

CALIFORNIA DEPARTMENT OF AGING
 COMMUNITY-BASED ADULT SERVICES BRANCH
 1300 NATIONAL DRIVE, SUITE 200
 SACRAMENTO, CA 95834
 Internet Home Page www.aging.ca.gov
 TDD 1-800-735-2929
 TEL (916) 419-7545
 FAX (916) 928-2507



Date

Administrator's Name
 Center Name
 Center Street Address
 City, CA Zip Code

Dear Ms./Mr.:

Purpose:

This letter is to inform you of activities that must be completed when closing your Community-Based Adult Services (CBAS) center and provides you with both the "CBAS Center Closure Information" and "CBAS Discharged Participants Disposition Report" forms to complete and submit to the California Department of Aging within two weeks of the Center's closure date, which is projected to be (by the end of enter MONTH OR enter actual DATE. The activities are as follows:

**Notification of
 Managed Care
 Plan
 Contractors
 and CDPH**

Inform all Medi-Cal Managed Care plans with which the center is under contract and the California Department of Public Health (CDPH) of the scheduled closure date and work with them to meet their closure requirements.

Please contact your CDPH Licensing District Office at:

Orange County District Office
 California Department of Public Health
 Licensing and Certification Program
 681 S. Parker Street, # 200
 Orange, California 92868
 (714) 567-2906
 (800) 228-5234
 Fax (714) 567-2815

San Jose Licensing District Office
 California Department of Public Health
 Licensing and Certification Program
 100 Paseo de San Antonio, # 235
 San Jose, California 95113
 (408) 277-1784
 (800) 554-0348
 Fax (408) 277-1032

Note: Centers are allowed by regulation to temporarily place their ADHC license in suspense per Title 22, California Code of Regulations, §78233. During the time a center is closed/non-operational:

- The center's national provider identifier (NPI) will be deactivated.
- Certification renewal activities must continue. Specifically, if the center's certification is set to expire during the time that the center's license is in voluntary suspense, the provider must complete a renewal application and reopen the center so that CDA may conduct an on-site certification renewal survey. CDA cannot renew certification of providers that fail to submit a renewal application and/or for whom an onsite survey cannot be conducted.

**Participant
 Notice and
 Discharge:**

1. Provide participants written notice regarding the center closure and pending discharge, prior to closure. Reasonable advance notice shall be given to ensure orderly discharge in accordance with Title 22, CCR, §78437(a)(12). Please

maintain a copy of each notice along with the distribution date in each participant's health record.

2. Plan for participant discharge based on the assessment of the participant by the multidisciplinary team in accordance with Title 22 CCR §78345, and as specified in the Center's policy and procedures. Work with the participants' Medi-Cal managed care plans regarding the referral and discharge of their members.
3. Develop participant discharge plans that meet the requirements of Title 22 CCR §78345.
4. Submit a completed "[CBAS Discharged Participants Disposition Report](#)" within two (2) weeks after closure to the CDA CBAS Branch at:
California Department of Aging - CBAS Branch
1300 National Drive, Suite 200
Sacramento, CA 95834

Records
Disposition
Plan:

1. Submit a completed "[CBAS Center Closure Information](#)" form within two (2) weeks after closure to the CDA CBAS Branch, in accordance to Title 22, CCR, §54411(a)(8).

NOTE: You must maintain participant health records for a minimum of seven (7) years in accordance with Title 22 CCR §78435.

Be aware that in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all health care providers are required to preserve the integrity of Personal Health Information (PHI). Please access the website links noted below, which are provided to help familiarize you with HIPAA law concerning applicable records retention guidelines.

All financial records must be kept for a minimum of four (4) years in accordance with the Welfare and Institutions Code, §14575. These records may consist of:

- Documentation of the amount paid for services provided to Medi-Cal beneficiaries;
- CBAS Annual Cost Reports and supporting documentation;
- Audits and supporting documentation; and
- Collections and supporting documentation.

**Submission of
Additional
Reports to
CDA:**

1. Submit an updated "[Participant Characteristics](#)" (CDA-ADHC 293, Rev.05/14) report in accordance with Title 22 CCR §54111(a)(8) within two (2) weeks after closure.
2. Submit a final "[Monthly Statistical Summary Report \(MSSR\)](#)" (CDA 174, Rev.09/13) in accordance with Title 22 CCR §54111(a)(8) within two (2) weeks after closure.

**Resources
and Website
Information:**

The following is a list of CBAS program referral websites that can assist providers with participant referral, website information for other community-based services programs, as well as the website address for the California Department of Aging.

Resource: CBAS Center List

Information Description: Provides address and other basic information for licensed and certified CBAS Centers statewide.

Website Address: http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/CBAS_Providers/Default.asp.

Resource: Area Agency on Aging Program List

Information Description: Provides address information for Area Agency on Aging programs statewide.

Website Address: <http://www.aging.ca.gov/ProgramsProviders/AAA/>.

Resource: Area Agency on Aging Program Toll Free Number

Information Description: Provides public access to the AAA Information and Assistance (I & A) Line.

Phone Number: 1 (800) 510-2020

Resource: California Department of Aging Website

Information Description: Includes information for all services and programs the Department offers.

Website Address: www.aging.ca.gov/

Resource: Facility Locator

Information Description: Provides public access to information regarding all California Department of Social Services programs.

Website Address: www.cclid.ca.gov/docs/cclid_search/cclid_search.aspx

Resource: General HIPAA Information and Contacts

Information Description: Provides guidelines and information concerning HIPAA requirements for records retention.

Website Address: <http://www.dhcs.ca.gov/formsandpubs/laws/hipaa/Pages/default.aspx>

Administrator's Name

Month/Year

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**Further
Assistance:**

Upon request, CDA can send you a referral list that includes the names and locations of other CBAS centers in your area and the distance to them from your center. This listing may assist you if you need to refer participants to other CBAS centers for services.

If you have any questions, please contact CDA CBAS Branch at (916) 419-7545.

Sincerely,

CBAS Manager
Certification Team II
Community-Based Adult Services Branch

cc: _____, District Manager
District Office

Licensing and Certification Program
California Department of Public Health

Alice Chan, Nurse Supervisor
Long-Term Care Division
Department of Health Care Services

AAA Director

Department of Health Care Services
Medi-Cal Managed Care Division