



Aging and Disability Resource Connection (ADRC) Designation Process Update

Subject: Updates to ADRC Designation Process and Deadlines

Purpose

This document describes the process to becoming a Designated ADRC and includes updates to the procedures, tools, and submission deadlines for Interested Partnerships, Emerging ADRCs, and Designated ADRCs.

General Steps for Achieving ADRC Designation

1. Submit Letter of Interest to be formally recognized as an Interested Partnership
2. Apply for Emerging ADRC status
3. Achieve Emerging ADRC status
4. Apply for ADRC Designation¹
5. Achieve ADRC Designation

ADRC Designation Criteria

The [California ADRC Designation Criteria \(2021\)](#) continues to reflect the critical components that are consistent with state and federal guidance. The ADRC Designation Criteria is currently under review to follow the Governor's Master Plan for Aging final report and actions.

Letter of Interest

Interested Partnerships shall submit a [Letter of Interest](#) to formally express interest in learning about ADRC and to submit leadership contact information. Submission of a Letter of Interest will initiate communications and distribution of information bulletins, updates, training opportunities, and announcements from CDA, as available. A Letter of Interest may be submitted at any time.

¹ A local partnership is not required to attain Emerging ADRC status prior to applying for ADRC Designation.

Emerging ADRC Status

In collaboration with stakeholders, CDA has developed a proactive and transparent system and criteria for becoming an Emerging ADRC. This criteria outlined in the [Emerging ADRC Evaluation Tool](#) focuses on eight baseline measures from the California ADRC Designation Criteria (2021) and are seen as the foundational building blocks in developing ADRC core functions, a person-centered philosophy, and a No Wrong Door System to better serve consumers in the community. Partnerships recognized as Emerging ADRCs are eligible to receive support from state resources, as available.

All currently identified Emerging ADRCs and newly Interested Partnerships seeking Emerging ADRC status are required to complete the [Emerging ADRC Evaluation Tool](#) and submit to ADRC@aging.ca.gov no later than October 31 of the calendar year for consideration to be an Emerging ADRC starting January 1 of the calendar year and be eligible for available state funding during the State Fiscal Year (SFY) starting July 1.

ADRC Designation

ADRC partnerships that believe they are ready to apply for ADRC Designation are invited to submit the [ADRC Designation Evaluation Tool](#) and supporting documentation to CDA for review. The submission of selected documentation should be from the period of at least November – October . CDA will review and consider applications for ADRC Designation on a quarterly basis; however, the ADRC Designation Evaluation Tool and related documentation must be submitted to ADRC@aging.ca.gov no later than October 31 of the calendar year for review and consideration to be a Designated ADRC effective January 1 of the calendar year and be eligible for available state funding during the State Fiscal Year (SFY) starting July 1.

ADRC Re-Designation

Designated ADRCs will have a re-designation process in the future. The process will be communicated by CDA.

Review Process

Upon submission of Evaluation Tools and supporting documentation, CDA staff will review submitted documentation and may schedule a monitoring visit (virtual or in-person) to assess information and develop staff recommendations.

A panel of state agency representatives from the Department of Aging, Department of Rehabilitation and other allied departments will come together to review staff recommendations for determining whether partnerships achieve Emerging or Designated ADRC status.

Further Information

Please contact ADRC@aging.ca.gov for any questions or further information.

Important Deadlines

Interested Partnerships	<ul style="list-style-type: none"> • Submit Letter of Interest at any time to initiate communication with CDA and be formally recognized as an Interested Partnership. • Submit Emerging ADRC Evaluation Tool no later than October 31 of the calendar year for review and consideration to be an Emerging ADRC effective January 1 of the next calendar year.
Current Emerging ADRCs	<ul style="list-style-type: none"> • Submit Emerging ADRC Evaluation Tool no later than October 31 of the calendar year for review and consideration to renew Emerging ADRC status effective January 1 of the next calendar year.
Applicants for ADRC Designation	<ul style="list-style-type: none"> • Submit ADRC Designation Evaluation Tool and related documentation no later than October 31 of the calendar year for review and consideration to be a Designated ADRC effective January 1 of the next calendar year.
Current Designated ADRCs	<ul style="list-style-type: none"> • No re-designation review requirements scheduled for current fiscal year.

Helpful Links

- Path to ADRC Designation
- Letter of Interest Template
- Emerging ADRC Evaluation Tool
- ADRC Designation Evaluation Tool
- California ADRC Designation Criteria (2021)
- Milestones in Emerging to Designated video