

## Bridge to Recovery: COVID-19 Mitigation Grant Program

### Staff Titles Eligible for funding Temporary Workers, Bonuses and Wage Differentials for

Adult Day Health Care Centers, Adult Day Programs, and Program of All-Inclusive Care for the Elderly

Updated December 14, 2023

Bridge to Recovery (BTR) awardees maintain sole responsibility for reviewing this document and confirming that any staff titles for which they request funding for, such as hiring temporary workers, bonuses and or wage differentials, meets the statutory/regulatory requirements specified within for their respective center. The BTR awardee is responsible for obtaining prior approval for all staff titles that require a staffing flexibility from the State licensing authority in accordance with their center's licensure requirements. It is the awardee's responsibility to maintain proper documentation in the event of an audit and or for the reporting process of this grant program.

### Adult Day Health Care (ADHC) Centers

#### California Code of Regulations (CCR), Title 22, § 54423 - Staffing Requirements

(a) The program director, a registered nurse with public health background, a medical social worker, a program aide and the activity coordinator shall be on duty. Other staff shall be employed in sufficient numbers to provide services as prescribed in the individual plans or [of] care, in accordance with the following minimal requirements, determined by each center's average daily attendance based on the previous quarter experience.

#### CCR, Title 22, § 54211 - Multidisciplinary Team

(a) The multidisciplinary team conducting the assessment pursuant to Section 54207 shall consist of at least a physician, nurse, social worker, occupational therapist and physical therapist. The physician may be either a salaried staff member of the adult day health center or the participant's physician. When indicated by the needs of the participant, a psychiatrist, psychologist, psychiatric social worker, speech therapist and dietitian shall be included as members of the assessment team and assist in the assessment.

STAFF TITLE	SUPPORTING STATUTE/REGULATION
ACTIVITIES COORDINATOR	Health and Safety Code (HSC) § 1570.7, CCR, Title 22, § 54406

<p>The following are eligible Activities Coordinator Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Activities Coordinator (AC)</li> <li>➤ Activities Administrator</li> <li>➤ Activities Director</li> <li>➤ Activities Manager</li> <li>➤ Art Therapist</li> <li>➤ Dance Therapist</li> <li>➤ Music Therapist</li> <li>➤ Occupational Therapist</li> <li>➤ Occupational Therapist Assistant</li> <li>➤ Program Aide</li> <li>➤ Recreation Therapist</li> <li>➤ Social Worker</li> </ul>	<p>HSC § 1570.7 (c) Core staff includes the positions of program director, registered nurse, social worker, activity director, and program aide.</p> <p>CCR, Title 22, § 54406 Activity Coordinator. (a) The activity coordinator shall have one of the following qualifications: (1) Two years' experience in a social recreational or educational program within the past five years, one year of which was full-time in an activities program in a health care, mental health or handicapped program setting. (2) Be an occupational therapist, art therapist, music therapist, dance therapist, recreation therapist, occupational therapist assistant or qualified social worker. (3) Completion of at least 36 hours training in a course designed specifically for this position and approved by the Department and shall receive regular consultation from an occupational therapist, qualified social worker or recreation therapist.</p>
<p><b>ADMINISTRATOR</b></p>	<p><b>CCR, Title 22, § 82064</b></p>
<p>The following is an eligible Administrator Staff Title:</p> <ul style="list-style-type: none"> <li>➤ Administrator</li> </ul>	<p>CCR, Title 22, § 82064 (a) All adult day programs shall have an administrator who meets either of the following requirements: (1) A baccalaureate degree in psychology, social work or a related human services field and a minimum of one year experience in the management of a human services delivery system, or (2) Three years of experience in a human services delivery system including at least one year in a management or supervisory position and two years of experience or training in one of the following:</p>

	<p>(A) Care and supervision of clients in a licensed adult day program, or an adult day health care facility.</p> <p>(B) Care and supervision of one or more of the categories of persons to be served by the day program.</p> <p>(b) Administrators of adult day programs employed prior to January 1, 2007, shall remain qualified provided that they have no break in employment as an adult day program administrator exceeding three consecutive years.</p> <p>(c) In addition to the requirements in Section 82064(a), the administrator shall:</p> <ol style="list-style-type: none"> <li>(1) Be at least 21 years of age.</li> <li>(2) Know the requirements for providing the type of care and supervision needed by clients, including communication with clients.</li> <li>(3) Provide for continuous supervision of clients.</li> <li>(4) Supervise the operation of the day program.</li> <li>(5) Communicate with the licensing agency as required by applicable laws and regulations.</li> <li>(6) Comply with applicable laws and regulations.</li> <li>(7) Maintain or supervise the maintenance of financial and other records.</li> <li>(8) Direct the work of others, when applicable.</li> <li>(9) Establish the policy, program and budget.</li> <li>(10) Recruit, employ, train, and evaluate qualified day program staff, and terminate employment of staff.</li> <li>(11) Acknowledge the receipt of the Department's correspondence, deficiency notices, or field reports when the Department has requested a response.</li> <li>(12) Ensure the timely correction of all cited deficiencies.</li> <li>(13) Adjust the program to accommodate the needs of all clients.</li> <li>(14) Coordinate all activities and services.</li> </ol>
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	<p>(15) Provide initial orientation for all staff and ongoing educational and training programs for the direct care staff.</p> <p>(16) Arrange for special provision for the care and supervision, including health, safety, and guidance, of clients who have special needs.</p> <p>(A) These provisions may include additional staff to supervise clients who wander, to maintain mechanical medical aids, and to monitor toileting schedules.</p> <p>(B) Other special needs may include safety and emergency information in large lettering or in braille and lights.</p> <p>(d) The administrator shall receive and document a minimum of 30 clock hours of continuing education every 24 months of employment.</p> <p>(1) Continuing education shall include completion of courses related to roles and responsibilities of the administrator position including, but not limited to, workshops, seminars, and academic classes.</p> <p>(e) When the administrator is absent from the day program site, there shall be coverage by a substitute designated by the licensee, who meets the qualifications of Section 82065, Personnel Requirements, who shall be capable of and responsible and accountable for management and administration of the day program in compliance with applicable laws and regulations.</p> <p>(f) The licensee, if an individual, or any member of the governing board of the licensed corporation or association, shall be permitted to be the administrator provided that he/she meets the qualifications specified in this section.</p> <p>(g) The administrator shall be at the program site the number of hours necessary to manage and administer the program in compliance with applicable laws and regulations.</p>
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	<p>(h) If an administrator is responsible for two or more adult day programs, there shall be at each site an employee who is responsible for the day-to-day operation of the program and who meets the following qualifications:</p> <ul style="list-style-type: none"> <li>(1) A baccalaureate degree in psychology, social work or a related human services field; or</li> <li>(2) A minimum of one year of experience in a supervisory or management position in the human services delivery system.</li> </ul> <p>(i) When the administrator is absent from the day program for more than 30 consecutive days, the licensee shall designate a substitute who meets the qualifications of an administrator as specified in Sections 82064(a), (b) and (c).</p>
<b>NURSE</b>	<b>CCR, Title 22, § 78419, § 54323, § 54309</b>
<p>The following are eligible Nursing Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Registered Nurse (RN)</li> <li>➤ Registered Nurse Supervisor</li> <li>➤ Licensed Vocational Nurse (LVN)</li> <li>➤ Certified Nursing Assistant (CNA) (<b>NOTE:</b> Also meets eligibility as a Program Aide for assisting with the nursing staff functions)</li> <li>➤ Clinician</li> </ul>	<p>CCR, Title 22, § 78419 - Staffing Requirements</p> <p>(c) The staffing requirements shall be determined as follows:</p> <p>(7) An additional half-time licensed vocational nurse for each increment of 10 in licensed capacity exceeding 40.</p> <p>CCR, Title 22, § 54323 - Nursing Service</p> <p>(b) The nursing service shall provide a registered nurse or a licensed vocational nurse under the supervision of a registered nurse at the center during the hours the center is offering required services.</p> <p>CCR, Title 22, § 54309</p> <p>(a) Each adult day health center shall provide directly on the premises, at least the following services:</p> <p>(3) Nursing service, including:</p> <ul style="list-style-type: none"> <li>(A) Skilled nursing care rendered by a professional nursing staff, who evaluate the particular nursing needs</li> </ul>

