



STATE OF NEW YORK  
DEPARTMENT OF HEALTH

161 Delaware Avenue

Delmar, New York 12054

Richard F. Daines, M.D.  
Commissioner

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](mailto:CHRC@health.state.ny.us)

Legal questions can be e-mailed to:

[CHRCLEGAL@health.state.ny.us](mailto:CHRCLEGAL@health.state.ny.us)

Sincerely,

A handwritten signature in cursive script that reads "Keith W. Servis".

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