EVALUATOR MANUAL TRANSMITTAL SHEET

Distribution:

- All Child Care Evaluator Manual Holders
- All Residential Care Evaluator Manual Holders
- All Evaluator Manual Holders

Transmittal No.: 07ADP-01
Date Issued: December 2007

Subject:

Adult Day Programs

Reason For Change:

As required by Senate Bill 1982 (Perata, Statutes of 2002), the Adult Day Support Center regulations, Adult Day Care regulations, and the General Licensing Requirements applicable to both categories were all merged into a new standalone category entitled Adult Day Programs.

Revised the following sections of the Regulation Interpretations and Procedures:

Sections 82064, 82065.5, 82075, 82075.1 and 82076

Filing Instructions:

REMOVE – Entire section

INSERT – Revised section

Approved:

Thomas Stahl 12/27/07

THOMAS STAHL, Chief
Policy Development Bureau
Community Care Licensing

Contact Person: Seton Bunker  Phone Number: 916-322-1192

LIC 9025 (7/99)
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ARTICLE 6 CONTINUING REQUIREMENTS

82064 ADMINISTRATOR – QUALIFICATIONS AND DUTIES

(c) POLICY

The licensing agency may require that the administrator increase his/her time spent at the facility if it is determined that the absence of the administrator has a detrimental effect on the facility.

PROCEDURE

Review facility records and interview staff and clients, if appropriate, to determine that the administrator is in the facility and providing sufficient time to the operation and management of the facility. Document findings on the Licensing Report (LIC 809) and other supporting reports as required.

(e) POLICY

References must be used to verify experience.

(f) POLICY

Where the licensee is the administrator, the date of licensure shall be considered the date of employment.

PROCEDURE

Review personnel records to determine the date of employment. A break in employment is considered a period of time in which the administrator is not actually employed in an Adult Day Program.
82065 PERSONNEL REQUIREMENTS

(b) PROCEDURE

Review the Facility Staffing Worksheet (LIC 507) and the facility work schedule to ensure an overlap of staff during shift changes.

82065.5 STAFF-CLIENT RATIOS

(a) POLICY

The minimum staff to client ratios shall be based on the following number of clients:

- The number of clients in the program
- The number of clients present at a given location
- Whether one or more clients rely on others to perform all activities of daily living

82075 HEALTH RELATED SERVICES

PROCEDURE

Review clients’ files to determine that a Consent for Medical Treatment (LIC 627C) has been obtained.

82075.1 DAILY INSPECTION FOR ILLNESS

(a) POLICY

See Section 82075(d)

82076 FOOD SERVICE

(c) POLICY

Some facilities do not prepare food on the premises and clients bring their own lunches. It is appropriate for the licensee to observe that these lunches are nutritionally adequate.
PROCEDURE

Review the facility’s program of activities, admission agreements and menus to determine what provisions have been made for food service.

POLICY

If a client’s needs, such as care for incontinence, demand particular supplies, the designation of who will provide supplies should also be specified in the admission agreement.

ARTICLE 7 PHYSICAL ENVIRONMENT

OUTDOOR ACTIVITY SPACE

The licensee’s written activity plan shall include the location(s) of outdoor activity space which is utilized by the clients. These areas may include activity centers, public parks and other such space.

Shade may be provided by trees, awnings, tables with umbrellas, etc.

POLICY

Scheduling of bathroom use may be required for privacy (if screens or curtains are not provided).