	<p>of each participant and provide the care and treatment indicated.</p> <p>(B) Self-care training and services oriented toward activities of daily living and personal hygiene, such as toileting, bathing and grooming.</p>
<b>OCCUPATIONAL THERAPIST</b>	<b>CCR, Title 22, § 54309, § 54315</b>
<p>The following are eligible Occupational Therapy Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Occupational Therapist (OT)</li> <li>➤ Occupational Therapist Assistant</li> <li>➤ Occupational Therapist Consultant</li> <li>➤ Registered Behavioral Specialist</li> <li>➤ Rehabilitation Assistant/Aide</li> <li>➤ Community Inclusion Facilitator</li> <li>➤ Skills Instructor</li> </ul>	<p>CCR, Title 22, § 54309</p> <p>(a) Each adult day health center shall provide directly on the premises, at least the following services:</p> <p>(B) Occupational therapy as specified in Section 54315.</p> <p>CCR, Title 22, § 54315 - Occupational Therapy Services</p> <p>(a) Occupational therapy services shall:</p> <ol style="list-style-type: none"> <li>(1) Reevaluate the participant as the condition changes and modify treatment goals consistent with these changes.</li> <li>(2) Decrease or eliminate disability during participant's initial phase of recovery following injury or illness.</li> <li>(3) Increase or maintain the participant's capability for independence.</li> <li>(4) Enhance the participant's physical, emotional and social well-being.</li> <li>(5) Develop function to a maximum level.</li> <li>(6) Guide participants in the use of therapeutic, creative and self-care activities for improving function.</li> <li>(7) Require that occupational therapists: <ol style="list-style-type: none"> <li>(A) Record treatments, each day, in the participant's health record. Each entry shall be signed.</li> <li>(B) Record quarterly progress notes. Each entry shall be signed and dated.</li> <li>(C) Review and initial all evaluations and the discharge summary.</li> </ol> </li> </ol>

	(8) Develop personnel policies which define the occupational therapy responsibilities and the duties assigned to the occupational therapy assistant.
<b>PHARMACIST</b>	<b>CCR, Title 22, § 78317</b>
<p>The following is an eligible Pharmacist Staff Title:</p> <ul style="list-style-type: none"> <li>➤ Pharmacist</li> <li>➤ Pharmacy Consultant</li> </ul>	<p>CCR, Title 22, 78317(I). Nursing Services: Medications</p> <p>(I) The center shall retain the services of a pharmacist who shall:</p> <ul style="list-style-type: none"> <li>(1) Assist in the development and review of written policies and procedures.</li> <li>(2) Monitor at least quarterly the implementation of policies and procedures related to medications at the center.</li> <li>(3) Furnish to the center administrator at least quarterly a written report on the status of medication-related services.</li> <li>(4) Communicate directly with participants, pharmacies, attending physician and center staff on matters pertaining to individual participant's drug therapy.</li> </ul>
<b>PHYSICAL THERAPIST</b>	<b>CCR, Title 22, § 54309, § 54313</b>
<p>The following are eligible Physical Therapy Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Physical Therapist (PT)</li> <li>➤ Physical Therapist Aide</li> <li>➤ Physical Therapist Assistant</li> <li>➤ Physical Therapist Consultant</li> <li>➤ Rehabilitation Assistant/Aide</li> </ul>	<p>CCR, Title 22, § 54309</p> <p>(a) Each adult day health center shall provide directly on the premises, at least the following services:</p> <p>(1) Rehabilitation services, including:</p> <p>(A) Physical therapy as specified in Section 54313.</p> <p>CCR, Title 22, § 54313 - Physical Therapy Service</p> <p>(3) Require that physical therapists:</p> <p>(A) Record treatments, each day, in the participant's health record. Each entry shall be signed.</p>

