

CALIFORNIA DEPARTMENT OF AGING
Community-Based Adult Services Branch
1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7545
FAX 916-928-2507
TTY1-800-735-2929



ACL #19-09

Date: October 4, 2019

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

From: California Department of Aging (CDA) CBAS Branch

Subject: **ADHC / CBAS Training Requirements and Resources**

Purpose

The purpose of this All Center Letter (ACL) is to inform Community-Based Adult Services (CBAS) providers about ADHC / CBAS training requirements and available resources to support their compliance with these requirements. This ACL supplements information in [ACL #15-07](https://aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-pm) (https://aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-pm) which identifies “Training” as one of the focus areas for CBAS center monitoring and certification.

Background and Overview

The California Department of Aging (CDA) CBAS Branch in collaboration with the Department of Health Care Services, CBAS providers, managed care plans and other stakeholders developed the [CBAS Quality Assurance and Improvement Strategy \(CBAS Quality Strategy\)](https://aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-dr) (https://aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-dr) to meet 1115 Waiver requirements.

The CBAS Quality Strategy identifies short, medium, and long-term objectives to improve CBAS participant outcomes and the quality of care delivered by CBAS providers. One of the objectives is “to validate compliance with requirements for training of center staff.”

CDA in collaboration with the CBAS Quality Advisory Committee developed the following tools and resources to help CBAS providers comply with ADHC / CBAS Training Requirements:

- 1) Center Assessment Tool - Training Requirements (CDA 7008)
- 2) CBAS Training Documentation Form (Sample)
- 3) CBAS Training Requirements (Sample Outline)
- 4) Education and Training Resources for CBAS Providers

All of these documents are posted on the CBAS webpage under [“Toolkit” and “Center Assessment Tools”](#) at the following link:

http://www.aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-tk

Note:

CDA developed the “Center Assessment Tool - Training Requirements (CDA 7008)” as well as the sample documentation form and the sample outline of required training topics to help CBAS centers plan, document and evaluate their compliance with the training requirements. CDA encourages centers to complete the Center Assessment Tool - Training Requirements (CDA 7008) in preparation for their on-site certification survey but it is not a requirement. The CDA survey team will continue to focus on CBAS center compliance with ADHC / CBAS training requirements as part of the CBAS certification process.

In addition, CDA developed the “Education and Training Resources for CBAS Providers” document to help CBAS providers identify education and training resources for their orientation and ongoing training program for center staff and volunteers. It provides links to webinars, videos, fact sheets and other materials on topics relevant to the needs and conditions of CBAS center participants. CBAS providers can search the websites of these organizations for specific topics of interest including upcoming or archived webinars. The CBAS Branch will update this document periodically as new resources are identified.

CBAS Webinar Trainings

The CBAS Branch has posted webinar trainings on the CDA website that CBAS centers may utilize in their centers’ orientation and ongoing training program:

- 1) Eligibility and Service Authorization—Individual Plan of Care (IPC) (DHCS 0020)
- 2) Initial Certification—ADHC/CBAS Program Requirements; Initial ADHC/CBAS Certification Application Overview
- 3) Program Requirements—Medication Administration Training

4) Program Updates—Home and Community-Based (HCB) Settings and Person-Centered Planning Requirements

These [webinar trainings](#) are located at the following link:
https://www.aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-tr

Questions

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