



Department of Health

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Executive Deputy Commissioner

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DAL: DAL #21-11
Electronic Incident Reporting System

Dear Adult Care Facility Operators and Administrators:

The Division of Adult Care Facility and Assisted Living Surveillance has launched a new electronic Incident Reporting Form which will allow adult homes, enriched housing programs, and assisted living residences (hereinafter referred to as adult care facilities or ACFs) to convey reportable incidents to the Department of Health ("Department") via the Health Commerce System (HCS). The new electronic Incident Reporting mechanism will replace the previous paper-based method of reporting incidents. Accordingly, ACFs will be required to report incidents effective **June 1, 2021** using the new HCS-based Incident Reporting Form.

The submission of Incident Reports is restricted to Operators, Administrators and individuals identified by the Operator and/or Administrator to serve as the Incident Report Designee. By appointing such Designee, the Operator and Administrator are authorizing this individual to submit Incident Reports and attest to the contents of such reports in their absence and on their behalf.

The Department has also prepared the enclosed Adult Care Facility Incident Reporting Manual to provide instruction and further clarify reporting requirements. The Department's requirements for reporting incidents remain unchanged and consistent with existing reporting requirements.

Thank you for your cooperation in working collaboratively with the Department to implement this new reporting process.

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facilities
and Assisted Living Surveillance

Enclosure

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