

STATE OF CALIFORNIA  
 CALIFORNIA DEPARTMENT OF AGING  
**CENTER ASSESSMENT TOOL – TRAINING REQUIREMENTS**  
 CDA 7008 (NEW 10/2018)



Center Name: \_\_\_\_\_

The California Department of Aging (CDA) Community-Based Adult Services (CBAS) Branch developed this Center Self-Assessment Tool to help CBAS centers evaluate their compliance with program requirements for 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. We have provided active links to the relevant program authorities.

<b>CBAS TRAINING REQUIREMENTS</b>			
1. The center shall provide training of all direct care CBAS staff regarding the care appropriate to each participant’s diagnoses and his/her individual care needs. Provision of training to CBAS staff is a requirement to be enrolled in Medi-Cal as a CBAS provider and is not separately reimbursable outside of the CBAS provider’s rate by either Medi-Cal or the Medi-Cal managed care plans. <a href="#">1115 Waiver SOP H.12</a>	Yes	No	N/A
2. Training of CBAS staff shall include an <u>initial orientation for new staff</u> ; review of all updated policies and procedures; hands-on-instruction for new equipment and procedures; and <u>regular updates</u> on State and Federal requirements, such as abuse reporting and fire safety. <a href="#">1115 Waiver SOP H.12(A)</a>	Yes	No	N/A
3. Training shall be conducted and documented on a <u>quarterly</u> basis and shall include supporting documentation on the information taught, attendees, and the qualifications of the instructor(s). <a href="#">1115 Waiver SOP H.12(B)</a>	Yes	No	N/A
4. The center shall have a program plan that includes an in-service training plan for each center staff member to commence within the <u>first six months of employment</u> . The training plan shall address, at a minimum, the specific medical, social, and other needs of each participant population the center proposes to serve. <a href="#">Welfare &amp; Institutions Code (WIC) 14552.2(b)(5)</a>	Yes	No	N/A
5. The center shall have a written plan of operation submitted with the license application and which shall be kept current. The plan shall include the following: (8) Policies and procedures for in-service training of employees and volunteers. <a href="#">T-22 § 78403(a) &amp; (b)(8)</a>	Yes	No	N/A
6. Employees shall be sufficient in numbers and qualified and competent to provide the services for which the center is licensed. <a href="#">T-22 § 78413(a)</a>	Yes	No	N/A
7. A planned in-service education program, including orientation, skill training and continuing education, shall be provided for employees. <a href="#">T-22 § 78413(d)</a>	Yes	No	N/A

<p>8. All staff members shall receive in-service training in first aid and in cardiopulmonary resuscitation <u>within the first six months of employment</u>. <u>Annual</u> refresher courses shall be arranged for by the adult day health care provider.  <a href="#">WIC 54335(b); T-22 § 78413(e)</a></p>	<p>Yes      No      N/A</p>
<p>9. The duties of the program director shall be as follows:                  (5) Providing for in-service education. <a href="#">T-22 § 78417(c)(5)</a></p>	<p>Yes      No      N/A</p>
<p>10. Volunteers may be utilized in the center but shall not be used to replace required employees. Each volunteer shall receive orientation, training and supervision. <a href="#">T-22 § 78419(e)</a></p>	<p>Yes      No      N/A</p>
<p>11. Each center shall have a plan for a disaster occurring within the center, or a local disaster occurring in the community. Each employee shall be instructed in assigned duties. Instruction shall include employee and participant practice sessions. <u>New employees shall be informed immediately</u> of their disaster duties as required in the plan. <a href="#">T-22 § 78423(a)&amp;(c)</a></p>	<p>Yes      No      N/A</p>
<p>12. An adult day health care center that provides care for adults with Alzheimer’s disease or other dementia may install for the safety and security of those persons secured perimeter fences or egress control devices of the time-delay type on exit doors. Adult day health care centers installing devices pursuant to this section shall meet all of the following requirements: (3) The center shall provide staff training regarding the use and operation of the egress control devices utilized by the center, the protection of participants’ personal rights, wandering behavior and acceptable methods of redirection, and emergency evacuation procedures for persons with dementia.  <a href="#">Health and Safety Code (HSC) 1584(a)&amp;(c)(3)</a></p>	<p>Yes      No      N/A</p>
<p>13. The center shall develop a plan of operation approved by the department that includes a description of how the center is to be equipped with egress control devices or secured perimeter fences that are consistent with regulations adopted by the State Fire Marshall pursuant to Section 13143. The plan shall include, but not be limited to, the following: (A) A description of how the center will provide training for staff regarding the use and operation of the egress control device utilized by the center.  <a href="#">HSC 1584(c)(8)(A)</a></p>	<p>Yes      No      N/A</p>

<p>14. If a CBAS center uses secured perimeter fences and/or egress control devices, it is required to have in place and operationalize the necessary policies and procedures including staff training to comply with the state’s Health and Safety Code and the federal HCB Settings regulations.  <u><a href="#">All Center Letter (ACL #17-04) “Use of Secured Perimeter Fences and Egress Control Devices in ADHC/CBAS Centers”</a></u></p>	<p>Yes      No      N/A</p>
<p>15. The Centers for Medicare &amp; Medicaid Services (CMS) has specified that the State must ensure that CBAS centers using restraints meet federal Home and Community-Based (HCB) Settings requirements under 42 Code of Federal Regulations (CFR) 441.301(c)(4)(iii) and Person-Centered Service Planning and Plan requirements under 42 CFR 441.301(c)(1) and (c)(2) as follows: 6) Establish education and training requirements provider agency personnel must meet <u>who are involved in the administration of a restraint</u>.  <u><a href="#">ACL #17-03 “Use of Soft Restraints in ADHC/CBAS Centers”</a></u></p>	<p>Yes      No      N/A</p>
<p>16. Centers are required to have ongoing in-service training for all employees and volunteers that must include regular updates on state and federal requirements. The center shall provide staff training on the federal Home and Community-Based (HCB) Settings requirements under 42 Code of Federal Regulations (CFR) 441.301(c)(4)(iii) and Person-centered service planning and plan requirements under 42 CFR 441.301(c)(1) and (c)(2).  <u><a href="#">ACL #15-07 “CBAS Center Monitoring and Onsite Survey Processes Related to Person-Centered Planning and Home and Community-Based (HCB) Settings Requirements.”</a></u></p>	<p>Yes      No      N/A</p>
<p><b>Signature</b></p>	
<p>Program Director (Print and Sign Name):</p>	<p>Date:</p>

**Note:**  
 Some of the referenced program authorities indicate the time period or frequency when centers are required to provide certain training. CDA has underlined these time periods or frequencies in the training requirements if specified. Other program authorities indicate the circumstances when certain training should be provided such as for employees who are involved in the administration of a restraint.

CDA has developed the following two companion tools to the *Center Assessment Tool for Training Requirements* to help CBAS providers plan and document their staff in-service training: 1) *Sample Training Outline* and 2) *Sample Training Documentation Form*. These tools are posted on the CDA website under “Center Assessment Tools” at the following link:  
<https://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Toolkit/>