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ACL 15-03

Date: April 17, 2015
To: Community-Based Adult Services (CBAS) Center Administrators and Program Directors
From: California Department of Aging (CDA) CBAS Branch
Subject: New Federal Home and Community-Based (HCB) Settings Requirements and Stakeholder Process

Purpose

This letter provides information for CBAS providers to share with CBAS participants and their families, caregivers or authorized designees (and anyone else interested in CBAS) about the new federal HCB Settings requirements that impact CBAS and to encourage them to participate in the CBAS HCB Settings Stakeholder Process/Meetings.

Background

The Centers for Medicare & Medicaid Services (CMS) have directed the California Department of Health Care Services (DHCS) and the California Department of Aging (CDA) to do the following:

1. Ensure that CBAS settings have all of the qualities required by the Home and Community-Based regulations and other such qualities determined to be appropriate based on the needs of the individual as indicated in their person-centered plan, and
2. Engage in a CBAS stakeholder process to develop a *CBAS Transition Plan* that will amend *California's Statewide Transition Plan* for submission to CMS by September 1, 2015, that will bring CBAS centers into compliance with these federal requirements by March 17, 2019.

Information about the federal requirements and the CBAS HCB Settings Stakeholder Process is available on the CDA website at:

www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/HCB_Settings_Stakeholder_Process/

Notification Requirements

CMS requires that all states: 1) inform interested stakeholders, particularly beneficiaries, about these federal requirements; and 2) notify stakeholders as to how to participate in the development and implementation of compliance plans. CDA is sending this letter to encourage participation in the process to develop the CBAS HCB Transition Plan.

CDA and DHCS have developed the attached [Flyer](#) and [Fact Sheet](#) to assist CBAS center staff in providing information about the federal requirements and the CBAS Stakeholder Process/Meetings. Please post the Flyer and Fact Sheet in a prominent place in the center, make copies available for participants and families/caregivers, and use as the basis for conversations between participants, families/caregivers and CBAS staff.

Flyer and Fact Sheet for Centers to Share

CBAS providers are in a unique position to share this information with their center participants and families, caregivers and authorized designees. This is an opportunity for CBAS centers to hear from their participants about how to improve the quality of CBAS services to meet their needs and how to include them in the care planning process.

Upcoming CBAS Stakeholder Meetings and Public Comment Periods

CBAS Stakeholder Meetings and Public Comment Periods are scheduled as follows:

Date/Time	Subject
Thursday, April 23 2-5pm	CBAS Transition Plan Development
Tuesday, May 19 2-5pm	Release of Draft CBAS Transition Plan Start of 30-Day Public Comment Period on the CBAS Transition Plan
Wednesday, July 8 2-5pm	Review Revised CBAS Transition Plan for inclusion in CA Statewide Transition Plan
TBD	Release of CA Statewide Transition Plan and Public Comment Period

Stakeholder meetings after September 1, 2015, to be determined.

Please see the Flyer and Fact Sheet for more information about participating.

Questions

For questions about this letter, please call the CBAS Branch at (916) 419-7545.