

---

## EVALUATOR MANUAL TRANSMITTAL SHEET

---

<p><b><u>Distribution:</u></b></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><b><u>Transmittal No.</u></b> 08ADP-01</p> <hr/> <p><b><u>Date Issued</u></b> September 2008</p>
---	---

**Subject:**

Adult Day Programs  
Health-Related Services – Online training for cardiopulmonary resuscitation and first aid.

**Reason for Change:**

Add Section 82075(f)

Renumbering and reformatting changes resulting in pages i and 1 through 4.

**Filing Instructions:**

REMOVE – Pages 1 through 4

INSERT – Pages i and 1 through 4.

**Approved:**

*SETON BUNKER FOR THOMAS STAHL*

*9/18/08*

---

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

---



---

Date

Contact Person: Seton Bunker

Phone Number: (916) 322-1192

---

**ADULT DAY PROGRAMS**

**TABLE OF CONTENTS**

**ARTICLE 6 CONTINUING REQUIREMENTS**

Administrator – Qualifications and Duties .....82064  
Personnel Requirements.....82065  
Staff-Client Ratios .....82065.5  
Health-Related Services.....82075  
Daily Inspection for Illness.....82075.1  
Food Service .....82076  
Responsibility for Providing Care and Supervision.....82078

**ARTICLE 7 PHYSICAL ENVIRONMENT**

Outdoor Activity Space.....82087.2  
Fixtures, Furniture, Equipment, and Supplies .....82088

**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
- 

**82075 HEALTH RELATED SERVICES****82075****PROCEDURE**

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

---

**(f) POLICY**

Online training for cardiopulmonary resuscitation (CPR) and first aid is permitted. Currently a hands-on practice component is not required; however, it is recommended that any online training that has a skills competency component, e.g. First Aid and CPR, include a hands-on practice component. The hands-on practice component would increase the confidence level of the participant and consequently augment staff's ability to perform their job duties. The hands-on practice component should be provided and overseen by an on-site instructor and address skills appropriate to the clients served.

---

---

**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.

**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**

**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).

---

---