



## Department of Health

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Governor

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Commissioner

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Acting Executive Deputy Commissioner

June 23, 2022

DHDTC DAL#: 22-05  
New York State Public Health Law Section 2805-t –  
Clinical Staffing Committees and Disclosure of Nursing  
Quality Indicators (NQI)

Dear Chief Executive Officer:

New York State Public Health Law (NYS PHL) Section 2805-t requires each general hospital to adopt and submit its first hospital clinical staffing plan under this section by July 1, 2022 and annually thereafter. To assist hospitals in providing the data required, the Department has developed a method to achieve compliance and provide important information.

As a reminder, all data submitted is required to be accurate and in compliance with Section 2805-t. Compliance with the requirements of the law at this time will require two separate but related submittals by all hospitals.

The first submission will be the complete, adopted staffing plan. Each plan must be in pdf format and include, along with the information required by law, the PFI number and Health Commerce System name of each submitting hospital. In addition, the file name should read as follows: “[PFI number] [Hospital Name].pdf” Failure to follow these directions will result in the plan being returned as incomplete. The adopted staffing plan should be submitted to [hospitalstaffingplans@health.ny.gov](mailto:hospitalstaffingplans@health.ny.gov) no later than 3:00 PM on July 1<sup>st</sup>, 2022.

A second submission will utilize an electronic summary template. The electronic summary template will be a HERDS-based application for hospitals to enter, summarize and submit their data. A template will be provided at a later date. This submission will be required towards the end of July.

Please forward any questions regarding this guidance to [hospitalstaffingplans@health.ny.gov](mailto:hospitalstaffingplans@health.ny.gov).

Sincerely,

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