	<p>(B) Record quarterly progress notes. Each entry shall be signed and dated.</p> <p>(C) Review and initial all evaluations and the discharge summary.</p> <p>(b) Physical therapy staff shall meet the following requirements:</p> <p>(1) The physical therapist, physical therapist assistant and physical therapist aide shall accomplish those tasks required by the individualized plan of care within the staffing requirements stated in Section 54423.</p> <p>(2) The physical therapist shall act as a member of the assessment team in an evaluation of the patient's rehabilitation potential.</p>
<b>PHYSICIAN</b>	<b>CCR, Title 22, § 54211</b>
<p>The following are eligible Physician Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Medical Doctor</li> <li>➤ Physician</li> <li>➤ Primary Care Provider <ul style="list-style-type: none"> <li>• Community-Based Physician</li> <li>• Primary Care Physician</li> <li>• Physician Assistant</li> <li>• Nurse Practitioner</li> </ul> </li> </ul>	<p>CCR, Title 22, § 54211 - Multidisciplinary Team</p> <p>(a) The multidisciplinary team conducting the assessment pursuant to Section 54207 shall consist of at least a physician, nurse, social worker, occupational therapist and physical therapist. The physician may be either a salaried staff member of the adult day health center or the participant's physician. When indicated by the needs of the participant, a psychiatrist, psychologist, psychiatric social worker, speech therapist and dietitian shall be included as members of the assessment team and assist in the assessment.</p>
<b>PROGRAM AIDE</b>	<b>HSC § 1570.7, CCR, Title 22, § 54437, § 78419 § 54423</b>
Eligible Program Aide Staff Titles within this category must meet the requirements to function as a Program Aide	HSC § 1570.7



<p>under the direct training and supervision of the eligible approved staff titles within this document and in accordance with the referenced regulation for the specified staff title pursuant to CCR, Title 22. Some approvals, such as the SWA, must be currently approved by the State licensing authority as a “staffing flexibility” in accordance with the facility licensure requirements in lieu of having a SW. The Program Aide must also meet the CCRs within this Program Aide Section.</p> <p><b>NOTE:</b> A Program Aide may have already been mentioned above as an approved staff within the respective staff title sections when they are required to perform supportive tasks under the direct training and supervision of that staff title <u>and</u> in compliance with this Program Aide section.</p> <p>The following are eligible to operate as a Program Aide:</p> <ul style="list-style-type: none"> <li>➤ Program Aide</li> <li>➤ Activities Assistant</li> <li>➤ Activities Coordinator Assistant</li> <li>➤ Activities Lead</li> <li>➤ Dietary Aide</li> <li>➤ Transportation Aide</li> <li>➤ Transportation Driver</li> </ul> <p>The following approved staff titles <b><u>cannot</u></b> have a Program Aide function under their supervision; rather they can have a Rehabilitation Assistant/Aide. Please refer to their respective sections:</p> <ul style="list-style-type: none"> <li>➤ Occupational Therapist</li> <li>➤ Physical Therapist</li> <li>➤ Speech Therapist</li> </ul>	<p>(c) Core staff includes the positions of program director, registered nurse, social worker, activity director, and program aide.</p> <p>CCR, Title 22, § 54337 - Program Aides</p> <p>(b) Program aides, under the supervision of the program director or of members of the multidisciplinary assessment team, shall perform assigned tasks involving:</p> <ol style="list-style-type: none"> <li>(1) Support of major group activity and recreational programs.</li> <li>(2) Transportation of participants to and from the adult day health center.</li> <li>(3) Arranging for appointments for participants outside the center.</li> <li>(4) Assistance in personal care under nursing supervision.</li> </ol> <p>CCR, Title 22, § 78419 - Staffing Requirements</p> <p>(c) The staffing requirements shall be determined as follows:</p> <p>(9) Program aides in a ratio of one-half aide for every increment of eight in licensed capacity.</p> <p>CCR, Title 22, § 54423</p> <p>§ 54423. Staffing Requirements.</p> <p>(a) The program director, a registered nurse with public health background, a medical social worker, a program aide and the activity coordinator shall be on duty. Other staff shall be employed in sufficient numbers to provide services as prescribed in the individual plans or care, in accordance with the following minimal requirements, determined by each center's average daily attendance based on the previous quarter experience.</p>
<p><b>PROGRAM DIRECTOR</b></p>	<p><b>HSC § 1570.7; CCR, Title 22, § 54405, § 78417</b></p>

