

DANIEL STEINBERG
Director, Office of Operations

March 14, 2023

Dear Speaker Adams,

Local Laws 126, 127, and 128 of 2016 require the Mayor's Office of Operations to conduct an annual review of all forms issued by the Department of Social Services (DSS), Administration for Children's Services (ACS), the Department of Homeless Services (DHS), the Department of Health and Mental Hygiene (DOHMH), the Department for the Aging (DFTA), the Department for Youth and Community Development (DYCD), and the Department of Education (DOE), that meet criteria set forth in these laws, and to submit a report to the City Council within 60 days of such review that includes: a list of all forms reviewed, a list of all forms that are eligible for updating to include the demographic information specified in the laws (ancestry and languages spoken; multiracial ancestry or ethnic origin; and sexual orientation and gender identity, respectively), and for any forms deemed not eligible for updating, an explanation as to why the forms cannot be updated.

The criteria for reviewing the forms, as indicated in the local laws, include:

- Forms that are voluntarily completed by persons seeking social services from designated agencies and the agencies' contracted providers of social services;
 - "Social services" (a subset of "human services" as defined in Admin. Code § 6-129), includes but is not limited to: day care, home care, homeless assistance, housing and shelter assistance, preventive services, youth services, and senior centers, and exclusive of other types of human services, such as health or medical services, including those provided by health maintenance organizations; legal services; employment assistance services, vocational and educational programs; and recreation programs.
- Forms that collect the enumerated types of demographic information (specified in each local law);
 - Local Law 126 of 2016 (ancestry groups and languages spoken)
 - Local Law 127 of 2016 (multiracial ancestry or ethnic origin)
 - Local Law 128 of 2016, as amended by Local Law 76 of 2018 (sexual orientation, gender identity and the gender pronoun(s) that an individual identifies with and that others should use when talking to or about that individual)
- Whether the agency has the authority to amend or edit (i.e. update) such forms.

In determining whether or not a named agency has the authority to amend or edit (i.e. update) a form, Operations asked the agency to cite any law, regulation, oversight agency, or contractual restriction that would prevent the agency from editing or amending the form. Operations also separately offered agencies an opportunity to comment if they had any practicability concerns with updating such forms to include expanded Demographic Data questions and response options to reflect those which are in the local laws.

The agencies have evaluated all relevant forms against these criteria and provided them to Operations for review. The results of each agency's findings and Operations' review are included in this report. Operations has been in discussions with the agencies about all 23 forms that have been deemed eligible for updating.

In accordance with the requirements of these local laws, the Mayor's Office of Operations will, prospectively, conduct this annual review as new forms are created and evaluated, as we look forward to continuing to best serve residents of all backgrounds and identities.

Sincerely,



Daniel Steinberg

2022 Report Overview

The Mayor's Office of Operations determined that 23 forms were eligible for updating and five were updated.

Below is a guide for reading each agency section. Note that each agency section is followed by footnotes with additional detail on any reasons why forms are ineligible.

- For each Demographic Data question type in the tables below, the following classification system is used:
 - **"Yes"** = question is present in the form and eligible for update
 - **"-"** = question is absent from the form

- **Note:** Where a form asks the service seeker's name and gender but does not explicitly have a gender-pronoun question, this report automatically lists a positive eligibility under "LL-128 Gender Pronouns" since gender pronouns are typically used when interacting with or referring to that service seeker and might otherwise be assumed.

- If the form is not eligible for updating, the reason is included in the "Eligible for Updating?" column. Refer to the footnotes in each section where applicable for more specific information on form update ineligibility. Reasons forms are not eligible for updating include:
 - **Does not contain any Demo Data questions:** The form does not contain questions related to the demographic categories associated with Local Laws 126, 127, and 128 of 2016 and therefore updating the form is not applicable.
 - **Not within agency's authority to edit or amend:** The form is issued by the City agency; however, Demographic Data questions are at least in part subject to oversight from some other authority (i.e.: state or federal government).
 - **Not a City-issued form:** Although the form in question is used by a City agency, the form is issued by another entity, and as such the agency is dependent on the issuer and unable to alter the form contents.

Administration for Children's Services (ACS)

Forms that qualify for review: 3

Forms deemed eligible for updating: 0

Forms updated: 0

Other notes:

- ACS does not have any forms deemed eligible for updating. All forms reviewed required New York State Office of Children and Family Services (OCFS) approval to amend. OCFS has not granted permission to amend the forms because the forms must be consistent with OCFS's federal data reporting requirements.
- Mandated ACS services (e.g. foster care) are excluded from this form review report as they are not services that are voluntarily sought.

