STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
STAFFING/SERVICES ARRANGEMENT INSTRUCTIONS
CDA ADH 0006i (REV 02/2024)

The Staffing/Services Arrangement (ADH 0006) provides information on current staff employed and services provided at the Center. Submit a CDA ADH 0006 to the CBAS Branch when professional staffing changes occur.

INSTRUCTIONS FOR COMPLETING THE ADH 0006

1. Enter the Center's name.

2. Enter the Center's licensed capacity as indicated on the Center's ADHC license.

3. Enter the Center's average daily attendance (ADA) for the previous quarter. For example, if the form is signed on January 1, 2024, the ADA for the previous quarter would be calculated by totaling the ADAs for October, November, and December 2023 and dividing that by three.

4. Check "Yes" or "No" to indicate if the Center also provides Adult Day Program services.

5. Enter the Center's Days of Operation as indicated on the Center's ADHC license (e.g., M-F).

6. Enter the Centers Hours of Operation as indicated on the Center's ADHC license and defined by California Code of Regulations, Title 22, Section 54221(a). (Must be no less than six hours.)

7. The Center's Administrator or Program Director must print and sign his/her name to attest that all information is complete, accurate, and current.

8. The Center's Administrator or Program Director must date the form.

9. Enter the Center's Hours of Service (Program Hours) as defined in Health and Safety Code, Section 1570.7(h). (Must be no less than four hours.)

10. Print the name of each staff member. For staff that have an approved program flexibility, enter "(PF)" next to their name (e.g., Administrator (PF)).

    If the staff member is not currently working, indicate the reason by marking an "F" for Furloughed (laid off for a period of time) or an "L" for on Leave.

11. Enter the days each staff member is scheduled to work each week (e.g., M-F).

12. Enter the hours each staff member is scheduled to work each day (e.g., 8-2).

13. Enter the date of hire for each staff member (e.g., 01/01/24).

14. Enter the license, registration, or certification number for applicable staff.

15. Enter the expiration date of the license, registration, or certification number for applicable staff.