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**Date:** July 3, 2008

**To:** All Adult Day Health Care (ADHC) Centers

**From:** Denise Peach, Acting Chief  
Adult Day Health Care Branch  
**California Department of Aging (CDA)**

**Subject:** Adult Day Health Care (ADHC) Center Reduced Days  
and Hours of Operation

This year's State budget and payment delays have raised questions about the ability of ADHC centers to reduce either days of center operation, hours of operation, or both.

Section 54221, Title 22, California Code of Regulations, outlines requirements for the minimum days and hours of ADHC center operation and the provisions for operating less than the minimum days and hours. Specifically, in response to special circumstances, ADHC centers may make written request to CDA for approval to operate less than five days per week and six hours per day. At a minimum, ADHC centers must operate three days per week and four hours per day. The following is additional information for centers considering reducing days and/or hours of operation.

**To reduce center days and /or hours of operation per Section 54221, Title 22, California Code of Regulations, the provider must:**

- Submit a written request to CDA. The request must specify the proposed days and hours the ADHC center wishes to operate.
- Obtain written approval from CDA prior to reducing days and/or hours of operation.
- Discharge, refer, or reschedule participants as their needs dictate.
- Not exceed the center's licensed capacity.
- Continue to meet all other ADHC program requirements during the time of reduced days and/or hours of operation.

CDA will make every effort to expedite the approval of such requests to minimize disruption of services to the participants and the ADHC providers during this time. CDA will notify the California Department of Public Health (CDPH), Licensing and Certification (L&C) Program, of the status of each request.



### **Enrolling Participants from Other Centers**

Centers enrolling participants discharged from other centers should be aware that they must continue to comply with all requirements for participant assessment and enrollment. Specifically, every applicant being considered for transfer from one ADHC center to another ADHC center must be treated as a new applicant for ADHC services. Accordingly, ADHC centers wishing to enroll a participant who is transferring from another center must:

- 1) Ensure that each transferring participant meets program eligibility and participation requirements;
- 2) Obtain a physician's request for services at their ADHC center;
- 3) Complete a full multidisciplinary team assessment of each transferring participant who is determined eligible for ADHC services;
- 4) Develop an individualized plan of care to meet the participant's needs; and
- 5) Prepare and sign a participation agreement with the new participant prior to the participant's enrollment.

If you have questions, please contact CDA at (916) 419-7545.