ACS Forms Ineligible for Updating				
#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
1	Division of Child and Family Well-Being Childcare Application CFWB-012	No	Not within agency's authority to edit or amend	These ACS forms require New York State Office of Children and Family Services (OCFS) approval to amend. OCFS has not granted permission to amend the forms because the forms must be consistent with OCFS's federal data reporting requirements.
2	Division of Child and Family Well-Being Childcare Recertification	No	Not within agency's authority to edit or amend	These ACS forms require New York State Office of Children and Family Services (OCFS) approval to amend. OCFS has not granted permission to amend the forms because the forms must be consistent with OCFS's federal data reporting requirements.
3	Division of Preventive Services Form LE-DSS-2921	No	Not a City-issued form	This form is supplied by the New York State Office of Temporary and Disability Services (OTDA). Under 18 NYCRR § 320.1, a local equivalent form may only be used in its place with the approval of OTDA.

Department for the Aging (DFTA)

Forms that qualify for review: 5

Forms deemed eligible for updating: 4

Forms updated: 4

Other notes:

- DFTA implemented an additional section (NYC Demographics) that is now included with all eligible forms listed below. This section includes all the Demographic Data questions and response options specified in the local laws.

DFTA Forms Eligible for Updating									
#	Form name	Eligible for Updating?	Eligible for updating?						
			LL-126		LL-127		LL-128		
			Ancestry Groups	Languages Spoken	Multiracial Ancestry	Ethnic Origin	Sexual Orientation	Gender Identity	Gender Pronouns
1	Caregiver Assessment	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	FV Client Assessment	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	NORC Assessment	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Client Profile- NYC Demographics	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

DFTA Forms Ineligible for Updating				
#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
5	Compass	No	Not a City-issued form	The form is not within the agency's authority to amend.

Department of Education (DOE)

Forms that qualify for review: 21
 Forms deemed eligible for updating: 4
 Forms updated: 0

Other notes:

- Individual schools may maintain their own contracts. Such contractor forms are not included below.

DOE Forms Eligible for Updating									
#	Form name	Eligible for Updating?	Eligible for updating?						
			LL-126		LL-127		LL-128		
			Ancestry Groups	Languages Spoken	Multiracial Ancestry	Ethnic Origin	Sexual Orientation	Gender Identity	Gender Pronouns
1	Family Welcome Center Intake Form	Yes	-	Yes	-	-	-	Yes	Yes
2	School - Student Registration Form	Yes	-	Yes	-	-	-	Yes	Yes
3	Contractor Form: Empire Enrollment Form	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Contractor Form: 21st CCLC	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Note: The “NYCEEC Full-Day Pre-k Program Registration Form” has been removed from this list because the persons seeking services are younger than 14 years old.

DOE Forms Ineligible for Updating

#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
5	NYCDOE Pre-Kindergarten Language Needs Survey	No	No - not within agency's authority to edit or amend	These forms must comply with NYSED Commissioner's Regulation Part 154. While these forms currently contain questions regarding gender identity, LL-128 does not require the agency to collect such information from persons under the age of 14.
6	MS Application	No	No - not within agency's authority to edit or amend	These forms must comply with NYSED Commissioner's Regulation Part 154. While these forms currently contain questions regarding gender identity, LL-128 does not require the agency to collect such information from persons under the age of 14.
7	Kindergarten Application	No	No - not within agency's authority to edit or amend	These forms must comply with NYSED Commissioner's Regulation Part 154. While these forms currently contain questions regarding gender identity, LL-128 does not require the agency to collect such information from persons under the age of 14.
8	HS Application	No	No - not within agency's authority to edit or amend	These forms must comply with NYSED Commissioner's Regulation Part 154. While these forms currently contain questions regarding gender identity, LL-128 does not require the agency to collect such information from persons under the age of 14.
9	Home Language Identification survey	No	No - not within agency's authority to edit or amend	While these forms currently contain questions regarding languages spoken, NYC DOE's Home Language Identification Survey was approved by NYSED to serve as our version of NYSED's Home Language Questionnaire that is defined in CR Part 154-2.2 (k) and mandated as part of the identification process in CR Part 154-2.3 (a).
10	Federal Parent/ Guardian Student Ethnic & Race Identification	No	No - not within agency's authority to edit or amend	While this is a DOE form, it comports with Family Education Rights and Privacy Act of 1974 (FERPA) and related Federal guidance.
11	ELL Parent Survey and Program Agreement	No	No - does not contain any Demo Data questions and not within agency's authority to edit or amend	These forms must comply with NYSED Commissioner's Regulation Part 154.

#	Form name	Eligible for Updating?	Reason Why Form is Ineligible
12	Non-Parent Custodian Affidavit	No	Does not contain any Demo Data questions
13	ASD Application	No	Does not contain any Demo Data questions
14	ReStart Intake Form	No	Does not contain any Demo Data questions
15	YABC Guidance Referral Form YES-1	No	Does not contain any Demo Data questions
16	ACES Application	No	Does not contain any Demo Data questions
17	Parent Affidavit	No	Does not contain any Demo Data questions
18	Learning to Work Transfer School Parent Consent Form	No	Does not contain any Demo Data questions
19	Third Party Statement of Residency	No	Does not contain any Demo Data questions
20	Parent Affidavit of Residency	No	Does not contain any Demo Data questions
21	Housing Questionnaire	No	Does not contain any Demo Data questions

Department of Health and Mental Hygiene (DOHMH)

Forms that qualify for review: 20

Forms deemed eligible for updating: 4

Forms updated: 0

Other notes:

- DOHMH contractors must use the forms provided by DOHMH. There are no contractor-issued forms outside of the forms listed below.
- Excluded from the below list are forms from the Office of School Health, as its forms are used for the provision of health and mental health clinical services and are not completed by individuals voluntarily seeking social services.
- HSB = Healthy Start Brooklyn; NHVP = Newborn Home Visiting Program; NFP = Nurse-Family Partnership

DOHMH Forms Eligible for Updating									
#	Form name	Eligible for Updating?	Eligible for updating?						
			LL-126		LL-127		LL-128		
			Ancestry Groups	Languages Spoken	Multiracial Ancestry	Ethnic Origin	Sexual Orientation	Gender Identity	Gender Pronouns
1	HSB – Client Information Form ¹	Yes	-	Yes	Yes	Yes	-	-	-
2	HSB – Partner Information Form ¹	Yes	-	Yes	Yes	Yes	-	Yes	Yes
3	HSB – Infant Information Form ¹	Yes	-	-	Yes	Yes	-	-	-
4	NHVB – Intake Form ²	Yes	-	Yes	-	-	-	Yes	Yes

¹HRSA, the federal funder of the Healthy Start program, has developed standardized data collection forms that all Healthy Start programs must adopt as is. DOHMH is in the process of migrating these forms with updated demographic questions to a new database, which is scheduled to be completed during this year.

² The Newborn Home Visiting Program is unable to make any changes to the current forms using the existing case management system. This form will be updated upon completion of the program's new system.

DOHMH Forms Ineligible for Updating				
#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
5	NFP – Infant Birth Form	No	No – not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
6	NFP – Demographics Pregnancy-Intake	No	No – not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
7	NFP – Referrals to NFP Program	No	No – not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
8	NFP – Referrals to Services	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
9	NFP – Use of Government & Community Services	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
10	NFP – Patient Health Questionnaire-9	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
11	NFP – ASQ (ASQ-3)	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
12	NFP – Demographics Update	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
13	NFP – Infant Health Care	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.

DOHMH Forms Ineligible for Updating (Continued)

#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
14	NFP – Health Habits	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
15	NFP – Maternal Health Assessment: Pregnancy-Intake	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
16	NFP – DANCE ETO Coding Sheet	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
17	NFP – Clinical IPV Assessment	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
18	NFP – Generalized Anxiety Disorder - 7 (GAD-7)	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
19	NFP – Client Dismissal/ Transfer	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.
20	NFP – STAR Framework	No	No – does not contain any Demo Data questions and not a City-issued form	These are proprietary forms belonging to the Nurse-Family Partnership National Service Office, of which DOHMH operates an affiliate program. Partnership programs must use the forms issued by the National Service Office, a national non-profit organization.

Department of Social Services (DSS): Human Resources Administration (HRA) & Department of Homeless Services (DHS)

Forms that qualify for review: 23

Forms deemed eligible for updating: 9

Forms updated: 0

DSS – HRA Forms Eligible for Updating									
#	Form name	Eligible for Updating?	Eligible for updating?						
			LL-126		LL-127		LL-128		
			Ancestry Groups	Languages Spoken	Multiracial Ancestry	Ethnic Origin	Sexual Orientation	Gender Identity	Gender Pronouns
1	Fair Fares Application	Yes	-	Yes	Yes	Yes	-	Yes	Yes
2	Supportive Housing Application	Yes	-	Yes	Yes	Yes	-	Yes	Yes
3	HASA Request for Program Admission Form	Yes	-	-	Yes	Yes	-	Yes	Yes
4	Consumer Directed Personal Assistance Program Application Form	Yes ¹	-	Yes	-	-	-	Yes	Yes
5	Long Term Care Web Application (LTCWEB)	Yes	-	Yes	-	-	-	Yes	Yes
6	Adult Protective Services Web Application (APSNET)	Yes	-	Yes	Yes	Yes	-	Yes	Yes
7	HASA Web	Yes	-	Yes	Yes	Yes	-	Yes	Yes

Note: The “DYCD to DHS Shelter Referral Worksheet Form”, “DHS Temporary Housing Application”, and “DHS Intake Questionnaires” forms have been removed from this list because they are not filled out by city residents seeking social services. “HASA Web” has been added to the list.

DSS – DHS Forms Eligible for Updating									
#	Form name	Eligible for Updating?	Eligible for updating?						
			LL-126		LL-127		LL-128		
			Ancestry Groups	Languages Spoken	Multiracial Ancestry	Ethnic Origin	Sexual Orientation	Gender Identity	Gender Pronouns
8	DHS Cares	Yes	-	Yes	Yes	Yes	-	Yes	Yes
9	DHS Streetsmart	Yes	-	Yes	Yes	Yes	-	Yes	Yes

DSS - HRA Forms Ineligible for Updating				
#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
10	LDSS-3174 - New York State Recertification Form for Certain Benefits and Services (CA Recertification)	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
11	LDSS-2921 - New York State Application for Certain Benefits and Services (Common Application for CA, SNAP, and/or MA)	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
12	DOH-4220 – Access NY Health Care Medicaid	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
13	LDSS-4826 – SNAP-Only Application/Recertification	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
14	DOH-4328 - Medicare Savings Program Application	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.

DSS - HRA Forms Ineligible for Updating (Continued)

#	Form name	Eligible for Updating?	Reason Why Form is Ineligible	Detail
15	ACCESS HRA Cash Assistance Application	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
16	LDSS-5143 - Application for Child Support Services	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
17	LDSS-5145 - Referral for Child Support Services	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
18	LDSS-5166 –SNAP-Only Application/Recertification	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
19	Home Energy Assistance (HEAP)	No	No – not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
20	LDSS-5171 - Acknowledgment of Parentage	No	No – not within agency’s authority to edit or amend	Changes to this form would require DSS/HRA’s oversight agency, New York State Office of Temporary and Disability Assistance (OTDA), to amend them, in accordance with 18 NYCRR § 320.
21	DOH-4495A – Access NY Supplement A Form	No	No – does not contain any Demo Data questions and not within agency’s authority to edit or amend	Changes to these forms would require DSS/HRA’s oversight agencies, New York State Office of Temporary and Disability Assistance (OTDA) and New York State Department of Health (DOH), to amend them, in accordance with 18 NYCRR § 320.1.
22	Application for Burial Allowance	No	Does not contain any Demo Data questions	
23	Medical Request for Home Care	No	Does not contain any Demo Data questions	

Department of Youth and Community Development (DYCD)

Forms that qualify for review: 2

Forms deemed eligible for updating: 2

Forms updated: 1

Other notes:

- DYCD is working on a plan to be in compliance with the Summer Youth Employment Program (SYEP) form by 2023.
- All other programs use the DYCD Universal Online Application, which has already been updated with inclusive demographic data questions.
- The Community Service Block Grant (CSBG) application and Workforce Innovation & Opportunity Act (WIOA) forms are no longer used, as these programs now use the DYCD Universal Online Application.

Department of Youth and Community Development (DYCD)									
#	Form name	Eligible for Updating?	Eligible for updating?						
			LL-126		LL-127		LL-128		
			Ancestry Groups	Languages Spoken	Multiracial Ancestry	Ethnic Origin	Sexual Orientation	Gender Identity	Gender Pronouns
1	Online Universal Application Form	Yes	-	Yes	Yes	Yes	Yes	Yes	Yes
2	Summer Youth Employment Program (SYEP) Application Form	Yes	-	Yes	Yes	Yes	-	Yes	Yes