



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

June 20, 2019

DAL 19-07

Dear Federally Qualified Health Center (FQHC) Administrator:

As an important part of emergency planning and response for healthcare facilities in New York State (NYS), the NYS Department of Health (the Department) currently conducts an ongoing "Critical Asset Survey," with Article 28 hospitals and nursing homes and Article 7 adult care facilities. Each facility is expected to review, update and resubmit the survey data at least annually, and whenever important changes occur at the facility.

The Critical Asset Survey gathers facility-specific information regarding critical infrastructure, capacities and procedures that assists facility staff in their emergency planning and response efforts, as required by the Centers for Medicaid and Medicare (CMS) Rule for Emergency Preparedness. In addition, the survey provides critical data and information to support the emergency response activities of the Department, and emergency management.

In collaboration with the Community Health Center Association of NYS (CHCANYS), a version of the Critical Asset Survey that is appropriate for the operations of FQHCs has been developed. Completion of the survey, and maintenance of survey responses in an up-to-date status, is now being required of the Administrative offices of FQHC networks in NYS, for their completion and maintenance of the survey data.

The survey is currently available within the HERDS application on the NYSDOH secure, Health Commerce System (HCS) portal for FQHCs to begin responding to the survey. Staff at FQHCs already have access to the HCS and many have responded to HERDS surveys as participants in our annual Interoperable Communications exercises. Department staff from the Office of Health Emergency Preparedness (OHEP) will be conducting informational Q&A sessions for all interested FQHCs on the completion of the Critical Asset Survey. CHCANYS will be publicizing dates/times and access instructions for these Q&A sessions. Facilities may begin entering their survey responses in HERDS whenever they are ready. We ask that facilities complete and submit their completed survey **no later than July 15, 2019**.

For assistance on completing the survey, please contact OHEP via phone at (518) 408-5163 or via email at ohp@health.ny.gov. For questions regarding HCS and HERDS application access, please email hospinfo@health.ny.gov. We appreciate your assistance in building a robust capacity to safeguard the patients and staff at our facilities during emergencies.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Primeau', with a stylized, flowing script.

Michael Primeau
Director
Office of Health Emergency Preparedness

A handwritten signature in black ink, appearing to read 'Deirdre Astin', with a cursive script.

Deirdre Astin, Director
Division of Hospitals and Diagnostic &
Treatment Centers
Office of Primary Care and Health Systems
Management