

**NEW YORK**  
state department of  
**HEALTH**

Nirav R. Shah, M.D., M.P.H.  
Commissioner

Sue Kelly  
Executive Deputy Commissioner

Dear Colleague:

This letter is an invitation to participate in the Critical Asset Survey conducted by the Office of Healthcare Emergency Preparedness of the NYS Department of Health. The letter requests Community Health Centers (CHCs) across New York State to participate in updating information in the "Critical Asset Survey", (CAS). We would like for you to provide a revision /update to your 2010-2011 Critical Asset Survey (CAS) located on the Health Commerce System (HCS).

This survey is analogous to both hospital and nursing home critical asset surveys already on the "New York State Department of Health Commerce System", also known as the Health Provider Network (HPN), and was utilized by the NYSDOH during the H1N1 crisis.

The survey will be available on the HCS, which you should already have access to. Completing the survey requires a staff person with HCS access, usually the "HPN Coordinator". The CAS will survey the Center's: Capacity; Emergency Preparedness Capabilities, Equipment, Special Attributes, Pharmacy Communication Capacity, Transportation Capabilities, and Emergency Power Resources. On average completing the survey updates will take less than an hour. For those Centers who have yet to complete the survey, the estimated completion time is approximately four (4) hours and will require some inventory of your facility. You will be able to pause and save survey information to return to it at a later time.

It is most important that all people with HCS access within your organization update their passwords to ensure their access information is current and up to date. It is recommended you assign HCS accounts to additional staff members. HCS Coordinators have the ability to perform that task. If he or she needs assistance with either updating information or adding a personnel to the HCS account call 1-866-529-1890.

The CHCANYS' representative Mr. Mario Gonzalez is also available to assist you with the survey or any HCS issues that may arise. Mr. Gonzalez can be contacted by phone or e-mail at: 212-710-3810 or [mgonzalez@chcanys.org](mailto:mgonzalez@chcanys.org).

The Department recognizes the important role CHC's provide in both rural and urban settings within New York. This survey will provide the Department with important information regarding your needs in the event of a catastrophic accident or health emergency. The information gathered will allow the Department to plan for the deployment of emergency supplies and medicine to your Center prior to or during an emergency.

Should you have questions I can help you with, my contact information is:

George T. Loo, MPA, DrPH  
Office of Healthcare Emergency Preparedness  
New York State Department of Health  
150 Broadway, Suite 355  
Menands, New York 12204  
Email: [GXL11@health.state.ny.us](mailto:GXL11@health.state.ny.us)

Best regards,  
George