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PROGRAM MEMO

TO: AREA AGENCY ON AGING DIRECTORS	NO: PM 06-19 (P)
SUBJECT: Memorandum of Understanding Between the California Department of Aging and the California Department of Social Services	DATE ISSUED: September 6, 2006
REVISED: N/A	EXPIRES: Until Superseded
REFERENCES: N/A	SUPERSEDES: PM 06-12(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other <u>Memorandum of Understanding</u>	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input checked="" type="checkbox"/> Response to Inquiry <input type="checkbox"/> Other Specify:	
INQUIRIES SHOULD BE DIRECTED TO: Sharron B. Watts-Tutt (916) 928-3328; e-mail swatts@aging.ca.gov	

The purpose of this Program Memorandum is to transmit the Memorandum of Understanding (MOU) between the California Department of Aging (CDA) and the California Department of Social Services (CDSS), Community Care Licensing Division (CCLD), for information-sharing and cross-reporting regarding co-located Adult Day Program (ADP) facilities and Alzheimer's Day Care Resource Center (ADCRC) programs.

The MOU outlines the collaborative and cooperative efforts between CDA and CDSS/CCLD regarding the operation of co-located licensed adult day facilities contracted to provide specialized ADCRC programs. In order to meet the required needs and protect the personal rights and the health and safety of the ADCRC participants, the MOU establishes a framework for CDA, CDSS/CCLD, and the local Area Agencies on Aging (AAA) to follow in order to ensure that minimum program standards are met.

This MOU shall remain in effect until cancelled with a 30-day written notice from either party or replaced by a revised MOU.



Background

In addition to other specific ADCRC requirements, Welfare and Institutions Code, Division 8.5, Chapter 7.5, Section 9542 (e), requires an ADCRC to be licensed as an ADP, as defined in paragraph (2) of subdivision (a) of Section 1502 of the Health and Safety Code, or as an Adult Day Health Care Center (ADHC), as defined in subdivision (b) of Section Code 1570.7 of the Health and Safety Code. If the ADCRC surrenders its ADP or ADHC license, or if the license is terminated as a result of noncompliance with applicable licensure or certification standards, these actions shall also serve to terminate the direct services contractor's ADCRC status, and the contractor could not continue to receive ADCRC funding.

ADPs are licensed and monitored by CDSS/CCLD, while ADHCs are licensed by the Department of Health Services and certified by CDA.

MOU between CDSS/CCLD and CDA

In response to recent reviews and recommendations made by the Bureau of State Audits, both CDSS/CCLD and CDA executed the attached MOU. This MOU outlines a local and state process for communication about ADCRCs which are licensed as ADPs. For ADHCs, CDA has already put in place an internal procedure sharing compliance information between state ADHC staff and state AAA-based staff, which will include follow-up with the appropriate AAA.

AAA Responsibility

At a minimum, AAAs should contact the appropriate CCLD district office to review the current licensing status and discuss the operation of a co-located ADCRC program prior to conducting the required annual monitoring visit. More frequent communication and follow-up should occur as local circumstances require. Evidence of this communication should be maintained in the AAA ADCRC Program monitoring records. Upon completion of the monitoring visit, the AAA should notify the local CCLD licensing office of any findings related to the health and safety of the participants which the AAA identified during its visit.

A copy of the most recent listing of CCLD district offices is also attached to facilitate communication.

Original signed by

Lora Connolly
Acting Director

Attachment 1: Memorandum of Understanding
Attachment 2: Community Care Licensing Division
Adult Care Program Offices