April 30, 2007

DAL/DQS #07-03-Revised
Subject: Adult Day Health Care Programs
Criminal History Record Check (CHRC) Program

Dear Administrator:

This letter is being issued to provide clarification regarding the processing of CHRC requests for Nursing Homes with adult day health care programs (ADHCPs). The instructions provided in the Dear Administrator Letter were issued to provide off-site ADHCPs with the HPN capability to submit CHRC requests and receive CHRC employment notifications for temporary employees subject to the statutory requirements. As the covered provider, it remains the Nursing Home’s responsibility to designate the CHRC Authorized Person (AP) for the off-site program.

Nursing Homes which operate an on-site ADHCP are expected to submit CHRC requests for all new temporary employees hired or used on or after September 1, 2006, including employees of the ADHCP.

Questions regarding the CHRC program can be e-mailed to: CHRC@health.state.ny.us
Legal questions can be e-mailed to: CHRCLEGAL@health.state.ny.us

Sincerely,

Keith W. Servis, Director
Division of Quality and Surveillance
For Nursing Homes and ICFs/MR