<p>The following are eligible Program Director Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Program Director (PD)</li> <li>➤ Director (<b>NOTE:</b> Cannot be an Administrative Director, and must meet the supporting statute/regulation cited in this category)</li> </ul>	<p>HSC § 1570.7(m)  “Program director” shall be a person with both of the following:</p> <p>(1) One of the following backgrounds:</p> <ul style="list-style-type: none"> <li>(A) A person with a bachelor's degree and a minimum of two years of experience in a management, supervisory, or administrative position.</li> <li>(B) A person with a master's degree and a minimum of one year of experience in a management, supervisory, or administrative position.</li> <li>(C) A registered nurse with a minimum of two years experience in a management, supervisory, or administrative position.</li> </ul> <p>(2) Appropriate skills, knowledge, and abilities related to the health, and mental, cognitive, and social needs of the participant group being served by the adult day health center.</p> <p>CCR, Title 22, § 54405(c)  The duties of the program director shall include:</p> <ul style="list-style-type: none"> <li>(1) Developing the program in accordance with the needs of the participants served.</li> <li>(2) Implementing and coordinating the program.</li> <li>(3) Evaluating the participant's changing needs and making necessary program adjustments.</li> <li>(4) Supervising employees and volunteers.</li> </ul> <p>CCR, Title 22, § 78417  (a) Each center shall have a full-time program director. The program director shall be on the premises and available to participants, employees and relatives. When the program director is temporarily absent, another adult on the staff shall be designated to serve as the acting program director. When the program director is absent for</p>
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	<p>more than one month, the acting program director shall meet the qualifications of the program director.</p> <p>(b) The program director shall be knowledgeable of the physical, mental and social needs of the elderly and be a professional in one of the following:</p> <ul style="list-style-type: none"> <li>(1) Nursing.</li> <li>(2) Social work.</li> <li>(3) Psychology.</li> <li>(4) Recreation.</li> <li>(5) Occupational therapy.</li> <li>(6) Physical therapy.</li> <li>(7) Speech therapy.</li> <li>(8) Dietetics.</li> <li>(9) Gerontology.</li> </ul> <p>(c) The duties of the program director shall be as follows:</p> <ul style="list-style-type: none"> <li>(1) Developing the program in accordance with the needs of the participants served.</li> <li>(2) Implementing and coordinating the program.</li> <li>(3) Continuously evaluating the participants' changing needs and making necessary program adjustments.</li> <li>(4) Supervising employees and volunteers.</li> <li>(5) Providing for in-service education.</li> </ul> <p>(d) In programs operating within a licensed health facility or clinic, the program director shall have no other duties than those related to adult day health care and during those hours shall not be included in the staffing ratios of the licensed facility.</p> <p>(e) The program director shall have no other duties than those related to adult day health care. During the hours when basic services are being provided in the adult day health center, the program director shall not be employed in any other licensed facility.</p> <p>(f) The program director may serve as a professional person in any one of the basic program services if:</p>
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	<p>(1) The average daily attendance is 20 participants or less.</p> <p>(2) The program director and administrator are not the same person.</p> <p>(3) The program director meets the professional qualifications required to provide that service.</p>
<b>PSYCHIATRIST/PSYCHOLOGIST</b>	<b>CCR, Title 22, § 54325, § 54309, § 54211</b>
<p>The following are eligible Psychiatric and Psychological Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Psychiatrist</li> <li>➤ Psychologist</li> <li>➤ Psychiatric Nurse</li> <li>➤ Psychiatric Social Worker</li> <li>➤ Psychology Consultant (<b>NOTE:</b> May also be approved as a “Licensed Clinical Social Worker” for this category)</li> </ul>	<p>CCR, Title 22, § 54325 - Psychiatric and Psychological Services</p> <p>(a) Each adult day health center shall have a consultant psychiatrist, psychologist, psychiatric social worker or psychiatric nurse who shall make assessments of participants when indicated, develop an individualized plan of care, supervise the carrying out of these plans and do reassessments. The consultant psychiatrist, psychologist, psychiatric social worker or psychiatric nurse shall provide consultation services to center staff at least three hours per month.</p> <p>CCR, Title 22, § 54309</p> <p>(5) Psychiatric and psychological services including:</p> <p>(A) Consultation.</p> <p>(B) Individual assessment.</p> <p>(C) Supervision of treatment by a psychiatrist, psychologist, psychiatric social worker or psychiatric nurse, when indicated.</p> <p>CCR, Title 22, § 54211 - Multidisciplinary Team</p> <p>(a) The multidisciplinary team conducting the assessment pursuant to Section 54207 shall consist of at least a physician, nurse, social worker, occupational therapist and physical therapist. The physician may be either a salaried staff member of the adult day health center or the</p>

	<p>participant's physician. When indicated by the needs of the participant, a psychiatrist, psychologist, psychiatric social worker, speech therapist and dietitian shall be included as members of the assessment team and assist in the assessment.</p>
<b>REGISTERED DIETICIAN/NUTRITIONIST</b>	<b>CCR, Title 22, § 54211, § 54309 § 54331</b>
<p>The following are eligible Nutrition Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Registered Dietician (RD)</li> <li>➤ Registered Dietician Consultant</li> <li>➤ Registered Dietician Nutritionist (RDN)</li> <li>➤ Nutritionist/Nutrition Aide (only as a Program Aide to a RD or RDN)</li> <li>➤ Nutrition and Dietetics Technicians, Registered (NDTRs) (only as a Program Aide to a RD or RDN)</li> <li>➤ Cook/Kitchen Staff (To assist with meeting nutritional requirements per the RD or RDN. May also be a Program Aide to assist with food service.) <ul style="list-style-type: none"> <li>• Food Program Coordinator</li> <li>• Food Service Supervisor</li> <li>• Food Service Aide</li> <li>• Kitchen Aide/Coordinator/Manager/Worker</li> </ul> </li> </ul>	<p>CCR, Title 22, § 54211 - Multidisciplinary Team</p> <p>(a) The multidisciplinary team conducting the assessment pursuant to Section 54207 shall consist of at least a physician, nurse, social worker, occupational therapist and physical therapist. The physician may be either a salaried staff member of the adult day health center or the participant's physician. When indicated by the needs of the participant, a psychiatrist, psychologist, psychiatric social worker, speech therapist and dietitian shall be included as members of the assessment team and assist in the assessment.</p> <p>CCR, Title 22, § 54309</p> <p>(4) Nutrition services, including:</p> <p style="padding-left: 40px;">(A) A minimum of one meal per day which is in accordance with the requirements stated in Section 54331. Therapeutic diets and supplemental feedings shall be available if therapeutically indicated.</p> <p style="padding-left: 40px;">(B) Dietary counseling and nutrition education for participants and their families.</p> <p>CCR, Title 22, § 54331 - Nutrition Service</p> <p>(c) Therapeutic diets shall be served as ordered and shall be prepared under the guidance of a registered dietitian. The diet order shall be reviewed every 90 days when the reassessment is done.</p>

