



Ronald E. Richter  
Commissioner

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Lorraine Stephens  
Deputy Commissioner  
Division of Family  
Permanency Services

Charles Barrios  
Deputy Commissioner  
Division Family Support  
Services

150 William Street  
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New York, NY 10038

Dear Executive Directors  
Foster Care Directors  
Medical Directors  
Mental Health Directors  
MHCU Liaisons

In our efforts to constantly improve the efficiency of ACS' procedures and processes, the Office of Child and Family Health recently reviewed the reporting requirements related to children and youth who are psychiatrically hospitalized. The Mental Health Coordination Unit (MHCU) continues to experience delays in receiving notifications of hospital admissions and discharges – which may result in legal sanctions to ACS and our foster care provider agencies - so we are implementing procedural changes to prevent such delays. Initial admission and discharge notifications will NOT require completion of MHCU forms 1057(initial) and 1058 (follow-up) at the time of notification. This will make it easier for agencies to comply with the 24-hour turnaround for reporting admissions and discharges. However, please note that forms 1057 and 1058 still need to be submitted as soon as possible, following the initial email notifications, but no later than 48 hours after the event.

Hence, effective immediately:

1. Please send psychiatric hospital **admission** notifications to the MHCU mailbox – [mentalhealth@dfa.state.ny.us](mailto:mentalhealth@dfa.state.ny.us) - as soon as a child is admitted, with the following information in the body of the email:

Name of child/youth:  
Date of Birth:  
Case name:  
Agency:  
Hospital:  
Admission date:

2. Please send psychiatric hospital **discharge** notifications to the MHCU mailbox – [mentalhealth@dfa.state.ny.us](mailto:mentalhealth@dfa.state.ny.us) - as soon as a child is discharged, with the following information in the body of the email:

Name of child/youth:  
Date of Birth:  
Case name:  
Agency:  
Hospital:  
Discharge date:

As previously mentioned, all completed 1057 and 1058 forms are still required, since the information in these forms will still be monitored and tracked. More importantly, the information contained in the forms is necessary so that the MHCU will be able to extend the needed technical assistance that case planners need for these complicated cases.

The Office of Child and Family Health supports all Foster Care agencies in providing the best, most effective and most efficient health services for all children and youth in care. For any questions, please contact Gita Thadhani  
[gitanjali.thadhani@dfa.state.ny.us](mailto:gitanjali.thadhani@dfa.state.ny.us)

Thanking you in advance

Sincerely,



Lorraine Stephens



Charles Barrios