

STATE OF CALIFORNIA
 CALIFORNIA DEPARTMENT OF AGING
CENTER ASSESSMENT TOOL – SOCIAL SERVICES
 CDA 7005 (REV 12/2023)



Center Name: _____

The California Department of Aging (CDA) Community-Based Adult Services (CBAS) Bureau developed this Center Self-Assessment Tool to help CBAS centers evaluate their compliance with program requirements for social services staff qualifications, responsibilities/duties, staffing and center training. The CDA survey team will focus on these program requirements during the center’s certification renewal on-site survey; therefore, CDA encourages centers to complete this tool in preparation for their survey, but it is not a requirement. CDA has provided active links to the relevant program authorities.

Social Services Staff Qualifications & Staffing Requirements		
1. All social service staff meet the required qualifications. <i>Social Worker:</i> Health and Safety Code (HSC) 1570.7(p)(1)(2)(3)(4) <i>Social Work Assistant:</i> Title 22 California Code of Regulations (T-22) § 78101	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
2. The social worker has reviewed his/her professional practice act and/or regulations for the social worker position. Refer to the “Acknowledgement of Regulatory Responsibilities and Practice Acts” form CDA ADH 1038	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
3. The social service staff receives a planned in-service education program, including orientation, skill training, and continuing education. T-22 § 78413(d)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
4. Training of CBAS staff shall include an initial orientation for new staff; review of all updated policies and procedures; hands-on instruction for new equipment and procedures; and regular updates on State and Federal requirements, such as abuse reporting and fire safety. Standards of Participation (SOP) H12 (A,B) ; T-22 § 78403(b)(8) ; T-22 § 78413(d)(e) , T-22 § 78419(h) ; LTC Mandated Reporting Guidelines	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
5. Training shall be conducted and documented on a quarterly basis and shall include supporting documentation on the information taught, attendees, and the qualifications of the instructor(s). SOP H 12 (A,B)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
6. Social service staff receives training on the federal Home and Community-Based (HCB) Settings requirements. T-22 § 78413(d) ; All Center Letter (ACL) #15-07	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
7. The social worker shall be a full-time employee of the adult day health center. T-22 § 54329(b)(1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
8. The social work assistant shall provide medical social services only under the supervision of the medical social worker. T-22 § 54329(b)(2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A

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<p>9. A medical social worker shall act as a member of the assessment team (MDT) to evaluate the medical social needs of all participants. The medical social worker shall develop a plan of care if indicated, including short-term and long-term goals with participation of the participant's family and other appropriate individuals. T-22 § 54329(b)(3)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
Social Worker Responsibilities/Duties	
<p>1. The social worker interviews and screens all referrals to determine the general appropriateness of the prospective participant for the full assessment process and adult day health care participation. T-22 § 54329 (a)(1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>2. The social worker provides referral for persons not appropriate for adult day health care. T-22 § 54329(a)(2)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>3. The social worker provides signed and dated documentation for all service performed the day the service is provided and includes signed and dated quarterly progress reports in each participant record. T-22 § 54329(a)(3)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>4. The social worker provides periodic reevaluation and revision of plan of care. T-22 § 54329(a)(4)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>5. The social worker provides counseling and referral to available community resources. T-22 § 54329(a)(5)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>6. The social worker promotes peer group relationships through problem-centered discussion groups and task oriented committees. T-22 § 54329(a)(6)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>7. The social worker serves as liaison with the participant's family and home. T-22 § 54329(a)(7)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>8. The social worker serves as liaison with other community agencies that may be providing services to a participant and works with these agencies to coordinate all services delivered to the participant to meet the participant's needs and avoid duplication. T-22 § 54329(a)(8)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>9. The social worker provides discharge planning for all discharged participants. T-22 § 54329(a)(9)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>10. The social worker observes each participant for any change in physical, mental, emotional, and social functioning and reports such changes to the licensed nurse. T-22 § 78301(d)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

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11. If the participant’s diagnosis or medical history, and/or information from the participant’s family, and/or observation by center staff, and/or the psychosocial assessment developed by the social worker indicate apparent mental, emotional or behavioral problems, the social worker refers the participant for further assessment to the psychiatrist, psychologist, psychiatric social worker or psychiatric nurse. T-22 § 54325(b)(1-4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. The social worker utilizes federal person-centered planning requirements in the care planning process and development of the IPC. 42 CFR 441.301(c)(1-4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. The social worker or social worker assistant provides one or more of the following social services:	
a) Observation, assessment, and monitoring of the participant’s psychosocial status. WIC § 14550.5 (b)(2)(A)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b) Group work to address psychosocial issues. WIC § 14550.5 (b)(2)(B)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c) Care coordination. WIC § 14550.5 (b)(2)(C)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signatures	
Social Services (Print and Sign Name):	Date:
Program Director (Print and Sign Name):	Date: