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## ACL 17-01

Date: January 31, 2017

To: Community-Based Adult Services (CBAS) Center Administrators and Program Directors

From: California Department of Aging (CDA) CBAS Branch

Subject: Implementation of ADHC / CBAS Participation Agreement

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### Purpose

This All Center Letter (ACL) informs all CBAS providers about the requirements to use the new standardized ADHC / CBAS Participation Agreement form CDA 7000.

### Overview

The Participation Agreement (CDA 7000) is required for use by all ADHC / CBAS participants and provides evidence of consent by the participant or participant's authorized representative to attend the ADHC / CBAS center and receive services identified in the participant's Individual Plan of Care (IPC).

It is a companion document to the IPC and is to be completed and signed by the ADHC / CBAS participant or participant's authorized representative and the ADHC / CBAS center representative as follows:

1. After the assessment/reassessment process has been completed,
2. Prior to the delivery of ADHC / CBAS services identified on the IPC, and
3. At a minimum every 12 months or more frequently if there is a change in the participant's condition requiring a change in the IPC and requested number of attendance days.

The Participation Agreement is filed in the participant's health record and a copy is given to the participant and/or participant's authorized representative. A copy does not need to be sent with the Treatment Authorization Request (TAR) unless requested.

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Providers may attach additional center-specific information to the CDA 7000; however, the form may not be altered. An electronic version of the CDA 7000 and instructions for completion are available on the CDA website: [www.aging.ca.gov](http://www.aging.ca.gov).

## **Implementation**

Providers are required to:

1. Use the CDA 7000 for new and continuing participants beginning March 1, 2017,
2. Replace all non-standardized participation agreements in participants' health records with the CDA 7000 on a rolling basis as participants' Individual Plans of Care (IPC) are developed and reauthorized,
3. Have assessment and care planning policies and procedures in place to ensure proper implementation of the CDA 7000.

## **State and Federal Requirements**

Section 14530(c), Welfare and Institutions Code (WIC): "Each provider shall supply a written statement to the participant explaining what services will be provided and specifying the scheduled days of attendance. This statement, which shall be known as the participation agreement, shall be signed by the participant and a provider representative and retained in the participant's file."

Section 54217(a), Title 22, California Code of Regulations (CCR): "When the initial assessment has been completed and the individualized plan of care prepared, an agreement of participation on forms furnished by the Department shall be prepared by the adult day health care provider and discussed with the prospective participant or the participant's guardian or conservator."

42 Code of Federal Regulations 441.301(c) (1) through (3) [Excerpts]: "(1) Person-centered planning process. (i) Includes people chosen by the individual; (2) The Person-Centered Service Plan. (vii) Be understandable to the individual receiving services and supports, and the individuals important in supporting him or her. At a minimum, for the written plan to be understandable, it must be written in plain language and in a manner that is accessible to individuals with disabilities and persons who are limited English proficient; (ix) Be finalized and agreed to, with the informed consent of the individual in writing, and signed by all individuals and providers responsible for its implementation; (x) Be distributed to the individual and other people involved in the plan.

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**Questions**

Please contact the CBAS branch if you have any questions: (916) 419-7545;  
[cbascda@aging.ca.gov](mailto:cbascda@aging.ca.gov).