

Purpose

The following information outlines the activities that must be completed when closing a Community-Based Adult Services (CBAS) center.

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 and Certification Program, District Office using the link below for contact information:

<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/DistrictOffices.aspx>

Note: Centers are allowed by regulation to temporarily place their ADHC license in suspense per Title 22, California Code of Regulations (CCR), §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 Discharge Summary Report " (CDA 4008) 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 – Records Disposition Plan" (CDA 7009) within two (2) weeks after closure to the CDA CBAS Branch, in accordance with 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 link noted below, which is provided to help familiarize you with HIPAA law concerning applicable records retention guidelines.

Website Address:

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

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 Report" (CDA-CBAS 293) in accordance with Title 22 CCR §54411(a)(8) within two (2) weeks after closure.
2. Submit final "Monthly Statistical Summary Report (MSSR)" data in accordance with Title 22 CCR §54411(a)(8) within two (2) weeks after closure.

Further Assistance:

A list of the names and locations of other CBAS centers in your area is available on the CDA website.

Website Address: www.aging.ca.gov

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.