



## Community-Based Adult Services Initial Certification Overview



To be certified to provide Community-Based Adult Services (CBAS), applicants must meet all Adult Day Health Care (ADHC) licensing and CBAS certification criteria established in law and regulation, as well as is in California's 1115 Demonstration Waiver. The California Department of Aging (CDA) will finalize CBAS certification only after the applicant obtains an ADHC license.

### **CBAS Initial Certification Process**

All applicants for certification of new CBAS centers must:

1. Complete the CBAS Pre-Screening Process, which consists of the following:
  - a. Submission of an acceptable Program Plan which provides details about the applicant's organization and plan for operating the CBAS center.

The Program Plan must:

- ✓ Clearly describe the organization to be certified;
  - ✓ Provide sufficient rationale and data to support the need for a CBAS center in the proposed location;
  - ✓ Provide specific details about the planned program; and
  - ✓ Demonstrate understanding of ADHC/CBAS program requirements and the current Managed Long Term Services & Supports (MLTSS) environment.
- b. Completion of two on-line training modules on ADHC/CBAS program requirements and the initial ADHC/CBAS application process.
  - c. Communication with local managed care plan(s) to explore need for the proposed center.

### ***AND, after successful completion of the CBAS Pre-Screening Process***

2. Complete the CBAS Initial Certification Application, which consists of the following:
  - a. **Part I – Applicant Information** – required State application forms, provider agreement, and disclosures
  - b. **Part II – Management and Services Information** – organization chart, staffing forms, duty statements, sub-contract boilerplate, policies and procedures
  - c. **Part III – Facility Information** – map and floor plan, copy of ADHC license, proposal to share space (as needed)
  - d. **Part IV – Fiscal Information** – balance sheet, operating budget, and cash flow forecast and assumptions



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**NOTE: At the time of submission of the CBAS Initial Certification Application to CDA, applicants must either 1) have an ADHC license for the proposed CBAS center; OR 2) have submitted an application for ADHC licensure.**

### **Getting Started**

All applicants for CBAS initial certification must complete the CBAS Pre-Screening Process before CDA will issue a CBAS Initial Certification Application. To obtain the CBAS Pre-Screening forms and instructions, complete the Pre-Screening Request Form located at [http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Application\\_Materials/](http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Application_Materials/), and email or mail the form to the CBAS Branch at CDA at:

California Department of Aging  
Community-Based Adult Services Branch  
1300 National Drive, Suite 200  
Sacramento, CA 95834-1992  
Email: [CBASCD@aging.ca.gov](mailto:CBASCD@aging.ca.gov)

### **During the CBAS Initial Certification Process, CDA CBAS Branch staff will:**

- Provide technical assistance to prospective applicants, including assistance with obtaining and completing the ADHC licensing application.
- Complete CBAS Pre-Screening reviews and process CBAS Initial Certification Applications in the order in which they are received.
- Review pre-screening forms and application materials and communicate with applicants by phone and in writing to address issues that need to be resolved or corrected before CBAS certification can be finalized.
- Coordinate with CDPH Licensing staff as needed, including to ensure timely onsite surveys by both CDPH and CDA.\*
- Finalize enrollment in the Medi-Cal program and activate the applicant's National Provider Identifier (NPI) number once all certification activities are complete.

**\*NOTE:** CBAS initial certification requires an onsite survey by CDA staff. The onsite survey will include, but not be limited to, review of: the facility layout; staff qualifications and training; executed subcontracts; and operating policies and procedures. Any cited deficiencies will be written and a plan of correction obtained prior to approving CBAS certification.



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### **Resources**

ADHC and CBAS program information are available on the CDA website at:

<http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/>

Pre-Screening Training Modules

[Adult Day Health Care \(ADHC\) - CBAS Implementation - Training - California Department of Aging - State of California](#)

CBAS Resource Guide

[http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Application\\_Materials/](http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Application_Materials/).

CDPH Website – ADHC licensing information

<http://www.cdph.ca.gov/pubsforms/forms/Pages/HealthFacilities.aspx>.

### **Questions?**

Contact the CBAS Branch at (916) 419-7545 or [CBASCDA@aging.ca.gov](mailto:CBASCDA@aging.ca.gov).