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General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC054 Upstate and New York City
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To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors; Housing/Homeless Services Directors
From:	Cheryl Contento, Deputy Commissioner Division of Shelter Oversight and Compliance
Subject:	Security Measures – Incident Reporting in Shelters
Effective Date:	Immediately
Contact Information:	Division of Shelter Oversight and Compliance at 518-486-4040 or otda.sm.css.bss@otda.ny.gov

Section 2

This purpose of this General Information System (GIS) message is to clarify [16TA/DC061](#) and the requirements regarding serious incidents that need to be reported to the Office of Temporary and Disability Assistance (OTDA).

The category titled “[a]ny unscheduled visits by the media or other public officials” does not apply to public officials who have an oversight role over OTDA regulated emergency shelters. Additionally, and as previously directed in OTDA’s [Interim Guidance for Operators of Congregate Facilities Providing Shelter to Individuals Who are Homeless](#), COVID-19 remains one of the contagious diseases that must be reported to OTDA.