



## Department of Health

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Commissioner

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Acting Executive Deputy Commissioner

July 11, 2022

DHDTC DAL#: 22-06  
New York State Public Health Law Section 2805-t –  
General Hospital Clinical Staffing Plan Supplemental  
Information

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.

The first submission was the complete, adopted clinical staffing plan. The second submission is the General Hospital Clinical Staffing Plan Supplemental Information. Hospitals will summarize and submit their data using an electronic summary template in HERDS. The electronic summary template will open on Monday, July 11, 2022. Hospitals should submit their data by the close of business on Monday, July 25, 2022.

If the adopted clinical staffing plan is subsequently amended, the General Hospital Clinical Staffing Plan Supplemental Information must also be updated. Please be reminded that when the clinical staffing plan is amended, hospitals must submit the amended plan to the Department within thirty days of adoption. The Department will post the amended staffing plans upon receipt.

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 requires two separate but related submittals by all hospitals. A WebEx will be scheduled with hospitals to review the General Hospital Clinical Staffing Plan Supplemental Information electronic summary template. Hospitals will be notified of the date and time for the WebEx.

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