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 Adult Day Program 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 Adult Day Program 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

Enclosures

ADULT DAY PROGRAMS
FACILITY REVIEW SHEET

Facility Name: Date:

Name of Reviewer:

Regulation Sections		Provisions	Met	Not Met
1.	82010, 82028(a)	Facility operates within terms and limitations of the license		
2.	82019(a)(c)-(k)	Criminal record clearance for appropriate personnel and other residing adults		
3.	82020	Appropriate fire clearance maintained		
4.	82065(a)(b)(d)-(o)	Sufficient, competent personnel to provide services		
5.	82065(a)(e)	Appropriate staffing for planned activities		
6.	82023(a)-(d)	Facility has current written disaster and mass casualty plan; disaster instructions and drills meet requirements		
7.	82073	Telephone service on premises; signal system meets requirement		
8.	82061(a)	Death, injury, unusual incidents reported as required		
9.	82072(a)-(d), 82075(c)(d)	Personal rights are ensured		
10.	82072(a)(8)(A)-(E)	No behavioral restraints except as approved by licensing agency		
11.	82075(k)(l)	Medications stored and locked appropriately		
12.	82075(b)(e)(j)	Assistance with medications or prosthetic, vision or hearing aids as appropriate		
13.	82064(a)-(i)	Administrator qualified and fulfills responsibilities		
14.	82068.2(d)	Consultation from a professional as required		
15.	82065(f)(1)-(9), 82065.1(d)	Orientation, training, continuing education for all personnel		
16.	82066(a)-(f)	Personnel records are complete and available for review at facility		
17.	82068.2(a)(f)(1)-(2)	History, medical assessment obtained as required		
18.	82070(a)-(g)	Client's records are complete, updated and confidential		
19.	82071(a)-(b)	Register of clients, current and complete, available for review		
20.	82075(f), 82075.2	Staff providing direct care have appropriate first aid (AED if at facility) training		
21.	82075(g)	First aid kit maintained, properly stocked, if no medical unit on grounds		
22.	82076(a)	The quality and quantity of staple and perishable food served is adequate		
23.	82076(a)(5)	Modified diets prepared for clients needing them		
24.	82076(a)(15)	Soap and toxic substances are properly stored		

25.	82087(a-g),	The facility shall be clean, safe and in good repair		
26.	82087.2, 82087.3 82088(e)	All persons are safe from hazards, including hot water temperature must be between 105-120 degrees		
Comments:				