

COMMUNITY-BASED ADULT SERVICES (CBAS)

CHANGE IN LICENSE CAPACITY APPLICATION INSTRUCTIONS

Upload License Capacity Change Application to:

<https://peach.aging.ca.gov>

Please use the [Peach Provider Portal Upload Instructions](#) for Certification Renewal/Change Application file types.

CBAS providers requesting to change license capacity must **first** complete and submit the change in capacity application listed below to the California Department of Aging (CDA). CDA will ensure that the provider meets CBAS standards prior to the California Department of Public Health (CDPH), Licensing & Certification, Centralized Applications Branch (CAB) processing/approving the requested change. CBAS provider change requests will not be considered unless the CBAS provider meets the following minimum standards:

- No restrictions on the provider's Medi-Cal/Medicaid enrollment status
- An unencumbered Adult Day Health Care (ADHC) license
- A record of substantial compliance with certification laws and regulations
- No current Medi-Cal administrative sanctions

Providers requesting an increase in license capacity may be required to submit documentation in addition to that listed below, depending on the size of the capacity increase, past deficient practice, and demonstration of compliance through the plan of correction (POC) process. CDA may conduct a site review prior to approving the application.

Please review all instructions carefully and provide complete, accurate, and consistent information throughout the license capacity change application.

Pursuant to Welfare and Institutions (WIC) Code 14043.2, failure to disclose required information or disclosure of false or inaccurate information may result in denial of your application for change in license capacity.

Required Forms and Information:

Complete and submit the license capacity change application documents listed below. You may access the application documents through the CDA website:

https://aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/Forms_and_Instructions/Application_Materials/

Do not use acronyms when completing the application documents.

*Provider or legal representative refers to the Board Chairperson, President, or Managing Employee.

Rev. 02/24

1. Cover Letter

Include a cover letter with your change application request on company letterhead with the following information:

- License number
- National Provider Information (NPI)
- Facility name and address
- Facility ID number
- Brief description of request
- Contact information (name, title, phone number, and email address)
- Emergency Contact Information (name, email, alternate email, phone, fax, and phone number that will receive text messages).
- Signature

2. "Licensure & Certification Application," HS 200 (Rev. 7/2023), signed by the provider or legal representative. *

In addition to the HS 200 instructions, use the guidance and assistance provided below when completing the form.

<u>Section:</u>	<u>Instruction:</u>
A.1.	Select "g. Other Change"
A.3.	Select "c. Change of Capacity"
A.4.	Select "b. Adult Day Health Center (ADHC)."
A.5.	Not applicable to CBAS providers – select "no."
A.6.	Applicable to CBAS providers – select "yes."
A.7.a.	Enter the center's current license capacity.
A.7.b.	Indicate the proposed license capacity under "Proposed bed capacity."
A.9.	b. Enter the days and hours of operation (business hours). c. List service days/hours (CBAS program hours) in the space provided if different than the days/hours of operation.
B.1.	Enter the licensee's legal name as reported to the IRS. Indicate the licensee's legal name as filed with the CA Secretary of State, if different from that reported to the IRS.
B.4.a.	Identify other facilities, agencies, or clinics the licensee is currently or has been licensed for, operated, managed, held a 5 percent or more (direct or indirect) ownership interest

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and/or control interest in, or served as a director or officer. Include facilities both in and outside of California.

B.4.b. If any of the facilities listed in section B.4.a, has had a licensure or Medi-Cal Certification action taken against it or has had a settlement agreement, submit additional information as requested in the form.

B.5.a. **Must** select “yes” and complete 5.b., c., and d.

C.2. Enter the center’s current name in the field marked **Current Facility**. The “*proposed*” *facility* field should be left blank except if change of ownership, change of location, change of mailing address, or change of name.

F-1. If the current or proposed facility, agency, or clinic is applying for Medi-Cal certification, complete Attachment F-1: Subcontractor Information and Significant Business Transactions.

3. “Applicant Individual Information,” HS 215A (Rev. 7/2023), signed and dated by:

- Each individual having 5 percent or more ownership interest in the applicant facility
- A management company/agency staff operating the facility (not the center’s Administrator or Program Director)
- Any individual serving as the facility’s Board
- Officer
- Director
- Member
- Administrator
- Assistant Administrator
- Program Director
- Assistant Program Director
- Office/Business Manager

In addition to the HS 215A instructions found on the CDPH website, use the guidance and assistance provided below when completing the form.

Section:

Instruction:

B.4. Provide your Driver’s License Number. If not available, provide a State-Issued Identification Card Number.

In addition, attach a legible, active copy of your Driver’s License or State-Issued Identification Card.

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B.5. Applicant must provide Social Security Number information as required per Title 42 Code of Federal Regulations (CFR) Section 455.104(b)(1).

G. Select “yes” or “no” if the applicant has ever been affiliated with any facility, either past or present, that has been identified as having one or more of the listed adverse actions.

If “yes” is selected, check all adverse actions listed that apply and explain the adverse action including the facility name, address, and dates of adverse action. (Any additional pages should be titled: “Section G - Adverse Action”).

H This must be completed for each facility (including all facilities in all business entities) that the applicant has a current relationship with or has had a past relationship with in the last 3 years – going back 5 years for SNFs. (Attach additional pages if necessary, include the same required content with the same formatting Title pages: “Section H - Facility Information Sheet”).

4. "Administrative Organization," HS 309 (10/2011), signed by the provider or legal representative. * Note: Complete only the applicable section of the form (Corporation, Public Agency, Partnership, etc.) for your organization.

In addition to the HS 309 instructions, use the guidance and assistance provided below when completing the form.

Section:

Instruction:

Item 8.

List all health facilities the applicant has ever owned or operated by this licensee. Include all information as requested in the form. The applicant in this case is considered the licensee.

Item 10.

List Board Officers and Board members. (Note: All Board members must complete an “**Applicant Individual Information**,” HS 215A (Rev. 7/2023) form).

5. "Staffing/Services Arrangement" CDA ADH 0006 (02/2024) signed by the Administrator or Program Director.

6. Floor Plan: Submit a detailed and legible floor plan indicating the square footage of each program area to be used and label where basic services will be provided. The floor plan must include:

- Office space
- Bathrooms (number of toilets in each room)
- Entrances and emergency exits

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- Outdoor space

7. "ADHC/CBAS License Capacity Increase - Projected Growth Plan" (02/2017).

Complete the table and questions with information that reflects the first 12 months of your projected growth in participant enrollment.

- Refer to California Code of Regulations Title 22 “§ [54423. Staffing Requirements](#)” to determine staffing ratios required based on your center’s average daily attendance.
- Do not fill in greyed out areas.

Notes: Upon submission of a change application packet, CDA will conduct an initial review and determine if the provider meets the minimum CBAS program standards. After CDA’s initial review is complete, CDA will notify the CBAS provider of its determination and then forward the application with a notice of CDA’s recommendation or non-recommendation to CDPH–CAB for final review and processing. CDPH will notify the provider if the application packet is approved or deemed incomplete based on compliance with state licensure requirements.

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