

CALIFORNIA DEPARTMENT OF AGING
Community-Based Adult Services Branch
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ACL 20-02

Date: February 27, 2020
To: Community-Based Adult Services (CBAS) Center Administrators and Program Directors
From: California Department of Aging (CDA) CBAS Branch
Subject: **Approval for Administrator and Program Director Changes**

Purpose

The purpose of this All Center Letter (ACL) is to inform CBAS providers of the process for obtaining approval for changes to Administrator and Program Director. CDA, in collaboration with the California Department of Public Health (CDPH), has implemented a change to this process which will streamline and reduce the processing timeframe for CBAS approval and the CDPH report of change application packet review.

Background

CBAS providers may make changes to their center's Administrator and Program Director as they choose, so long as the changes are approved and on file with both CDA and the CDPH. The purpose of this review is to ensure that the changes implemented by the CBAS provider meet the minimum CBAS program standards and state licensure requirements.

Process for Obtaining Administrator and Program Director Change Approval

CBAS providers shall submit the documentation/application packet for Administrator and Program Director changes directly to CDA for approval. The documentation/application packet for each change includes the following:

1. CDA 278, Administrator and Program Director Information form;
2. Resume and supporting documents, such as a diploma (including credential evaluation report for foreign school), licensure, and/or registration;

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3. HS 215A, Applicant Individual Information form;
4. Copy of the completed CDPH 322, Transmittal Application for Criminal Record Clearance
5. Copy of the completed BCIA 8016 – *Request for Live Scan Service*
6. CDPH 5000, *Program Flexibility* request (if applicable) *
7. ADH 0006, Staffing/Services Arrangement Form, listing new staff

This documentation/application packet must be submitted to your CDA analyst via the Peach provider portal, <https://providerportal.aging.ca.gov/> or by mail, to

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Upon receipt of the documentation/application packet, CDA will determine if the Program Director or Administrator meets the minimum CBAS program standards. After this review is completed, CDA will notify the CBAS provider of its determination and forward copies of the documentation/application packet to CDPH along with a notice of CDA's decision. CDPH will notify the provider if the documentation/application packet is approved or deemed incomplete based on compliance with state licensure requirements.

Criminal Record Clearance

Pursuant to California Health and Safety Code (HSC) section 1575.7(a)(1)(2), the CDPH shall obtain criminal record clearances for the Administrator and Program Director each time these positions are to be filled.

The forms and instruction required to complete a criminal background check are located on the CDA website, at https://aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/Forms_and_Instructions/Staffing/

Please refer to ***Fingerprint Submission Guidance*** document for more information on how to complete the forms and where to submit them.

***Requests for Program Flexibility**

In recognition of the fact that, from time to time, there are extenuating circumstances that preclude CBAS providers from specifically meeting licensing and certification regulations, current statute and regulations allow CDA and CDPH to consider alternative approaches to complying with these requirements. In these instances, providers may submit a Program Flexibility Request (CDPH 5000) that includes the proposed alternative, the reason why the alternative needs to be approved; and an explanation of how it was determined that the proposed alternative will not adversely affect CBAS participants.

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The CBAS provider shall submit the Program Flexibility Request directly to CDA for review. Upon completion of the review, CDA will forward the request to CDPH for final approval or denial. CDPH has statutory authority for final approval of an Administrator or Program Director program flexibility request, and their decision may differ from CDA's. A copy of the CDPH 5000 form can be found on the CDPH website,

<https://www.cdph.ca.gov/Programs/PSB/Pages/LicensingandCertificationProgram.aspx>

Questions

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