

CALIFORNIA DEPARTMENT OF AGING  
ADULT DAY HEALTH CARE BRANCH  
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DATE: August 3, 2011

TO: Adult Day Health Care Center Administrators and Program Directors

FROM: The California Department of Aging (CDA) ADHC Branch

**SUBJECT: Adult Day Health Care (ADHC) and Adult Day Program (ADP) Requirements**

Recently, CDA, the California Department of Public Health (CDPH), and the California Department of Social Services (CDSS) have received numerous inquiries from ADHC centers about ADP licensure requirements. This letter provides information regarding requirements for ADHC/ADP dual program licensure.

#### **BACKGROUND**

The Adult Day Program (ADP) is a community-based program that serves persons 18 years or older who are in need of personal services, supervision, or assistance essential for sustaining activities of daily living or for the protection of these individuals on less than a 24-hour basis. CDSS licenses these programs as ADP Community Care Facilities.

Health and Safety Code (H&S) 1578.1 allows ADHC centers, licensed by the California Department of Public Health (CDPH), to provide ADP services without having an additional license issued by CDSS. Senate Bill 91, passed by the Legislature and signed by the Governor on July 25, 2011, amends existing provisions for approval of dual ADHC/ADP programs, creating a streamlined application process that is not subject to on-site inspection by CDPH.

#### **DUAL ADHC/ADP PROGRAM**

##### Application

ADHC centers wishing to operate a dual program of ADHC/ADP services may view instructions and obtain application forms at [www.aging.ca.gov/programs/adhc/ADHC\\_Forms.asp](http://www.aging.ca.gov/programs/adhc/ADHC_Forms.asp). No additional fees are required for adding ADP services to an existing ADHC license. The application consists of the following forms:

1. Application For Addition Of Adult Day Program Services Under The ADHC License (ADH 0012)
2. Proposal To Share Space (ADH 0007)
3. Licensure & Certification Application (HS 200)



4. Applicant Individual Information (HS 215A) – Submit ONLY for new owners, directors, board members, corporate officers, management companies, administrators.

CDPH will process **complete** applications in the order they are received. Incomplete applications will not be processed until complete.

Once approved, CDPH will issue an amended license that indicates that the center is licensed to provide ADP services, includes a maximum license capacity, and specifies limits for ambulatory and nonambulatory participants. A center may not operate beyond the conditions and limits of its license, including exceeding the approved capacity or maximum allowable number of Medi-Cal participants served daily.

PLEASE NOTE: Determinations regarding the need to obtain an updated fire clearance will be made by CDPH, based on the date of the last clearance and the plan submitted by the ADHC for operating the dual program. Providers should not initiate requests directly to local fire authorities or fill out clearance request forms.

#### Dual ADHC/ADP Program Requirements

While dual program providers can benefit from becoming familiar with the requirements for operating an ADP as specified in the Community Care Licensing regulations and structure program operations in concert with those requirements, only laws and regulations for the ADHC program will be enforced.

#### **ADP REQUIREMENTS**

See attached letter from CDSS.

#### **ADDITIONAL INFORMATION AND CONTACT NUMBERS**

- CDA ADHC Branch (916) 419-7545.
- CDA website: [www.aging.ca.gov](http://www.aging.ca.gov).
- CDPH:
  - Orange County Licensing District Office
    - (714) 567-2906
  - San Jose Licensing District Office
    - (408) 277-1784
- CDPH website: [www.cdph.ca.gov](http://www.cdph.ca.gov)
- CDSS Community Care Licensing website: [www.cclcd.ca.gov](http://www.cclcd.ca.gov)



WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
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EDMUND G. BROWN JR.  
GOVERNOR

July 25, 2011

Insert into All Facilities Letter from the California Department of Aging to Adult Day Health Care Licensee

Dear Adult Day Health Care Licensee,

Recent changes regarding funding for clients who receive services in ADHCs may result in some of you deciding to seek licensure as an Adult Day Program (ADP). The ADP license is required when day program services are being provided and the operator does not have an active Adult Day Health Care Facility license. The California Department of Social Services' Community Care Licensing Division's (CCLD) has licensing and regulatory oversight of the ADP licensure category. As an ADHC licensee, you are already familiar with the process of applying for and meeting requirements for a license. This letter provides you with the basic process and resources for obtaining an ADP license with CCLD.

The first step in the application process is to register for and then attend an Adult Care Orientation session. The schedule, fee information and locations can be found at: <http://www.cclid.ca.gov/res/pdf/AdultCareOrientation.pdf>. You cannot submit an application for an ADP license to CCLD without also submitting proof of attendance at this Orientation. However, if you are currently operating an ADP under your ADHC license, the requirement for an ADP Orientation is waived. To receive this waiver, you must include a copy of your current ADHC license and a signed statement attesting to the current dual program along with your application. Note that you may wish to attend the Orientation anyway as it will explain in detail the process for seeking an ADP license. You can also review the Reference Material contained in the CCLD Evaluator Manual, which provides helpful information regarding the ADP licensing process. It can be found at: <http://www.cclid.ca.gov/res/pdf/Application.pdf>.

The next step in obtaining an ADP license is to submit the complete application package and licensing fee to the applicable CCLD Adult Care office. CCLD's regional office information can be found at the following link: <http://www.cclid.ca.gov/PG484.htm>.

The regulations that govern ADPs can be found at <http://www.dss.cahwnet.gov/ord/entres/getinfo/pdf/adpman.pdf>. Note that there are specific conditions that are prohibited in ADPs. Therefore, it is possible that some of your ADHC clients would not be able to receive services in the ADP program. Such conditions, per Regulation Section 82091, include, but are not limited to:

- 1.) Naso-gastric and naso-duodenal tubes
- 2.) Active, communicable TB
- 3.) Conditions that require 24-hour nursing care and/or monitoring
- 4.) Stage 3 and 4 pressure sores (dermal ulcers)
- 5.) Any other condition or care requirements which would require the day program to be licensed as a health facility as defined by Health and Safety Code Section 1250.

We are looking forward to working with you to expedite your transition to the ADP licensing category. If you have any questions, please contact the applicable CCLD Regional Office.

Sincerely,



MARY JOLLS  
Adult and Senior Care Program Administrator  
Community Care Licensing Division