

## INSTRUCTIONS COMMUNITY- BASED ADULT SERVICES (CBAS) Discharge Summary Report (CDA 4008)

### Overview

The CBAS Discharge Summary Report (CDA 4008) provides summary information on participant discharges that occur in Community-Based Adult Services (CBAS) centers on an annual basis.

The form is available in an Excel format on the California Department of Aging’s website: [www.aging.ca.gov](http://www.aging.ca.gov). To find this form, click on the ADHC/CBAS tab, Forms and Instructions, then select CBAS Discharge Summary Report (CDA 4008).

Maintain the CBAS Discharge Summary Report for ALL Medi-Cal participants discharged from the center, on a cumulative basis annually, and provide the report to the CBAS Branch under the following circumstances:

1	Upon discharge of a Medi-Cal fee-for-service (FFS) participant	Fax the CBAS Discharge Summary Report to the CDA CBAS Branch at (916) 928-2507. <b>DO NOT E-MAIL</b>
2	Upon request by CDA	When CDA requests the CBAS Discharge Summary Report, we will provide instructions on how to send in the report in a secure manner that protects participant health information.

NOTE: The CBAS Discharge Summary Report (CDA 4008) is a tracking document that includes limited summary data on all discharged participants. CBAS centers are still required to develop discharge plans for all participants as part of the six-month reassessment and at time of discharge. Discharge plans are to be maintained in the participants’ health records.

### General Instructions

Please complete one line of this form for each CBAS participant discharged from the center per the reporting requirements below for each calendar year. Report only Medi-Cal managed care and fee-for-service participants. Do NOT report private pay participants.

Header	Instructions
Center Name	Enter the center’s complete legal name
NPI	Enter your center’s National Provider Identifier (NPI)

Column	Instructions
A. Participant Name	Enter participant first and last name.
B. Client Identification Number (CIN)	Enter participant Medi-Cal Client Identification Number (CIN).
C. First Date of Attendance	Enter participant first date of services at the CBAS center after initial assessment by the center’s multidisciplinary team.

**INSTRUCTIONS**  
**COMMUNITY- BASED ADULT SERVICES (CBAS)**  
**Discharge Summary Report (CDA 4008)**

Column	Instructions
D. Last Date of Attendance	Enter last date participant attended center prior to discharge.
E. Date Discharged	Enter date center discharged participant per definition of discharge and reporting below.
F. Reason for Discharge	Select reason for participant discharge from drop down menu. 1. Death 2. Nursing Facility Placement 3. Managed Care Plan/DHCS Determined Ineligible 4. Loss of Medi-Cal Eligibility 5. Center Discontinued Services - per center discharge policies and procedures that meet Title 22 requirements such as: a. Participant fails to meet Participation Agreement requirements b. Participant no longer benefits from CBAS c. Participant requires higher level of care 6. Participant Discontinued Services – by notifying the center of intent to discontinue for reasons such as: a. Participant transferred to another center b. Participant moved out of area
G. Payer	Select participant payer from the drop down menu – either Medi-Cal managed care plan or fee-for-service.
H. Comments	Enter other pertinent comments as needed.

Term/Phrase	Definition
Discharge	<p>Each provider is required to maintain and follow policies and procedures for discharge that meet requirements of The California Code of Regulations, Title 22.</p> <p>Section 54117 defines discharge as the termination of the participation agreement. The participation agreement specifies the types and duration of services to be provided each week, and represents the agreement between the CBAS provider and the participant regarding care at the CBAS center.</p> <p>Section 54213 describes conditions for participant discharge. Section 54223(a) specifies that attendance shall be regular and planned.</p> <p>Because Title 22 does <b>not</b> specify a specific timeframe for discharge (i.e., the maximum number of days of absence from regular attendance at the center that terminates the participation agreement), for the purpose of uniform reporting on the CBAS Participant Discharge Summary Report (CDA 4008), CDA requests discharge data as follows:</p>

**INSTRUCTIONS**  
**COMMUNITY- BASED ADULT SERVICES (CBAS)**  
**Discharge Summary Report (CDA 4008)**

Term/Phrase	Definition
	<p><b>EITHER</b></p> <ol style="list-style-type: none"><li>1. Participants discharged per the center's policies and procedures;</li></ol> <p><b>OR</b></p> <ol style="list-style-type: none"><li>2. Participants who are not in attendance for 60 days <b>AND</b> their authorization has expired</li></ol>