	<p>(d) A dietitian shall be employed on a consulting basis. Consultant services shall be provided on the premises at appropriate times on a regularly scheduled basis. A written record of the frequency, nature and duration of the consultant's visits shall be maintained.</p> <p>(e) Sufficient staff shall be employed, oriented, trained and their working hours scheduled to provide for the nutritional needs of the participants and to maintain the service areas. If nutritional employees are assigned duties in other services, those duties shall not interfere with the sanitation, safety or time required for work assignments.</p>
<b>SOCIAL WORKER</b>	<b>HSC § 1570.7; CCR, Title 22, § 78419</b>
<p>The following are eligible Social Worker Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Social Worker (SW)</li> <li>➤ Social Worker Supervisor</li> <li>➤ Social Worker Assistant (SWA) (<b>NOTE:</b> Must be currently approved by the State licensing authority as a “staffing flexibility” in accordance with the facility licensure requirements in lieu of having a SW)</li> <li>➤ Licensed Clinical Social Worker (LCSW)</li> <li>➤ Case Manager</li> </ul>	<p>HSC § 1570.7</p> <p>(c) Core staff includes the positions of program director, registered nurse, social worker, activity director, and program aide.</p> <p>CCR, Title 22, § 78419 - Staffing Requirements</p> <p>(c) The staffing requirements shall be determined as follows:</p> <p style="padding-left: 40px;">(8) An additional half-time social work assistant for each increment of 10 in licensed capacity exceeding 40.</p>
<b>SPEECH THERAPIST</b>	<b>CCR, Title 22, § 54309, § 54317</b>
<p>The following are eligible Speech Therapy Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Speech Therapist (ST)</li> <li>➤ Speech Language Pathologist</li> <li>➤ Rehabilitation Assistant/Aide</li> </ul>	<p>CCR, Title 22, § 54309</p> <p>(a) Each adult day health center shall provide directly on the premises, at least the following services:</p> <p style="padding-left: 40px;">(C) Speech therapy as specified in Section 54317.</p> <p>CCR, Title 22, § 54317 – Speech Therapy Services</p>

	<p>(b) Speech therapy staff shall meet the following requirements:</p> <p>(1) There shall be a speech therapist employed a sufficient number of hours to accomplish those tasks listed in each individualized plan of care within the staffing requirements stated in Section 54423.</p> <p>(2) The speech therapist shall act as a member of the assessment team and evaluate to determine the type of speech or language disorder.</p>
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# Adult Day Health Care (ADHC) Centers

## Impermissible Staff Titles

### IMPERMISSIBLE STAFF

The following staff titles were submitted and deemed impermissible for ADHCs and do not meet the goals of the Bridge to Recovery Grant Request for Application (RFA), as supported by the requirements specified in Assembly Bill 178 (AB 178) (excerpt quoted in relevant part):

### Assembly Bill (AB) 178 (excerpt quoted in relevant part)

*“...to improve the health, safety, and well-being of vulnerable at-risk older adults and people with disabilities through safe access to in-center congregate services...for the purposes of preventing COVID-19 infection, preparing for public health emergencies, and to improve workforce recruitment and retention.”*

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|------------------------------|--------------------------------|-------------------------------------|
| ➤ Accountant                 | ➤ Care Coordinator             | ➤ Floor Supervisor                  |
| ➤ Accountant Assistant       | ➤ CEO                          | ➤ Front Desk Staff/Admin Support    |
| ➤ Accounting Consultant      | ➤ CFO                          | ➤ General Administrator             |
| ➤ Accounting Staff           | ➤ Choices and Voices Navigator | ➤ General Manager                   |
| ➤ Administrative Assistant   | ➤ Cleaning Worker              | ➤ Health Aide                       |
| ➤ Administrative Coordinator | ➤ Clerical Staff               | ➤ Health Services Director          |
| ➤ Administrative Director    | ➤ Clerk                        | ➤ HR Consultant/HR Coordinator      |
| ➤ Administrator Assistant    | ➤ Clerk Supervisor             | ➤ HR Director                       |
| ➤ AP Clerk                   | ➤ Community Outreach           | ➤ Human Resources Agent             |
| ➤ Assistant Administrator    | ➤ Consultant                   | ➤ Infection Control Specialist      |
| ➤ Assistant Nurse            | ➤ COO                          | ➤ Intake Coordinator                |
| ➤ Assistant Program Director | ➤ Direct Care Department Head  | ➤ IT Manager                        |
| ➤ Assistant to Director      | ➤ Director of Social Work      | ➤ Janitor/Janitorial/Cleaning Staff |
| ➤ Biller                     | ➤ Director of Nursing          | ➤ Job Coach                         |
| ➤ Billing Coordinator        | ➤ Executive Leadership         | ➤ Life Enrichment Coordinator       |
| ➤ Bookkeeper                 | ➤ Fitness Coordinator          |                                     |



- Maintenance Transport Manager
- Maintenance Worker
- Marketing Officer
- Medical Supervisor
- Multicultural Program Coordinator
- Nurse Assistant
- Office Manager
- Office/Support Staff
- Outreach Coordinator
- Painting Teacher
- President/Administrator
- Program Administrator
- Program Aide Coordinator
- Program Aide Lead
- Program Aide Supervisor
- Program Assistant
- Program Administrative Assistant
- Program Coordinator
- Program Operations Manager
- Program Operations Supervisor
- Program Services Manager
- Program Supervisor
- Project Manager
- Public Relations (PR)
- Purchasing Supervisor
- Reception Head
- Receptionist
- RN Trainer
- Safety Officer
- Social Worker Manager
- Therapist\* (Therapist alone is impermissible. The type of therapist must be specified to determine if it meets requirements of the multidisciplinary team)
- Transportation and Front Office Coordinator
- Transportation Coordinator
- Transportation Manager
- Transportation Manager/Supervisor
- Vehicle Operator
- Volunteer Coordinator

## Program of All-Inclusive Care for the Elderly (PACE)

### Code of Federal Regulations (CFR) § 460.60 PACE organizational structure.

- (a) **Program director.** The organization must employ, or contract with in accordance with § 460.70, a program director who is responsible for oversight and administration of the entity.
- (b) **Medical director.** The organization must employ, or contract with in accordance with § 460.70, a medical director who is responsible for the delivery of participant care, for clinical outcomes, and for the implementation, as well as oversight, of the quality improvement program.

