CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

ARNOLD SCHWARZENEGGER
GOVERNOR

June 3, 2008

Dear Social Rehabilitation Facility Licensee:

Being a licensed care provider is a serious responsibility. The very health, safety and well being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal--protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records and training your staff. This will help you evaluate your compliance with those requirements that when not met can threaten the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

The requirements on the checklist are those considered most serious. Of course, as a licensee you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing Social Rehabilitation Facilities are available at http://ccld.ca.gov/PG398.htm.

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements. Thank you for your efforts to provide the very best care to the adults you serve.

Sincerely,

JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosure

SOCIAL REHABILITATION FACILITIES
FACILITY REVIEW SHEET

Facility Name: Date:

Name of Reviewer:

Regulation Sections		Provisions	Met	Not Met
1.	80005(a), 80030(a)(f) 81009	Facility has valid license (or provisional), appropriately posted		
2.	80010(a)(b)(1), 80024(a)(b), 8002081010	Facility operates within terms and limitations of the license		
3.	80010(b)	Rooms approved for non-ambulatory are designated		
4.	80019(a)-(k)	Criminal record clearance for appropriate personnel and other residing adults		
5.	80020(a)(b)	Appropriate fire clearance maintained		
6.	80023(a)-(d)	Facility has current written disaster and mass casualty plan; disaster instructions and drills meet requirements		
7.	80061(a)-(h)	Death, injury, unusual incidents reported as required		
8.	80064, 80065(g) 81064(c)-(g), 81064.1(d)(f)	Administrator qualified and fulfills responsibilities		
9.	80077.3	Adequate staff for clients who lack hazard awareness or impulse control including wandering and self injurious behavior		
10.	80065(a)(g)(k)-(m) 81065(b)(d)	Sufficient, competent personnel to provide services		
11.	80065(b)(e) 81065(b)(c)	Appropriate staffing for planned activities and night supervision		
12.	81068.3(d)(1)(2)	Consultation from a professional as required		
13.	80065(f)(m) 81065(f)(1)(A)-(H)	Orientation, training, continuing education for all personnel		
14.	80069(a)(b) 81068.1(a)-(d)	History, medical assessment obtained as required		
15.	80070(a)-(g) 81070	Client's records are complete, updated and confidential		
16.	80070(b)(8)	Ambulatory status of clients recorded in records		
17.	80071(a)	Register of clients, current and complete, available for review		
18.	80072(a)-(d) 81072(b)(1)-(12)	Personal rights are ensured		
19.	80072(a)(8)(A)-(E), 80024(a)(b)(1)-(4)	No behavioral restraints except as approved by licensing agency		
20.	80073(a) 81072(b)(9), 81088(h)	Telephone service on premises; signal system meets requirements		
21.	80075(a),(b)(7) 81075(b)	Plan for incidental medical/dental care developed by facility		
22.	80075(b)(e)(l)	Assistance with medications or prosthetic, vision or hearing aids as appropriate		
23.	80075(i),80075.1(a)	Staff providing direct care have appropriate first aid (AED if at facility) training		
24.	80075(j)(1)(A)-(H)	First aid kit maintained, properly stocked, if no medical unit on grounds		
25.	80075(m)(1)-(3)(n)(1)-(6)	Medications stored and locked appropriately		

26.	81068.3(c)	Observation for changes in functioning; take action when changes noted		
27.	80076(a)(1) 81076(c)(1)	The quality and quantity of staple and perishable food served is adequate		
28.	80076(a)(6)(8)	Modified diets prepared for clients needing them		
29.	80076(a)(7)(13)(14)(18) 81076(c)(4)	Food is protected from contamination; contaminated food is discarded		
30.	80076(a)(15)(16)	Soap and toxic substances are properly stored		
31.	80076(a)(17)-(21), 80087(a)-(c), 80088(e)(3)(f)(g) 81087(c), 81088(c)(1)(4)(d)	Facility is clean, sanitary and in good repair,		
32.	80087(a)-(i), 80065(e) 81087(c), 81088(f)(3)	All persons are safe from hazards, including hot water temperature which must be between 105-120 degrees		

Comments: