

# WELCOME & HOUSEKEEPING

- We're happy you're here with us today
- We welcome your questions – please submit via the webinar “Questions” box
- This webinar is being recorded and will be posted on the CDA website:

[https://www.aging.ca.gov/Providers\\_and\\_Partners/Community-Based\\_Adult\\_Services/#pp-tr](https://www.aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/#pp-tr)

- Please encourage staff and providers who are not able to join us today to listen to the webinar once posted

# AGENDA

- Introductions
- What We'll Cover Today
  - ✓ High-Level Overview of ACL 21-04
  - ✓ CDA Approval Process (ACL 21-04 #'s 1-3)
  - ✓ CBAS Congregate Center Services Checklist (CDA 7027) – Deep Dive
  - ✓ Phased Transition Steps (ACL 21-04 #'s 4–10)
  - ✓ Summary of Timeline and Key Concepts
- Q&A

# ACL 21-04 – HIGH-LEVEL OVERVIEW

# ACL 21-04 – THE ROAD TO CONGREGATE



What ACL 21-04 does in brief:

- Updates policy directives for in-center services previously outlined in ACL 20-14 in June 2020
- Individual services → Congregate (group) services
- Outlines steps providers must take to receive approval to begin congregate services
- Specifies requirements for phased transition to congregate center services – including the earliest possible start and latest completion dates

# ACL 21-04 – THE ROAD TO CONGREGATE



How does ACL 21-04 relate to the Governor's announcement regarding plans to eliminate the state's Tier system on June 15?

- ✓ ACL 21-04 aligns with the Governor's plans. It states that dates may change given a variety of factors related to the public health emergency. However, the transition to congregate center services will remain phased as described in the ACL.
- ✓ The Governor's plan for June 15<sup>th</sup> – based on continued reduction in COVID rates, hospitalizations, deaths, AND reaching vaccination targets, does NOT eliminate masking and physical distancing at this time

# CDA APPROVAL PROCESS

## What to Expect and When

# CDA APPROVAL PROCESS

- Key first steps on the road ahead to CBAS congregate services
  - **Provider Steps (ACL 21-04, #1-3)**
    - ✓ Planning
    - ✓ Completion of required tasks of CDA 7027
    - ✓ Signing and submission of CDA 7027 and any necessary updated staffing forms (CDA ADH 0006) to CDA
  - **CDA Steps**
    - ✓ Receipt and review of CDA 7027
    - ✓ Cross-checking/verifying need for updated staffing forms
    - ✓ Approval and notification (provider and managed care plans)

# CDA 7027 – A CLOSE LOOK





# CDA 7027 – WHAT IS IT?

- A **planning document** for providers
- A list of important **resources**
- An **attestation** to CDA by the provider that critical tasks have been completed to ensure safe delivery of congregate services
- A **required step that ALL providers** must complete prior to approval for delivery of congregate services

REPEAT – providers may not begin delivering congregate services until they complete the CDA 7027, submit to CDA, and receive approval.

# CDA 7027 – WALK THROUGH OF TASKS



STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**CBAS CONGREGATE CENTER SERVICES CHECKLIST**  
CDA 7027 (NEW 04/2021)



**ADHC/CBAS Center Name:** \_\_\_\_\_

**ADHC/CBAS Center Address:** \_\_\_\_\_

Health Authority Guidelines Review and Conformance	Complete
<p><b>Review of Centers for Disease Control and Prevention (CDC) Guidance:</b></p> <p>Provider has reviewed and will remain current with CDC guidance related to COVID-19, including but not limited to the following topics:</p> <ul style="list-style-type: none"><li>• Prevention and Infection Control</li><li>• Business and Workplace Safety</li><li>• Vaccines/Testing</li><li>• Fully Vaccinated Individuals</li><li>• Gatherings</li></ul> <p><a href="#">CDC COVID-19</a></p>	<input type="checkbox"/>
<p><b>Review of California Department of Public Health (CDPH) Guidance:</b></p> <p>Provider has reviewed and will remain current with CDPH guidance related to COVID-19.</p> <p><a href="#">COVID-19 Home Page</a> <a href="#">CDPH Guidance Page</a> <a href="#">CDPH All Facility Letters</a></p>	<input type="checkbox"/>

# CDA 7027 – WALK THROUGH OF TASKS

## Screen shot Health Authority Guidelines section(s)



Health Authority Guidelines Review and Conformance	Complete
<b>Review of Centers for Disease Control and Prevention (CDC) Guidance:</b> Provider has reviewed and will remain current with CDC guidance related to COVID-19, including but not limited to the following topics: <ul style="list-style-type: none"> <li>• Prevention and Infection Control</li> <li>• Business and Workplace Safety</li> <li>• Vaccines/Testing</li> <li>• Fully Vaccinated Individuals</li> <li>• Gatherings</li> </ul>	<input type="checkbox"/>
<a href="#">CDC COVID-19</a>	
<b>Review of California Department of Public Health (CDPH) Guidance:</b> Provider has reviewed and will remain current with CDPH guidance related to COVID-19. <a href="#">COVID-19 Home Page</a> <a href="#">CDPH Guidance Page</a> <a href="#">CDPH All Facility Letters</a>	<input type="checkbox"/>
<b>Review of County Public Health Guidance:</b> Provider has reviewed and will remain current with local County Public Health Department guidance. <u>Note:</u> It is up to each provider to seek out and adhere to their local county public health department guidelines and restrictions for operation to the best of their ability. <a href="#">COVID19.CA.Gov</a> <a href="#">Blueprint for a Safer Economy</a>	<input type="checkbox"/>
<b>Update Workplace Operating Conditions:</b> Provider has fulfilled requirements and will remain in conformance with workplace guidelines as needed to meet CDC, CDPH, Cal/OSHA, and local requirements. This includes ensuring that the Cal/OSHA COVID-19 Model Prevention Program or equivalent is current, updated, kept on file, and followed. <b><u>Cal/OSHA COVID-19 Model Prevention Program (Fillable Word)</u></b> <a href="#">English</a> and <a href="#">Español</a> <a href="#">Cal/OSHA COVID-19 Prevention Emergency Temporary Standards</a> <a href="#">Workplaces and Businesses</a> <a href="#">COVID-19 &amp; The Workplace</a>	<input type="checkbox"/>
<b>IMPORTANT NOTE:</b> Providers must modify operations or suspend in-center services as needed based on changes in operational and safety concerns and/or updated guidelines from health authorities. The staff member designated to ensure training and protocols remain up to date is: <b>Name:</b> _____ <b>Title :</b> _____	<input type="checkbox"/>

# CDA 7027 – WALK THROUGH OF TASKS

- Screen shot of Physical Plant section(s)



Physical Plant Inspection and Safety Plan	Complete
<p><b>Heating, Ventilation, and Air Conditioning (HVAC) System:</b></p> <p>Provider ensures that all mechanical systems are in good working order including the following:</p> <ul style="list-style-type: none"> <li>• Filters with the greatest compatible MERV rating per system are used without significantly diminishing airflow.</li> <li>• Filters and parts are cleaned, replaced, and checked to ensure optimal operation at all times.</li> </ul> <p><u>Note:</u> If facilities have been vacant, inspection and maintenance by qualified professionals is considered prior to resumption of services and changes to equipment. Anyone handling air filters must wear, at a minimum, a fit-tested N95 respirator.</p> <p><a href="#">Title 22 CCR, § 78507 Maintenance and Housekeeping</a></p>	<input type="checkbox"/>
<p><b>Natural Ventilation:</b></p> <p>Provider ensures the following:</p> <ul style="list-style-type: none"> <li>• Passive ventilation with fresh outside air is maximized, subject to environmental and local conditions.</li> <li>• Portable air cleaners (PACs) are considered in areas where fresh air and/or mechanical ventilation cannot be improved.</li> <li>• Ventilation and physical distancing shall be prioritized in areas where the program necessitates the removal of masks (i.e., eating) and where participants have the potential to congregate (i.e., common areas, bathrooms). Maximize use of outdoor areas whenever possible.</li> </ul> <p><a href="#">Ventilation in Buildings</a></p>	<input type="checkbox"/>
<p><b>Cleaning and Maintenance:</b></p> <p>Provider ensures the following:</p> <ul style="list-style-type: none"> <li>• Enhanced cleaning and disinfecting of common areas, including all surfaces, have taken place; protocols for on-going cleaning have been implemented and kept on file on premises.</li> <li>• Necessary disinfectant supplies and equipment are stocked and available for use by staff/participants as needed.</li> </ul> <p><a href="#">Guidance for Cleaning and Disinfecting Your Facility</a></p>	<input type="checkbox"/>
<p><b>Personal Protective Equipment (PPE):</b></p> <p>Provider ensures an adequate stock of Personal Protective Equipment (PPE) and disinfecting/sanitizing products are available for staff/participant use and replenished as needed.</p>	<input type="checkbox"/>
<p><b>Facility/Environmental Conditions:</b></p> <p>Provider has reviewed and implemented the most recent guidance and standards allowable under facility/environmental conditions.</p> <p><a href="#">Guidance on Ventilation, Filtration, and Air Quality in Indoor Environments</a> <a href="#">Ventilation in Buildings</a></p>	<input type="checkbox"/>

# CDA 7027 – WALK THROUGH OF TASKS

- Screen shot of Infection Control section(s)

Infection Control	Complete
<b>Prevention:</b> Provider has developed protocols and provided participant/staff training regarding: <ul style="list-style-type: none"> <li>Standard hygiene, Universal Precautions, and infection avoidance measures.</li> <li>Proper use of Personal Protective Equipment (PPE).</li> <li>Potential exposure to COVID-19 and criteria for testing.</li> <li>Vaccination Resources for participants and staff.</li> </ul> <a href="#">Cleaning &amp; Disinfecting Your Facility</a>	<input type="checkbox"/>
<b>Physical Distancing:</b> Provider has established protocols for ensuring physical distancing as staff and participants interact and move throughout the center and ensures that accommodations are in place for when physical distancing is not possible. <a href="#">Social Distancing-Keep a Safe Distance to Slow the Spread</a>	<input type="checkbox"/>
<b>Mitigation:</b> Provider has implemented protocols for infection mitigation of COVID-19 in accordance with current guidelines and has provided staff training. Topics include, but are not limited to: <ul style="list-style-type: none"> <li>Required response for staff/participants/visitors exhibiting common symptoms of COVID-19 or have positive test results.</li> <li>Requirement that all staff and participants use face coverings (masks) whenever possible.</li> <li>Requirement of screening for symptoms.</li> <li>Visitor Policy.</li> </ul> <a href="#">Infection Control Recommendations for Healthcare Personnel</a> <a href="#">Updated Healthcare Infection Control Recommendations</a> <a href="#">Prevent Getting Sick</a>	<input type="checkbox"/>
<b>Vaccination:</b> Provider ensures that the center shall have resources for assisting participants/caregivers in receiving vaccination for COVID-19 and shall maintain an up-to-date census of vaccinated participants/staff on file. <a href="#">COVID.19.CA.Gov/Vaccines</a>	<input type="checkbox"/>
<b>Resources:</b> <a href="#">Interim Guidance for Risk Assessment and Restrictions for Healthcare Personnel</a> <a href="#">CDPH Guidance for the Prevention of COVID-19 Transmission for Gatherings</a>	<input type="checkbox"/>



# CDA 7027 – WALK THROUGH OF TASKS

- Screen shot of Service Planning section(s)

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**CBAS CONGREGATE CENTER SERVICES CHECKLIST**  
CDA 7027 (NEW 04/2021)



Service Planning	Complete
<p><b>Re-Entry:</b></p> <p>Provider has established protocols and facility-specific timelines for determining when/how participants will be served inside the center with respect to guidelines established in CDA ACL 21-04.</p> <p><u>Note:</u> Evaluation and/or Assessment by the multidisciplinary team (MDT) must take place prior to initiating in-center care at the facility and be documented in the participant's health record.</p>	<input type="checkbox"/>
<p><b>Staffing:</b></p> <p>Provider has completed the following:</p> <ul style="list-style-type: none"> <li>Assessed the need for staffing changes for delivering continued TAS and in-center services.</li> <li>Submitted CDA ADH 0006 (REV 04/2020) "Staffing/Services Arrangement" to reflect any staffing changes if different from previous submission.</li> </ul> <p><u>Note:</u> Appropriate staffing must be utilized to safely deliver service, whether in-center, remotely via TAS, or in conjunction. Any necessary staffing changes must be implemented prior to bringing participants and caregivers into the center and a revised CDA ADH 0006 must be re-submitted to CDA, as necessary.</p> <p><a href="#">CDA ADH 0006 (REV 04/2020)</a> <a href="#">CDA ADH 0006i (REV 04/2020)</a></p>	<input type="checkbox"/>
<p><b>Transportation:</b></p> <p>Provider has established protocols established for safe and appropriate transportation with respect to vaccination status.</p> <p><u>Note:</u> Transportation must take place with adherence to current local, CDPH, and CDC guidelines and restrictions.</p> <p><a href="#">The COVID-19 Pandemic-Public Transportation Responds</a> <a href="#">Cleaning and Disinfection for Non-emergency Transport Vehicles</a></p>	<input type="checkbox"/>



# CDA 7027 – WALK THROUGH OF TASKS



## Screen shot of Signature section

I attest that, effective \_\_\_\_\_ (date), all the requirements specified above have been met.

