New York Care Home Licensing & Compliance Tracker

Planning worksheet for a adult care facility or assisted living residence. Start with New York State Department of Health and confirm every requirement directly.

This tracker is educational, not legal advice or an application. State and local requirements vary by facility type, services, building, capacity, and resident needs.

Business / facility	
Project owner	
Target opening / renewal date	
Planned license classification	

Before application or renewal

- [ ] Confirm the correct license category, capacity, resident population, and service scope.
- [ ] Download current agency instructions, application, fee schedule, and forms.
- [ ] Confirm zoning, occupancy, fire/life-safety, building, food, water/septic, and local approvals.
- [ ] Document ownership, legal entity, insurance, administrator/manager, and financial requirements.
- [ ] Create staffing, training, background-check, emergency, medication, resident-record, and incident systems.
- [ ] Verify pre-licensure consultation, plan review, inspection, and correction steps.

Project tracker

Item	Source / requirement	Owner	Due	Status
License application				
Local approvals				
Building / fire review				
Policies and forms				
Staffing / training				
Inspection / corrections				

Recurring compliance calendar

- [ ] License renewal and fees
- [ ] Administrator or manager credentials
- [ ] Staff training and competency
- [ ] Background and registry checks
- [ ] Emergency drills and plan review
- [ ] Fire and life-safety systems
- [ ] Resident and personnel record review
- [ ] Policies, posted notices, insurance, and vendors

Next agency review ______________________

Next internal audit ______________________

Highest-priority correction ______________________

Evidence location ______________________

Official starting point: New York Adult Care Facility Profiles (New York State Department of Health). Verify current rules, forms, fees, records, and deadlines directly with the agency. Source reviewed September 2026.

Educational planning tool only. Confirm current requirements and obtain qualified legal, licensing, design, accounting, and insurance advice as needed.