### CFR § 460.102 Interdisciplinary team.

- (a) **Basic requirement.** A PACE organization must meet the following requirements:
- (1) Establish an interdisciplinary team, composed of members that fill the roles described in paragraph (b) of this section, at each PACE center to comprehensively assess and meet the individual needs of each participant.
  - (2) Assign each participant to an interdisciplinary team functioning at the PACE center that the participant attends.
- (b) **Composition of interdisciplinary team.** The interdisciplinary team must be composed of members qualified to fill, at minimum, the following roles, in accordance with CMS guidelines. One individual may fill two separate roles on the interdisciplinary team where the individual meets applicable state licensure requirements and is qualified to fill the two roles and able to provide appropriate care to meet the needs of participants.
- (1) Primary care provider.
  - (2) Registered nurse.
  - (3) Master's-level social worker.
  - (4) Physical therapist.
  - (5) Occupational therapist.
  - (6) Recreational therapist or activity coordinator.
  - (7) Dietitian.
  - (8) PACE center manager.
  - (9) Home care coordinator.
  - (10) Personal care attendant or his or her representative.
  - (11) Driver or his or her representative.
- (c) **Primary care provider.**
- (1) Primary medical care must be furnished to a participant by any of the following:
    - (i) A primary care physician.
    - (ii) A community-based physician.

- (iii) A physician assistant who is licensed in the State and practices within his or her scope of practice as defined by State laws with regard to oversight, practice authority and prescriptive authority.
- (iv) A nurse practitioner who is licensed in the State and practices within his or her scope of practice as defined by State laws with regard to oversight, practice authority and prescriptive authority.
- (2) Each primary care provider is responsible for the following:
  - (i) Managing a participant's medical situations.
  - (ii) Overseeing a participant's use of medical specialists and inpatient care.
- (d) **Responsibilities of interdisciplinary team.**
  - (1) The interdisciplinary team is responsible for the following:
    - (i) The initial assessment, periodic reassessments, plan of care, and coordination of 24-hour care delivery.
    - (ii) Documenting all recommendations for care or services and the reason(s) for not approving or providing recommended care or services, if applicable, in accordance with § 460.210(b).
  - (2) Each team member is responsible for the following:
    - (i) Regularly informing the interdisciplinary team of the medical, functional, and psychosocial condition of each participant.
    - (ii) Remaining alert to pertinent input from any individual with direct knowledge of or contact with the participant, including the following:
      - (A) Other team members.
      - (B) Participants.
      - (C) Caregivers.
      - (D) Employees.
      - (E) Contractors.
      - (F) Specialists.
      - (G) Designated representatives.
    - (iii) Documenting changes of a participant's condition in the participant's medical record consistent with documentation policies established by the medical director.
- (e) **Team member qualifications.** The PACE organization must ensure that all members of the interdisciplinary team have appropriate licenses or certifications under State law, act within the scope of practice as defined by State laws, and meet the requirements set forth in § 460.71.
- (f) **Exchange of information between team members.** The PACE organization must establish, implement, and maintain documented internal procedures governing the exchange of information between team members, contractors, and participants and their caregivers consistent with the requirements for confidentiality in § 460.200(e).

*Additional references: [64 FR 66279, Nov. 24, 1999, as amended at 67 FR 61506, Oct. 1, 2002; 71 FR 71334, 71336, Dec. 8, 2006; 84 FR 25674, June 3, 2019; 86 FR 6132, Jan. 21, 2021]; Health and Safety Code § 1570.7(b)*

STAFF TITLE	SUPPORTING STATUTE/REGULATION
<b>ORGANIZATIONAL STAFF</b>	<b>CFR § 460.60</b>
<p>The following are eligible PACE Center Organizational Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Program Director</li> <li>➤ Medical Director</li> <li>➤ Center Director</li> </ul>	<p>Refer to the above for specifications of the Organizational Structure and Staff requirements.</p> <p><b>NOTE:</b> A PACE Center Director is allowed pursuant to CFR § 460.102 whereby a PACE Center Manager can also be a PACE Center Director.</p>
<b>INTERDISCIPLINARY TEAM (IDT) STAFF</b>	<b>CFR § 460.102</b>
<p>The following are eligible PACE Center IDT Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Primary Care Provider <ul style="list-style-type: none"> <li>• Community-Based Physician</li> <li>• Primary Care Physician</li> <li>• Physician Assistant</li> <li>• Nurse Practitioner</li> </ul> </li> <li>➤ Registered Nurse</li> <li>➤ Master's-level Social Worker (<b>NOTE:</b> must be a MSW)</li> <li>➤ Physical Therapist</li> <li>➤ Occupational Therapist</li> <li>➤ Recreational Therapist or Activity Coordinator</li> <li>➤ Dietician</li> <li>➤ PACE Center Manager</li> <li>➤ Home Care Coordinator</li> <li>➤ Personal Care Attendant</li> <li>➤ Driver</li> </ul>	<p>Refer to the above regulation for specifications of the IDT requirements.</p>
<b>IDT SUPPORT STAFF</b>	<b>Supported by CFR § 460.102</b>

<p>The following are eligible PACE Center IDT Support Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Activities Assistant</li> <li>➤ Activities Manager</li> <li>➤ Certified Nursing Assistant (CNA)</li> <li>➤ Creative Arts Coordinator</li> <li>➤ Food Program Coordinator</li> <li>➤ Food Service Aide</li> <li>➤ Food Service Supervisor</li> <li>➤ Head Chef</li> <li>➤ Licensed Clinical Social Worker (LCSW)</li> <li>➤ Licensed Vocational Nurse (LVN)</li> <li>➤ Music Therapist</li> <li>➤ Pharmacist</li> <li>➤ Speech Language Pathologist</li> <li>➤ Transportation Coordinator</li> <li>➤ Transportation Manager</li> </ul>	<p>Refer to the above regulation for specifications of the IDT.</p>
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## Program of All-Inclusive Care for the Elderly (PACE) Impermissible Staff Titles

### IMPERMISSIBLE STAFF

The following staff titles were submitted and deemed impermissible for PACE and do not meet the goals of the Bridge to Recovery Grant Request for Application (RFA), as supported by the requirements specified in Assembly Bill 178 (AB 178) (excerpt quoted in relevant part):

### Assembly Bill (AB) 178 (excerpt quoted in relevant part)

*“...to improve the health, safety, and well-being of vulnerable at-risk older adults and people with disabilities through safe access to in-center congregate services...for the purposes of preventing COVID-19 infection, preparing for public health emergencies, and to improve workforce recruitment and retention.”*

