



Community-Based Adult Services (CBAS) Certification Standards

CERTIFICATION STANDARDS - COMPONENTS	Laws/Regs/STCs/SOPs References ¹
I. Facility	WIC ¹ 14552
A. Clean and Safe.	78507, 78509, 78511, 78513
B. Therapeutic setting.	78439, 78501, 78503
C. License capacity not exceeded.	78505, 54501
D. Working, listed telephone service.	78501(3), SOPs(2)(a)
E. Working Fax number and Email address	SOPs (2)(a)
F. Required documents posted:	
1. Current menu-signed and dated.	78321(c)
2. Participant rights in all applicable languages.	WIC 14530(c), 78437(b)
3. License posted.	78223
4. Program flexibilities posted.	78217(b)
5. Hours of service (program hours) posted.	H&S ¹ 1570.7(h)
6. Activities schedule posted.	54339(d)(5)
G. Delayed egress/secure perimeters (<i>*For centers using it</i>)	HSC 1584; SOPs D.1, D.4, ACL #17-04
II. Administration	WIC 14552, 54301, 54401
A. Administrator	
1. Qualified.	54403, 78415
2. Performing required duties:	
a. Develops P&P's.	54403(c)(1), 78415(c)(1)
b. Defines lines of responsibility.	54403(c)(3), 78415(c)(3)
c. Ensures adequate supervision.	54403(c)(3), 78415(c)(3)
d. Hires and trains qualified staff.	54403(c)(4), 78415(c)(4)
B. Program Director	
1. Qualified.	54405, 78417, HS 1570.7(m)
2. Onsite during hours of service (program hours).	54405
3. Performing required duties:	

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a. Develops program to meet participant needs.	54405(c)(1)
b. Implements and coordinates the CBAS program.	54405(c)(2)
c. Makes program adjustments as needed.	54405(c)(3)
d. Supervises employees.	54405(c)(4)
C. Policies and Procedures	
1. Necessary policies for maintaining participant safety such as: community outings, smoking, wandering, disaster preparedness.	54301, 54335, 54401, 78423, 78403, WIC 14552 WIC 14550(i)
2. Required policies for operating the center such as:	78407
a. Intake, assessment and enrollment.	54207, 54211, 78303,
b. Care-planning.	54211
c. In-service training.	78413
d. Provision of maintenance program.	HS 1570.7(l)
e. Elder abuse.	78419(h)
f. Grievances: written record, progress toward resolution.	54407(a)(2)
g. Restraints	78315; ACL#
3. Updated and current procedures.	54401, WIC 14552
D. Confidentiality	
All participant information is protected from unauthorized disclosure.	54439, 78433
E. Program Design	
1. Sufficient staff are employed who speak the language(s) of participants served.	14552, 54301(a)(7), 54423(b)
2. Program is designed to meet participant needs, tastes, and cultural preferences.	54331
F. Systems and Reporting	
1. Center conducts quarterly Utilization Review process as required.	54419
2. Administration maintains complete and accurate required reports and submits them in a timely manner:	54411
a. MSSRs.	54411
b. Participant Characteristics List.	54411
c. Staffing Services Arrangement Form.	54411
d. Attendance and billing records substantiating 4-hour attendance.	54113, 54501
e. Transportation records.	54333
f. Staff time sheets.	78419
g. Participant health records.	54425, 78431

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h. Incident reports.	54411, 78427
III. Staff	WIC 14552, 54301, 54423
A. Nursing	
1. Qualified nursing staff on duty.	54309, 54323(b), 54423, 78419
2. Right nursing ratios for center ADA.	54423, 78419
3. Right nursing ratio for participant needs.	54423, 78419(a), 78413(a)
4. Nursing staff are trained and understand:	78413(e)
a. Job duties	78413(c)
b. Special needs of the population center serves	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211, 54323(c)
2. Documenting in the participant health record?	54323(a)(3)
3. Center policies and procedures applicable to their positions.	54401(b)
5. Staff requiring supervision are appropriately supervised	54323(a)(1)(b)
B. Social Work	
1. Qualified social work staff on duty.	54211, 54423, 54309, 78419 H&S 1570.7(p)
2. Right social work ratios for center ADA.	54423, 78419
3. Right social work ratio for participant needs?	54423, 78419(a)(8), 78413(a)
4. Social work staff are trained and understand:	78413(e)
a. Job duties.	78413(c)
b. Special needs of the population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211(a)
2. Documenting in the participant health record.	54329(a)(3)
3. Center policies and procedures applicable to their positions.	54401(b)
5. Staff requiring supervision is appropriately supervised.	54329(b)(2)
C. Activities	
1. Qualified activities coordinator on duty.	54406, 54309
2. Activities coordinator is trained and understands:	78413(e)
a. Job duties.	78413(c)
b. Special needs of population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54339(d)(1)

