



Department of Health

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Governor

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Executive Deputy Commissioner

May 27, 2026

DHDTC DAL#: 26-05

New York State Public Health Law Section 2805-t
2026 Clinical Staffing Plans Submissions

Dear Chief Executive Officer:

New York State Public Health Law (PHL) Section 2805-t requires each general hospital to adopt and submit its hospital clinical staffing plan annually by July 1st. Please submit your hospital's clinical staffing plan by 12:00PM on July 1st.

Hospitals are required to submit their clinical staffing plans in the General Hospital Clinical Staffing Plan Supplemental HERDS survey including the specific staffing for each patient care unit and work shift, indicating how many patients are assigned to each registered nurse, and the number of nurses and ancillary staff to be present on each unit and shift.

Additionally, to ensure that the Department also collects any "specific guidelines or ratios, matrices, or grids," please also submit in PDF format the actual clinical staffing plan documents that were adopted by the hospital clinical staffing committee, as was required beginning in 2022. Please submit the PDF plans using the following format: "[PFI number] [Hospital Name].pdf". The adopted staffing plans must be submitted to hospitalstaffingplans@health.ny.gov. These plans are to include both inpatient and outpatient units.

Please be reminded that extension clinics operating at a different location from the hospital and patient care units not staffed with nurses are not required to submit staffing plans.

If the adopted clinical staffing plan is subsequently amended, please submit an amended PDF clinical staffing plan and update the information in the General Hospital Clinical Staffing Supplement survey within thirty days of adoption. Amended staffing plans include newly created units and existing units that undergo clinical or programmatic changes that fundamentally alter their character or nature.

Clinical staffing committees should address the steps that will be taken for foreseeable staffing disruptions, and this information should be included in your clinical staffing plan. The plan should include contingencies for foreseeable disruptions of routine nurse staffing needs that deviate from typical staffing patterns, usual levels of absenteeism, and approved time off.

Please forward any questions regarding this guidance to hospitalstaffingplans@health.ny.gov.

Sincerely,

Stephanie Shulman, Dr.PH, MS
Director, Division of Hospitals and
Diagnostic and Treatment Centers