a web browser window displaying the Health Commerce System interface. The browser address bar shows the URL: <https://secten.health.state.ny.us/?human.asp?ts=121534320&Arg12a=secmgcomposenew&Arg2a=to:group:11&Birds:1&Borgido:7028>. The page title is "Secure File Transfer System".

The interface is titled "New Package" and includes a navigation sidebar on the left with options: Home, Folders, Packages (selected), Logs, and Search. The main content area contains the following elements:

- Buttons:** Send, Preview, Check Recipients, Cancel, Save As Draft, Save As Template.
- To:** A text input field containing "CommTran Upload". Below it is a "Show Cc/Bcc" link.
- Subject:** An empty text input field.
- Note:** A large text area with a lock icon, currently empty.
- Files:** A section labeled "Files: (Optional)" with a dashed border and a "Drop files to upload or use Upload Files dialog" instruction.
- Storage:** A status bar indicating "Total: 0 B of 4 GB used (0%)".
- Options:** A section with two checkboxes: "Delivery Receipt(s)" and "Prevent 'Reply All'".

At the bottom right of the interface, there is a small status indicator showing "115%".

Pre-Admission Screening Information Upload (cont.)

4. In the subject line, enter “Prospective Admission.”
5. In the Notes section, enter the following information for each prospective resident:
 - Full Name
 - Date of Birth
 - Guardianship Information (if applicable); and
 - Medicaid identification number.

Pre-Admission Screening Information

Upload (cont.)

6. If there are attachments, click Launch the Upload Wizard or drag the attachments into the File area.
7. Click the Send button in the bottom left corner of the page under the Options section.
8. You may exit the Tool.

Pre-Admission Screening (cont.)

Information provided by the operator will be run by the Office of Community Transitions against Health and Recovery Plan eligibility criteria, and the screening results will be communicated to the operator within three (3) business days of receipt of a complete request.

Questions should be referred to the Office of Community Transitions by calling (518) 485-8781 or writing to commtran@health.ny.gov.

Pre-Admission Screening Results – No SMI

If the pre-admission screening does not indicate that the prospective resident may be a person with SMI, the Department will advise the operator that he or she may admit the resident within thirty (30) days of receipt of the results, providing that all other admission criteria are met.

If the operator does not admit the individual in the 30-day timeframe but still wishes to admit the prospective resident, the operator must begin the process again.

Pre-Admission Screening Results - SMI

If the pre-admission screening indicates the prospective resident may be a person with SMI, the operator must conduct or obtain a mental health evaluation within thirty (30) days prior to admission. The operator may admit the prospective resident only if:

- A) The prospective resident does not have SMI, as confirmed via the mental health evaluation; or
- B) The prospective resident has SMI and is a former resident of a TAH and the operator obtains a mental health evaluation for the individual and successfully obtains a waiver from the Department pursuant to the Department's existing waiver authority.

Contacts

Contacts

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