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**ACL #19-08**

**Date:** October 1, 2019

**To:** Community-Based Adult Services (CBAS) Center Administrators and Program Directors

**From:** California Department of Aging (CDA) CBAS Branch

**Subject:** **Revised ADHC / CBAS Participation Agreement Instructions (CDA 7000i) (Rev 08/2019)**

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### **Purpose**

This All Center Letter (ACL) is to notify CBAS providers of the revised Adult Day Health Care (ADHC) / Community-Based Adult Day Services (CBAS) Participation Agreement Instructions (CDA 7000i) (Rev 08/2019) that specifies information to include in an addendum to the ADHC / CBAS Participation Agreement (CDA 7000) if relevant to the center.

### **New Information to Include in an Addendum to the ADHC / CBAS Participation Agreement (CDA 7000)**

Although the CDA 7000 may not be altered, providers may attach an addendum with additional center-specific information. ADHC / CBAS providers shall attach an addendum to CDA 7000 with the following information if relevant to the center:

- 1) California's Health and Safety Code, Section 1584(c)(5) requires a licensed ADHC center to inform the center's participants or their authorized representatives about the center's use of secured perimeter fences or egress control devices. To meet this requirement, the center shall indicate on an attachment to the CDA 7000 the center's use of a secured perimeter fence and/or egress control device for the signed consent of the center's participants or their authorized representatives to such use.

- 2) If a CBAS center uses security or surveillance cameras inside or outside the center, the center shall indicate the following on an attachment to the CDA 7000 for the signed consent by the participant or authorized representative: (1) the specific device(s) used, (2) the purpose and location of such device(s), and (3) how the center will protect the participant's privacy and confidentiality with the use of such device(s).

Refer to CDA 7000i (Rev 08/2019) for additional instructions on completing CDA 7000.

### **Overview of CDA 7000**

The CDA 7000 is a standardized form required for use by all ADHC / CBAS participants and provides evidence of consent by the participant (or participant's authorized representative) to attend the ADHC / CBAS center and receive services identified in the participant's Individual Plan of Care (IPC).

It is a companion document to the IPC and is to be completed and signed by the ADHC / CBAS participant or participant's authorized representative and the ADHC / CBAS center representative as follows:

- 1) After the assessment/reassessment process has been completed,
- 2) Prior to the delivery of ADHC / CBAS services identified on the IPC, and
- 3) At a minimum every 12 months or more frequently if there is a change in the participant's condition requiring a change in the IPC and requested number of attendance days.

Providers are required to:

- 1) Use the CDA 7000 for new and continuing participants beginning March 1, 2017,
- 2) Replace all non-standardized participation agreements in participants' health records with the CDA 7000 on a rolling basis as participants' IPCs are developed and reauthorized,
- 3) Have assessment and care planning policies and procedures in place to ensure proper implementation of the CDA 7000.

Refer to [ACL #17-01](#) "Implementation of the ADHC / CBAS Participation Agreement" for additional information about CDA 7000.

### **Where to Find the CDA 7000 and CDA 7000i (Rev 08/2019)**

The CDA 7000 and CDA 7000i (Rev 08/2019) are posted on the [CDA website](#) at the following link:

[https://www.aging.ca.gov/Providers\\_and\\_Partners/Community-Based\\_Adult\\_Services/Forms\\_and\\_Instructions/Eligibility\\_and\\_Service\\_Authorization/](https://www.aging.ca.gov/Providers_and_Partners/Community-Based_Adult_Services/Forms_and_Instructions/Eligibility_and_Service_Authorization/)

**Note:** The link above will take you to the “Eligibility and Service Authorization” page. Click on “Participation Agreement (01/17)” then “ADHC / CBAS Participation Agreement Instructions (CDA 7000i) (Rev 08/2019).”

### **Questions**

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