

# EVALUATOR MANUAL TRANSMITTAL SHEET

<b><u>Distribution:</u></b>  <input type="checkbox"/> All Child Care Evaluator Manual Holders <input checked="" type="checkbox"/> All Residential Care Evaluator Manual Holders <input type="checkbox"/> All Evaluator Manual Holders	<b><u>Transmittal No.</u></b> <b>06APX-15</b>
	<b><u>Date Issued</u></b> <b>November 2006</b>

**Subject:**

## APPENDIX E

### Memorandum of Understanding between the California Department of Aging and the California State Department of Social Services

**Reason For Change:**

This MOU is for Information Sharing and Cross-Reporting regarding Co-Located Adult Day Program Facilities and Alzheimer's Day Care Resource Centers effective May 8, 2006.

**New Pages**

INSERT: Memorandum of Understanding

**Approved:**

*Thomas Stahl*

*11/16/06*

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**THOMAS STAHL, Chief**  
 Policy Development Bureau  
 Community Care Licensing Division

\_\_\_\_\_  
 Date

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**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE

CALIFORNIA DEPARTMENT OF AGING

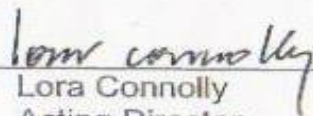
AND THE

CALIFORNIA STATE DEPARTMENT OF SOCIAL SERVICES

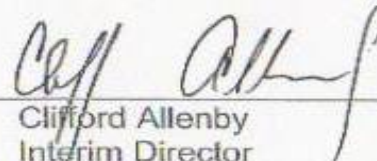
**FOR  
INFORMATION SHARING AND CROSS-REPORTING REGARDING  
CO-LOCATED ADULT DAY PROGRAM FACILITIES  
AND ALZHEIMER'S DAY CARE RESOURCE CENTERS**

EFFECTIVE DATE

MAY 8, 2006



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Lora Connolly  
Acting Director  
California Department of Aging



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Clifford Allenby  
Interim Director  
California Department of Social Services

This Memorandum of Understanding (MOU) between the California Department of Aging (CDA) and the California Department of Social Services (CDSS) outlines the collaborative and cooperative efforts between CDA and CDSS. In order to meet the needs and protect the health and safety of individuals with Alzheimer's disease and other dementia, this MOU establishes a framework for CDA, CDSS, local Area Agencies on Aging (AAA) and local Community Care Licensing Division (CCLD) offices to follow to enhance the State's ability to ensure that minimum program standards are met for programs in both departments. This MOU shall remain in effect until cancelled with a 30-day written notice from either party or replaced by a revised MOU.

## **ROLES AND RESPONSIBILITIES**

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### CDA

CDA is the federally designated State Unit on Aging. CDA administers state and federal community-based programs for persons aged sixty and older and adults with disabilities, and performs functions related to planning and systems development.

AAAs are local community-based agencies responsible for the overall planning, program development and coordination of services for older persons, their caregivers and persons with disabilities in their designated planning and service areas. AAAs operate under contract with CDA.

CDA and AAAs are created and authorized by the federal Older Americans Act (Title 42, United States Code, Sections 3001 to 3058ee), federal regulations relating to Grants for State and Community Programs on Aging (Title 45, Code of Federal Regulations, Part 1321, Sections 1 to 83), the Older Californians Act (California Welfare and Institutions Code, Sections 9000 to 9757.5), and the California Code of Regulations, Title 22, Sections 7100 to 8045.

### CDSS

CDSS is the unit of State government charged with providing aid and protection to needy children and adults in out of home care. CDSS accomplishes its objectives through 58 county welfare departments and offices, and community-based organizations throughout the state. The CCLD within CDSS establishes, assures compliance with, and enforces regulations relating to the health, safety, care, supervision, and legal and human rights of children and adults in licensed community care facilities.

CCLD's statutory and regulatory framework for Community Care Facilities is found in the California Health and Safety Code, Division 2, Chapter 3, and the California Code of Regulations, Title 22, Division 6.

## CLIENT POPULATION

### CDA

For the purposes of this memorandum, adults with Alzheimer's disease and related dementia who receive services in Alzheimer's Day Care Resource Centers (ADCRC) that are co-located in Adult Day Programs (ADP) licensed by CDSS.

### CDSS

For the purposes of this memorandum, adults with Alzheimer's disease and related dementia who receive services in ADCRCs that are co-located in ADPs licensed by CDSS.

## I. CALIFORNIA DEPARTMENT OF AGING AND CDSS CCLD CENTRAL OPERATIONS BRANCH

### CDA will:

1. Maintain ongoing communication by attending meetings with CDSS when requested.
2. Assign staff from the CDA AAA-Based Teams to serve as a liaison to respond to requests for policy or program interpretations, program operations information, training information and requests for data.
3. Provide to the CDSS liaison, when requested, copies of current laws, regulations, contract language and procedures relevant to the ADCRC Program and changes or proposed changes to these documents. Provide a copy of the ADCRC monitoring protocol and updates when requested.
4. Coordinate and/or provide information on training opportunities relevant to CDSS staff. When appropriate, involve CDSS staff as trainers on topics related to community care licensing.

### CDSS will:

1. Maintain ongoing communication by attending meetings with CDA when requested.
2. Assign staff from CCLD to serve as a liaison to respond to requests for policy or program interpretations, program operations information, training information, and requests for data.
3. Provide to the CDA liaison, as requested, when not available on the CCLD website, copies of current laws, regulations and procedures relevant to ADPs, and changes or proposed changes to these documents. Provide a copy of CCLD's evaluator manual and updates as requested, when not available on the CCLD website.
4. Coordinate and/or provide information on training opportunities relevant to CDA staff. When determined appropriate by CCLD, involve CDA staff as trainers on topics related to ADRCs.

5. Provide up-to-date departmental staff and AAA contact lists when not available on the website.

6. Upon request, will provide data on the number, names and locations of ADCRCs, and other relevant data that may be useful to CDSS. Information will be provided annually, or upon request.

7. Monitor AAAs to determine successes and areas requiring improvement with regard to this MOU.

5. Provide up-to-date departmental staff contact lists when not available on the CCLD website.

6. Upon request, will provide data on the number, names and locations of ADPs, and other relevant data that may be useful to CDA. Information will be provided annually, or upon request.

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## II. AAAs and CCLD REGIONAL OFFICES

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CDA and CDSS shall require local AAAs and CCLD Regional Offices, respectively, to coordinate on specific issues related to ADCRCs that are co-located with ADPs. Coordination should, at a minimum, address the following responsibilities:

The AAA will:

1. Refer potential ADP applicants to CCLD for licensing information.
2. When determined feasible by the AAA, provide joint orientation on the ADCRC Program and other aging services to potential ADP licensees.
3. When determined feasible by the AAA, participate in the CCLD pre-licensing orientation for ADPs that will also be ADCRC providers.

The CCLD Regional Office will:

1. Refer to the AAA any ADP applicants who are interested in becoming an ADCRC Program provider, and furnish to the AAA a copy of the applicant's public application forms.
  2. Invite AAA staff to participate in CCLD licensing ADP orientations, distribute AAA-prepared information at these orientations and, as feasible and appropriate, participate in AAA provider meetings.
  3. When determined feasible by CCLD, conduct the CCLD pre-licensing visit with AAA staff for ADPs that will also be ADCRC providers.
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## **B. VISIT COORDINATION AND INFORMATION SHARING FOR CO-LOCATED ADCRCs/ADPs**

### The AAA will:

1. Share with CCLD Regional Offices copies of the AAA's ADCRC review reports, including monitoring reports and corrective action plans, when determined appropriate by the AAA, or when requested by CCLD.
2. When requested, provide training to CCLD Regional Office staff on local ADCRC contractual requirements.
3. Cooperate with CCLD Regional Offices on:
  - Facility complaint investigations; and
  - Follow-up to Special Incident Reports and
  - Facility non-compliance conferences and the establishment of the compliance agreement.
4. When requested, participate in CCLD's non-compliance conference and the establishment of the compliance agreement.
5. Participate as necessary in CCLD's advance coordination meetings in preparation for a Temporary Suspension Order (ISO). Coordination meetings will address the transfer of ADCRC Program participants.
6. When requested, hold meetings with CCLD Regional Office staff to exchange information.

### The CCLD Regional Office will:

1. Share with the AAA copies of public licensing reports, including complaint determinations by Licensing Program Analysts (LPA) and Investigators, when determined appropriate by CCLD, or when requested by the AAA.
2. When requested, provide Title 22 training to AAA staff.
3. When determined appropriate by CCLD, notify the AAA of a complaint involving an ADCRC client, and where possible, coordinate with the AAA on:
  - Facility complaint investigations;
  - Follow-up to Special Incident Reports and
  - Facility non-compliance conferences and the establishment of the compliance agreement.
4. When determined appropriate by CCLD, invite AAA staff to participate in non-compliance conferences and consider input from the AAA on the establishment of the compliance agreement.
5. In preparation for a TSO, CCLD will assure that Evaluator Manual established guidelines for the transfer of clients are followed. This will include an advance coordination meeting involving AAA staff.
6. When requested, hold meetings with AAA staff to exchange information.