Signature/Date of Provider or Legal Representative

Title of Provider or Legal Representative

Provider will maintain documentation substantiating that all the requirements specified in this form have been met and make available to CDA and CDPH upon request.

### **FOR STATE USE ONLY - APPROVED BY:**

Signature/Date of CDA Representative

Title of CDA Representative

# TRANSITION REQUIREMENTS



# WALK THROUGH OF TRANSITION REQUIREMENTS – TAR/IPC UPDATES



**4. Treatment Authorization Requests (TARs)/Individual Plan of Care (IPC) Renewal on Rolling Basis:** All TARs/PCs beginning or renewing effective July 1, 2021, and continuing monthly thereafter as services begin for new participants or are scheduled to renew for continuing participants, must be updated as follows:

- a. Shall include plans for the participant's return to congregate center services.
- b. Be developed to address the participant's present or anticipated need for in-center services and, if necessary, for temporary continuation of remote services.

# WALK THROUGH OF TRANSITION REQUIREMENTS – TAR/IPC UPDATES



## #4...continued,

c. Be completed in total, including care plans in Boxes 13 and 14 that address services, both in-center and remote, anticipated to be provided during the transition period to full congregate services.

d. Reflect in Boxes 15 and 16 any additional information and describe participant current need, if any, for temporary continuation of remote services in lieu of or in combination with in-center services for a specified time or until the conclusion of the PHE.

e. Reflect medical necessity and person-centered services, whether delivered in-center or remotely.

# WALK THROUGH OF TRANSITION REQUIREMENTS – TAR/IPC UPDATES



## #4...continued,

- f. Be developed through reassessment by multidisciplinary team (MDT) members per Welfare and Institutions Code (WIC) 14529 for participants who were served by the center prior to the PHE in March 2020.
- g. Be developed through **full MDT assessment** as specified in Sections 54207 and 54211, Title 22, California Code of Regulations (CCR), for any participant new to CBAS and/or not served by the center prior to the PHE. Requirements include physician history and physical, home assessment, and evidence of tuberculosis screening , all of which must be completed prior to receiving services in the center.

# WALK THROUGH OF TRANSITION REQUIREMENTS – TAR/IPC UPDATES



#4...continued,

**NOTE:** The above requirements apply irrespective of whether the participant is able and willing to return to the center as of the TAR/IPC effective date, and, if different from the effective date, must identify in IPC Box 15 the anticipated date of return to the center.

**Any participant returning to in-center services prior to their TAR/IPC renewal must** be evaluated by the multidisciplinary team (MDT) members necessary to identify changes in condition, need, and ability to function in a congregate setting prior to attendance, and a care plan for services must be noted in their health record.

# WALK THROUGH OF TRANSITION REQUIREMENTS - DOCUMENTATION



**5. Documentation:** As TARs/IPC's begin or are renewed on a rolling basis starting July 1, 2021, providers will complete the entire IPC for those participants as described under Item #4 above, and each MDT member conducting assessments, reassessments, and quarterly progress will complete their own documentation.



# WALK THROUGH OF TRANSITION REQUIREMENTS - **ATTENDANCE**



**6. Attendance:** All participants who will be continuing with the CBAS program and returning to the center in 2021 must be receiving regularly scheduled services at the center at least one day per week by October 31, 2021.

NOTE: While the PHE flexibilities remain in place, the duration of the participant's day of attendance and number of days of attendance each week is to be determined by the participant's needs and abilities, per their person-centered plan of care, number of authorized days by the participant's managed care plan, and environmental considerations relative to safety, need to maintain distancing, or other factors.

# WALK THROUGH OF TRANSITION REQUIREMENTS – PARTICIPANTS NOT RETURNING



**7. Participants Unwilling or Unable to Return to Congregate Center Services:** CDA will provide further direction at a later date regarding participants who will not be transitioning to congregate services in 2021. At this time, providers should anticipate that participants not returning or scheduled to return to congregate center services by October 31, 2021, must be identified for potential discharge, referral, and coordination with managed care and/or CDA.



# WALK THROUGH OF TRANSITION REQUIREMENTS - **STAFFING**



**8. Staffing:** In order to meet requirements specified in this ACL, providers must staff the center as follows:

- With all multidisciplinary team members, program aides, and support staff necessary to begin the phased assessing, reassessing, and delivering of core services to participants in the centers while continuing with remote services scheduled on participant care plans.





# WALK THROUGH OF TRANSITION REQUIREMENTS – STAFFING



## 8. continued...

- In accordance with 1115 Waiver Standards of Participation (SOP), Section G - CBAS Staffing.