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2. Documenting in the participant health record.	54339(d)(2)
3. Center policies and procedures applicable to their positions.	54401(b)
3. Staff requiring supervision is appropriately supervised.	54339(d)(3)
D. Physical Therapy (PT)	
1. Qualified PT staff on duty.	54309, 54313(b)
2. PT staff (PT and PTA) monthly hours adequate to meet participant needs.	78413(a)
3. PT staff are trained and understand:	78413(e)
a. Job duties.	78413(c)
b. Special needs of the population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211
2. Documenting in the participant health record.	54313(a)(3)
3. Center policies and procedures applicable to their positions.	54401(b)
4. Staff requiring supervision is appropriately supervised.	54313(a)(4)
E. Occupational Therapy (OT)	
1. Qualified OT staff on duty.	54309, 54315(b)
2. OT (OT and COTA) staff monthly hours adequate to meet participant needs.	78413(a)
3. OT staff are trained and understand:	78413(e)
a. Job duties.	78413(c)
b. Special needs of the population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211
2. Documenting in the participant health record.	54315(a)(7)
3. Center policies and procedures applicable to their positions.	54401(b)
4. Staff requiring supervision is appropriately supervised.	54315(b)(1)
F. Speech Therapy (ST)	
1. Qualified ST staff on duty.	54309, 54317(b)
2. Speech Therapist monthly hours adequate to meet participant needs.	78413(a)
3. ST staff are trained and understand:	78413(e)
a. Job duties.	78413(c)
b. Special needs of the population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211
2. Documenting in the participant health record.	54317(a)(3)
3. Center policies and procedures applicable to their positions.	54401(b)
4. Staff requiring supervision is appropriately supervised.	54317(b)

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G. Psychiatric/Psychological	
1. Qualified psychiatric/psychological staff on duty.	54325(a), 54309
2. Psychiatric/psychological consultant monthly hours adequate to meet participant needs.	78413(a)
3. Psychiatric/psychological staff are trained and understand:	78413(e)
a. Job duties.	78413(c)
b. Special needs of the population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211
2. Documenting in the participant health record.	54325
3. Center policies and procedures applicable to their positions.	54401(b)
4. Staff requiring supervision is appropriately supervised.	54325(c)
5. Provides consultation hours as required to center staff.	54325(a)
H. Therapy Staff Hours	
Combined on-site hours of the PT, OT, ST, Psychiatric/Psychological consultant staff, and hours of service provided by trained maintenance program aides, meets monthly therapy hour requirements for center ADA.	54423(a)
I. Nutrition (RD)	
1. RD staff on duty.	54211, 54309, 54331(d)
2. Right RD monthly hours for center ADA.	54423, 78419
3. Right RD monthly hours for participant needs.	78413(a)
4. RD staff are trained and understand:	78413(e)
a. Job duties.	78413(c)
b. Special needs of the population the center serves.	78413(c)(d)
c. Their role (if applicable) in:	
1. MDT processes.	54211
2. Documenting in the participant health record.	54331(a)(2), 54425(4)
3. Center policies and procedures applicable to their positions.	54401(b)
5. Staff requiring supervision is appropriately supervised.	54331(e)
J. Program Aide (PA)	
1. Right PA ratio for center ADA.	54423(a)(9)
2. Right PA ratio for participant needs.	78413(a)
3. PA staff are trained and understand:	
a. Job duties.	54337(b)
b. Special needs of the population the center serves.	78413(c)(d)
K. Multidisciplinary Team	
Members meet and/or act as a team to conduct their duties regarding assessment and care planning.	WIC 14529, 54211(a)