- Accounting Staff
- Administrator/Administrative Assistant
- Authorization Specialist
- Biller
- Bookkeeper
- Business Development
- Center Support
- Clerical Staff
- Clinic Assistant
- Choices and Voices Navigator
- Director
- Director of Ancillary Services
- Director of Community Relations

- Director of Facilities
- Director of Operations
- DME Coordinator
- Environmental Services
- Executive Leadership
- Facilities and Safety Manager
- Finance Director
- Front Desk Staff/Admin Support
- Guest Services Representative
- Health Plan Specialist
- Health Records Clerk
- Housekeeper
- Human Resources (HR)
- Infection Control Specialist
- Interpreting Supervisor

- IT Support Specialist II
- Janitorial/Cleaning Staff
- Job Coach
- Medical Assistant
- Medical Record Specialist
- Medical Records Clerk
- Onboarding and Payroll Coordinator
- PPN
- Program Aide
- Program Administrative Assistant
- Program Coordinator
- Program Supervisor
- Program Operations Manager

- Project Manager
- Quality and Compliance Coordinator
- Receptionist
- Registered Nurse Case Manager
- Scheduler
- Security Officer
- Senior Facilities Manager
- Social Worker Assistant
- Social Worker Case Manager
- Therapist\* (Therapist alone is impermissible. The type of therapist must be specified to determine if it meets requirements of the IDT)
- Translation and Interpreting Specialist
- Vehicle Operator
- Volunteer Coordinator

## Adult Day Program (ADP)

### California Code of Regulations (CCR), Title 22, § 82064 Administrator - Qualifications and Duties

- (a) All adult day programs shall have an administrator who meets either of the following requirements:
- (1) A baccalaureate degree in psychology, social work or a related human services field and a minimum of one year experience in the management of a human services delivery system, or
  - (2) Three years of experience in a human services delivery system including at least one year in a management or supervisory position and two years of experience or training in one of the following:
    - (A) Care and supervision of clients in a licensed adult day program, or an adult day health care facility.
    - (B) Care and supervision of one or more of the categories of persons to be served by the day program.

### Health and Safety Code Section § 1502(a)(2)

- (a) "Community care facility" means any facility, place, or building that is maintained and operated to provide nonmedical residential care, day treatment, adult daycare, or foster family agency services for children, adults, or children and adults, including, but not limited to, the physically handicapped, mentally impaired, incompetent persons, and abused or neglected children, and includes the following:
- (2) "Adult day program" means any community-based facility or program that provides care to persons 18 years of age or older in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of these individuals on less than a 24-hour basis.

STAFF TITLE	SUPPORTING STATUTE/REGULATION
<b>ADMINISTRATOR</b>	<b>CCR, Title 22, § 82064</b>
The following is an eligible Administrator Staff Title: ➤ Administrator	Refer to the above for regulatory ADP Administrator requirements.
<b>DIRECT CARE STAFF</b>	<b>CCR, Title 22, § 82065, § 82001(d)(6), § 82065.1 (a)(1)-(2), § 82001(c)(3); § 82079(a)(1)-(5), § 82001(c)(3), CCR Title 17, § 56724(d)(1)(A)-(D)</b>



<p>The following are eligible ADP Direct Care Staff Titles:</p> <ul style="list-style-type: none"> <li>➤ Activity Coordinator</li> <li>➤ Adult Day Coordinator</li> <li>➤ Assistant Site Coordinator</li> <li>➤ Creative Arts Coordinator</li> <li>➤ Direct Care Staff</li> <li>➤ Driver</li> <li>➤ Educator</li> <li>➤ Instructor</li> <li>➤ Lead Skills Instructor</li> <li>➤ Life Skills Coach</li> <li>➤ Life Skills Instructor</li> <li>➤ Music Therapist</li> <li>➤ Personal Care Assistant</li> <li>➤ Personal Support Specialist</li> <li>➤ Primary Care Physician (PCP) Coordinator</li> <li>➤ Site Assistant</li> <li>➤ Site Coordinator</li> <li>➤ Skills Instructor</li> <li>➤ Teacher</li> <li>➤ Transportation Coordinator</li> <li>➤ Vocational Trainer</li> </ul> <p>The following Direct Care Staff Titles are eligible and specific to ADP services provided by Intellectual and Developmental Disabilities (IDD) Providers and require confirmation from the awardee (Reference: CCR, Title 17, § 56724(d)(1)(A)-(D)):</p> <ul style="list-style-type: none"> <li>➤ Direct Care Staff</li> <li>➤ Direct Support Professional</li> <li>➤ Direct Support Provider</li> <li>➤ Direct Support Specialist</li> </ul>	<p>CCR, Title 22, § 82065 Division 6 - Licensing of Community Care Facilities Section 82065 - Personnel Requirements</p> <p>(a) Program personnel shall be competent to provide the services necessary to meet individual client needs and shall, at all times, be employed in numbers necessary to meet such needs.</p> <p>(b) The licensing agency shall have the authority to require any licensee to provide additional staff whenever the licensing agency determines and documents that additional staff are required for the provision of services necessary to meet client needs. The licensee shall be informed in writing of the reasons for the licensing agency's determination. The following factors shall be taken into consideration in determining the need for additional staff.</p> <ol style="list-style-type: none"> <li>(1) Needs of the particular client.</li> <li>(2) Extent of the services provided by the day program.</li> <li>(3) Physical arrangements of the particular day program</li> <li>(4) Existence of a state of emergency or disaster.</li> </ol> <p>CCR, Title 22, § 82001(d)(6) "Direct Care Staff" means those persons in the center who provide care and supervision to clients at least 70 percent of the hours of program operations per month or who supervise direct care staff.</p> <p>CCR, Title 22, § 82065.1 (a)(1)-(2) (a) The following requirements shall apply to direct care staff as defined in Section 82001(d): (1) Direct care staff shall be responsible for care and supervision of clients, as defined in Section 82001(c). (2) Direct care</p>
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	<p>staff shall not be assigned to any of the support staff duties specified in Section 82065.1(b) unless the care and supervision needs of clients have been met.</p> <p>CCR, Title 22, § 82001(c)(3)  (3) "Care and Supervision" means any one or more of the following activities provided by a person or day program to meet the needs of the clients:</p> <ul style="list-style-type: none"> <li>(A) Assistance in dressing, grooming, bathing and other personal hygiene.</li> <li>(B) Assistance with taking medication, as specified in Section 82075.</li> <li>(C) Central storing or distribution of medications, as specified in Section 82075.</li> <li>(D) Arrangement of and assistance with medical and dental care.</li> <li>(E) Maintenance of day program rules for the protection of clients.</li> <li>(F) Supervision of client schedules and activities.</li> <li>(G) Maintenance or supervision of client cash resources or property.</li> <li>(H) Monitoring food intake or special diets.</li> </ul> <p>CCR, Title 22, § 82079(a)(1)-(5) – Planned Activities  (a) The licensee shall provide opportunities for, and encourage participation in activities, including but not limited to:</p> <ul style="list-style-type: none"> <li>(1) Activities that require group interaction.</li> <li>(2) Daily living skills, including grooming, personal hygiene, social skills, cooking and simple homemaking tasks, and opportunities to learn about the community.</li> <li>(3) Physical activities, including, but not limited to, games, sports and exercise unless contraindicated by the medical assessment specified in Sections 82069(b) and 82068.2, Needs and Services Plan.</li> </ul>
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	<p>(4) Leisure time to pursue personal interests.</p> <p>(5) Education through special instruction and projects.</p> <p>CCR, Title 22, § 82079(e)(3) – Planned Activities</p> <p>(e) Activities shall be designed to meet the client's specific needs and interests, as determined by the Needs and Services Plan, and shall be consistent with the program's plan of operation.</p> <p>(3) All program activities shall be supervised by direct care staff.</p> <p>CCR, Title 17, § 56724(d)(1)(A)-(D): Specific to ADP services provided by IDD Providers</p> <p>(d) The vendor shall assign staff to carry out direct service and program preparation functions for the program.</p> <p>(1) Each direct care staff person shall be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>(A) Implementing program curricula;</li> <li>(B) Directly delivering individual and group learning experiences to assist each consumer served in obtaining his/her IPP objective(s) for which the vendor is responsible;</li> <li>(C) Maintaining data regarding consumer progress; and</li> <li>(D) Participating in consumer assessment, planning and evaluation processes.</li> </ul>
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## Adult Day Program (ADP) Impermissible Staff Titles

