
EVALUATOR MANUAL TRANSMITTAL SHEET

<p><u>Distribution:</u></p> <p>___ All Child Care Evaluator Manual Holders</p> <p><u>X</u> All Residential Care Evaluator Manual Holders</p> <p>___ All Evaluator Manual Holders</p>	<p><u>Transmittal No.</u> 07ADP-01</p> <hr/> <p><u>Date Issued</u> December 2007</p>
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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:

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12/27/07

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ADULT DAY PROGRAMS

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ARTICLE 6 CONTINUING REQUIREMENTS**82064 ADMINISTRATOR – QUALIFICATIONS AND DUTIES****82064****(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 82065**(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 82065.5**(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
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82075 HEALTH RELATED SERVICES 82075**PROCEDURE**

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

82075.1 DAILY INSPECTION FOR ILLNESS 82075.1**(a) POLICY**

See Section 82075(d)

82076 FOOD SERVICE 82076**(e) 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.

82076 FOOD SERVICE (Continued)**82076****PROCEDURE**

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

82078 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION 82078**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**82087.2 OUTDOOR ACTIVITY SPACE****82087.2****(a) POLICY**

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.

82088 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES**82088****(b)(1) POLICY**

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