Specifically: In-center nursing, social work, program aide ratios based on the number of participants attending in-center **at a time on any one day**. Per Waiver SOP G, “participants’ needs supersede the minimum staffing requirements specified in these SOPs. The CBAS provider shall be responsible for increasing staffing levels as necessary to maintain the health and safety of all participants and to ensure that services are provided to all participants according to their IPCs.”

NOTE: At this time, CBAS requirements for staffing levels should be met on a daily basis as described above based on participant need, rather than on attendance for the previous quarter. Therapy and dietary services should be determined by participant needs and daily attendance rather than on attendance for the previous quarter services and provided to all participants according to their IPCs.

# WALK THROUGH OF TRANSITION REQUIREMENTS – WEEKLY COVID-19 CHECKS



## **9. COVID-19 Wellness Check and Risk Assessment:**

Once a participant transitions to congregate services, the required weekly COVID-19 Wellness Check and Risk Assessments is to be completed on a day of attendance, or remotely as necessary. CDA will provide further guidance regarding weekly COVID checks and assessments as vaccination levels and rates of infection change.

# WALK THROUGH OF TRANSITION REQUIREMENTS - **SAFETY**



**10. Public Health/Safety Protocols:** CDA will provide further guidance for safe congregate services soon. At this time, services provided in-center must conform with current public health requirements for infection mitigation including masking, distancing, and use of personal protective equipment. All participants and staff must wear masks indoors and maintain six feet distancing irrespective of staff or participant vaccination levels. Masks may be removed briefly during treatment and eating or drinking. CDA will provide further guidance as it becomes available. The CDA 7027 includes references for specific CDC and CDPH guidelines.

# WALK THROUGH OF TRANSITION REQUIREMENTS



Providers must meet the target dates and requirements for the transition listed in this ACL while remaining aware of and responsive to local conditions related to the pandemic, as well as remaining vigilant about new infections and transmission among staff and participants that may affect the ability to safely provide center-based services.

Providers must continue to report any unusual incidents or occurrences in the center, including CBAS participants who have tested positive for COVID-19, that affect participant health and safety and/or the center's ability to operate per requirements in ACL 20-17-Rev, "Revised ADHC/CBAS Incident Report Form and Instructions".

# Q & A

# IN SUMMARY – KEY DATES AND CONCEPTS

- **April 8, 2021** – earliest date to complete and submit CDA 7027 to CDA demonstrating readiness
- **June 1, 2021** – ALL providers must have submitted CDA 7027 to CDA
- **July 1, 2021** – TARs/IPC's beginning or renewing effective July 1 and beyond subject to new requirements specified in ACL 21-04, including assessments, reassessments, congregate services care plans in Boxes 13 and 14, description of continuing need for remote services
- **October 31, 2021** – All participants continuing with CBAS are receiving in-center services at least 1xW



# IN SUMMARY

- Dates may change based on the state of public health emergency, but ALL providers must meet new requirements in ACL 21-04
- We're all eager to get going, but DON'T start without CDA approval
- CDA, California Association for Adult Day Services (CAADS) and Alliance for Leadership and Education (ALE) will continue to support you during the transition . . . More training and policy clarification to come
- Getting back won't be easy, but we'll get there together

*A special thank you to all of our colleagues and industry leaders who've helped extensively over the past year plus with TAS, and, most recently with development of this ACL. It's literally been hundreds of hours of their time and commitment to get these details right to ensure the safest and most orderly path forward. We are forever grateful.*



# RESOURCE INFORMATION

**California Department of Aging (CDA)**  
[COVID-19 Information and Resources](#)

**California Department of Developmental Services (DDS)**  
[Coronavirus Information and Resources](#)

**California Department of Health Care Services (DHCS)**  
[DHCS COVID-19 Response](#)

**California Department of Industrial Relations**  
[Cal/OSHA COVID-19 Emergency Temporary Standards–What Employers Need To Know](#)

**California Department of Public Health (CDPH)**  
[CDPH COVID-19 Home](#)

**California Department of Social Services (DSS)**  
[COVID-19 Information and Resources](#)

**Centers for Disease Control (CDC)**  
[COVID-19](#)  
[Guidance for Adult Day Services Centers](#)

**State of California**  
[California COVID-19 Website](#)



# CONTACT INFORMATION

<b>CDA on the Web</b>	<a href="http://www.aging.ca.gov">www.aging.ca.gov</a>
<b>Addresses</b>	California Department of Aging CBAS Branch 1300 National Drive, Suite 200 Sacramento, CA 95834  <a href="mailto:cbascda@aging.ca.gov">cbascda@aging.ca.gov</a>
<b>Phone</b>	(916) 419-7545