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IV. Services	WIC 14552, 54301, 54309
A. All Required Services include the following:	
1. Medical Services	
By a staff physician, personal physicians, or both. Services include at a minimum:	78311, WIC 14528.1
a. Authorization for services.	54209
b. Complete history and physical.	78303(e), 78303(b)(1)
c. Care plan approval.	78311(b)(2)
d. On-going liaison with participant's personal physician.	54321, 54323(a)(8)
2. Nursing	
a. Assessment and care planning.	54323(a)(1), 54323(c), WIC 14529(d)(1)(2)(3)
b. Provision of nursing services scheduled on participant IPCs.	54323(a)(2)(9)
c. Assistance with obtaining medical services outside CBAS.	54323(a)(5)
d. Training in self-administration of medications.	54323(a)(7) 78317(f)
e. Medication monitoring and administration.	54323(a)(6)(A-D), 78317(a), 78317(l)
f. Liaison with participants' personal physicians.	54323(a)(8)
g. Observation and monitoring of participants' health status.	54323(a)(10)
h. Continence training	54323(a)(9)
i. Health education and counseling	54323(a)(4)
3. Social Services	
a. Assessment and care planning.	54211(a)(b), 54329(a)(1), WIC 14529(d)(1)(2)(3)
b. Provision of social services scheduled on participant IPCs.	54329(a)(3)
c. Individual counseling.	54329(a)(5)
d. Referral to available community resources.	54329(a)(5)
e. Group counseling.	54329(a)(6)
f. Liaison with the participant's family / home.	54329(a)(7)
g. Liaison with community agencies to coordinate services.	54329(a)(8)
4. Activities	
a. Assessment and care planning.	54339(d)(1), WIC 14529(d)(1)(2)(3)
b. Provision of activities services scheduled on participant IPCs.	54339(d)(3)
c. Individualized activities designed to promote self-care and prevent mental or physical deterioration.	54339(b)

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5. Physical Therapy	
a. Assessment and care planning.	54211(a), WIC 14529(b),(c),(d)(1)(2)(3)
b. Provision of physical therapy services scheduled on participant IPCs.	54313
c. Restorative therapy according to participant needs.	WIC 14529(d)(4), 54313(a)(1),
d. Maintenance program services	H&S 1570.7(L)
e. Physical therapists develop the physical therapy program and define the duties of auxiliary staff.	54313(a)(4)
6. Occupational Therapy	
a. Assessment and care planning.	54211(a), WIC 14529(b)(c)(d)(1)(2)(3)
b. Provision of occupational therapy services scheduled on participant IPCs.	54315
c. Restorative therapy according to participant needs.	WIC 14529(d)(4), 54315(a)
d. Maintenance program services	H&S 1570.7(L)
e. Occupational therapists develop the occupational therapy program and define responsibilities and duties assigned to occupational therapy staff.	54315(a)(8)
7. Speech Therapy	
a. Assessment and care planning.	54211(a), 54317(a)(4), WIC 14529(d)(1)(2)(3), 54317(b)(1)(2)
b. Provision of speech therapy services on participant IPCs.	54317(a)(4)
8. Psychological/Psychiatric Therapy	
a. Assessment and care planning.	54325(a), WIC 14529(d)(1)(2)(3)
b. Provision of psychological/psychiatric therapy services scheduled on participant IPCs.	54325(a), WIC 14529(d)(1)(2)(3)
c. Psychological/psychiatric therapy staff provides three hours of monthly consultation services to center staff.	54325(a), WIC 14529(d)(1)(2)(3)
9. Nutrition	
a. Assessment and care planning.	54211(a), WIC 14529(d)(1)(2)(3),
b. Meals meeting therapeutic diet needs	54331(c)
c. Safe, appetizing meals that provide for participant nutritional needs and preferences.	54331(a)(1)
d. Dietary counseling and education.	54331(a)(2)

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10. Transportation	
a. Center provides or arranges transportation when participants require it.	54333(a)
b. Vehicle operators have appropriate license.	54333(e)
c. Vans are in good repair.	78425
d. Participants are assisted to and from the vans as necessary.	54333(c)
V. Participant Care	
1. Participants informed of rights in language spoken.	54301, 78437(b)
2. Consent obtained after assessments and IPC completed, services explained, and prior to enrollment.	14530, 54203, 54301(a)(6)
3. Attendance is planned and scheduled.	54223(a)
4. Transportation is safe and under one hour, one way, unless otherwise authorized.	54333(c), WIC 14550(h)
5. Services authorized by an MD.	54203(a)(1)
6. Close liaison maintained with personal physician regarding CBAS services and the participant's status.	WIC 14528.1, 54321
7. Participants are eligible and appropriate for CBAS.	STC(94)(b)
8. Are fully assessed in a timely manner.	54207(a), 54209(a)(1), 54211(a)(b)(1), WIC 14529(d)(1)(3)
9. Services are planned and meet needs.	54211(b)(2)(A), STC(91)(e)
10. Authorized IPC services are scheduled and delivered.	WIC 14530(a)
11. IPCs are revised as participants' needs change.	WIC 14529(d)(3)
12. Health records are complete, accurate, and substantiate provision of services.	54401, 54425
13. Discharge plan is complete and up to date.	54213, 78345, STC(94)(c)(iv)

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