### IMPERMISSIBLE STAFF

The following staff titles were submitted and deemed impermissible for ADP and do not meet the goals of the Bridge to Recovery Grant Request for Application (RFA), as supported by the requirements specified in Assembly Bill 178 (AB 178) (excerpt quoted in relevant part), **and pursuant to CCR, Title 22, § 82065.1 (b)(1)-(5):**

(b) Support staff duties include, but shall not be limited to:

- (1) Office work, including clerical, bookkeeping, and accounting;
- (2) Cooking;
- (3) Housecleaning;
- (4) Maintenance of program buildings, grounds, fixtures, furniture, equipment, and supplies; and
- (5) Administrative support.

### Assembly Bill (AB) 178 (excerpt quoted in relevant part)

*“...to improve the health, safety, and well-being of vulnerable at-risk older adults and people with disabilities through safe access to in-center congregate services...for the purposes of preventing COVID-19 infection, preparing for public health emergencies, and to improve workforce recruitment and retention.”*

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|--|---|---|
| <ul style="list-style-type: none"> <li>➤ Accountant/Accounting Staff</li> <li>➤ Administrative Assistant</li> <li>➤ Advocate</li> <li>➤ Analyst</li> <li>➤ Assistant Case Manager</li> <li>➤ Assistant Manager</li> <li>➤ Assistant Program Manager</li> <li>➤ Biller</li> <li>➤ Bookkeeper</li> <li>➤ Case Coordinator</li> </ul> | <ul style="list-style-type: none"> <li>➤ Case Manager</li> <li>➤ Certified Nursing Assistant (CNA)</li> <li>➤ Choices and Voices Navigator</li> <li>➤ Community Engagement Manager</li> <li>➤ Community Inclusion Facilitator</li> <li>➤ Community Integration Manager</li> <li>➤ Community Specialist</li> </ul> | <ul style="list-style-type: none"> <li>➤ Controller</li> <li>➤ Coordinator</li> <li>➤ Day Assistant</li> <li>➤ Direct Care Support Staff</li> <li>➤ Direct Support Provider (DSP) Senior Companion</li> <li>➤ Direct Support Professional (DSP) Senior Companion</li> <li>➤ Employment Services Manager</li> <li>➤ Executive Assistant</li> </ul> |
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- Executive Leadership/Director/CEO
- Finance Manager
- Front Desk Staff/Admin Support
- Front Line Supervisor
- Grant Manager
- Head Chef
- Human Resources (HR)
- Human Resources Administrator
- Human Resources Assistant
- Infection Control Specialist
- Janitorial/Cleaning Staff
- Job Coach
- Lead Staff
- Licensed Vocational Nurse (LVN)
- Lifelong Learning Manager
- Managers
- Medical Assistant
- PR Specialist Health and Safety
- Program Administrative Assistant
- Program Aide
- Program Administrator
- Program Assistant
- Program Coordinator
- Program Director
- Program Manager
- Program Recruiter
- Program Specialist
- Program Supervisor
- Project Manager
- Regional Director
- Safety Officer/Manager
- Scheduler
- Site Co-Coordinator
- Site Support Coordinator
- Social Center Coordinator
- Social Worker
- Speech Language Pathologist
- Supervisor
- Systems Coordinator
- TCQM Liaison
- Team Leader
- Therapist\* (Therapist alone is impermissible. The type of therapist must be specified to determine if it meets requirements as an eligible ADP Direct Care Staff person)
- Trainer\* (Trainer alone is impermissible. The type of trainer must be specified to determine if it meets the requirements as an eligible ADP Direct Care Staff person)
- Vice President
- Vice President of Human Resources
- Vehicle Operator
- Volunteer Coordinator