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ACL 22-09

Date: September 26th, 2022

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

From: California Department of Aging (CDA) CBAS Bureau

Subject: CBAS Monthly Emergency Remote Services (ERS) Reporting Requirements

Purpose

This All Center Letter (ACL) informs CBAS providers of the monthly reporting requirements related to ERS. Beginning October 1st, 2022, providers will be required to report dates of service for each participant receiving ERS. CBAS providers are required to report ERS days each month. This data will be used in conjunction with Monthly Statistical Summary Report (MSSR) data to account for individual and total days of ERS attendance.

Background

As stated on page 7 of [ACL 22-04 - Launch of CBAS Emergency Remote Services](#), CBAS providers are required to complete monthly reporting of ERS data, including the CBAS Monthly ERS Report and the MSSR. This will allow CDA to provide monitoring and oversight of the newly established ERS component of CBAS care. There will be no changes to the MSSR reporting process as CDA will use the Monthly ERS Report to calculate individual and total center ERS days.

Monthly ERS Report Overview

Each time a CDA 4000 – CBAS ERS Initiation Form (CEIF) is completed, a corresponding Event ID will be assigned which can be viewed in the Peach Portal ERS section. The provider is responsible to submit each participant's ERS attendance dates for a corresponding emergency via the [Peach Portal](#). ERS attendance dates are defined as dates the participant receives CBAS services in a setting other than the CBAS center. This report is due by the 10th day of the following month ERS was provided. For example, if the participant receives ERS during the month of October, the corresponding attendance dates are due no later than November 10th. The provider will report this information each month until the participant has

returned to in-center services, at which time the provider will close the ERS Event in the Peach Portal.

Detailed instructions for reporting ERS attendance dates can be found in the [ERS Portal Instructions](#) on the [Emergency Remote Services – Forms and Instructions](#) page. An outline of the ERS process is as follows:

1. Participant experiences an emergency.
2. Provider may begin the CEIF process at this point. Progress can be saved and completed as the process continues.
3. Provider assesses/evaluates the participant/caregiver's current status and emerging needs as outlined in the [CBAS ERS Policy Summary](#).
4. Provider discusses services and supports needed with the participant/caregiver, including by agencies other than the CBAS provider, and obtains consent for ERS if the participant chooses.
5. Participant may receive ERS after they have been assessed and participant has given consent to receive ERS.
6. After initial ERS has been provided, provider completes the CDA 4000 (CEIF) via the Peach Portal.
7. Provider sends a copy of the completed CDA 4000 (CEIF) to the participant's managed care plan (or DHC for fee-for-service participants) within three working days of the first date of ERS.
8. Provider submits attendance dates for each participant receiving ERS no later than the tenth day of the following month (i.e., attendance days for October will be reported in November).
9. When the participant no longer needs ERS, the participant returns to in-center services.
10. After the final ERS date for each participant corresponding to the emergency are reported, the provider closes the ERS Event in the Peach Portal.

Questions

Please contact the CBAS Bureau if you have any questions: (916) 419-7545 or at cbascda@aging.ca.gov.