

NOTICE OF FORM CHANGE NO. 04-091

DATE

03/08/2004

TO:
County Welfare Director
Supply Clerk / Forms Coordinator

FROM:
Forms Management Unit
(916) 657-1907

Community Care Licensing District Offices
 Private and Public Adoption Agencies

District Attorney
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE LIC 809 (2/04) Facility Evaluation Report

ORDER UNIT MASTER ONLY	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	DATE OF FORM 2/04	REPLACES 7/00	<input type="checkbox"/> Obsolete
REQUIRED FORM- <input checked="" type="checkbox"/> No Change Permitted	REQUIRED FORM- <input type="checkbox"/> Substitute Permitted With Prior DSS Approval	<input type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT: Department of Social Services Warehouse P.O. Box 980788 West Sacramento, CA 95798-0788		<input type="checkbox"/> Other:	

FORMS DISPOSITION AND SPECIAL INSTRUCTIONS

DISPOSITION OF OLD SUPPLY

Use until exhausted Destroy

USE NEW FORM

When supply available in DSS Warehouse Use new form effective immediately.

USE FORM IN ACCORDANCE WITH

All County Letter No.
 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Attached is a Reproducible Copy

Check on the internet to see if forms are available at www.dss.cahwnet.gov

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: fmudss@dss.ca.gov. Contact Language Services for other languages at (916) 445-6778 or by electronic mail at LTS@dss.ca.gov.

FACILITY EVALUATION REPORT – California law requires a public report of each licensing visit. This report is a licensing record for the facility and the licensing agency. This report is available for public review; therefore, care is taken not to disclose personal or confidential information. Inquiries concerning the location, maintenance and contents of these reports may be directed to the evaluator or office whose address and telephone number are listed on the front.

DEFICIENCIES – Deficiencies are noncompliances with licensing law or regulations. Licensees must be notified in writing of all licensing deficiencies. Deficiencies may be identified on the left side of this form with a code reference to identify the section of statute or Title 22, California Code of Regulations, upon which the deficiency is based. There are two types of deficiencies:

- Type A deficiencies are violations of the regulations and/or Health and Safety Code that, if not corrected, have a direct and immediate risk to the health, safety or personal rights of clients in care.
- Type B deficiencies are violations of the regulations and/or the Health and Safety Code, that, without correction, could become a risk to the health, safety or personal rights of clients, a recordkeeping violation that would impact the care of clients and/or protection of their resources, or a violation that would impact those services required to meet the clients' needs.

PLANS OF CORRECTION (POC) – Licensing laws require the licensing agency to establish the time for correction. In order to set the time, the licensing agency must take into consideration the seriousness of the violation, the number of clients/residents involved and the availability of equipment and personnel. Applicants/licensees are requested to provide a specific plan for each violation on the right side of the form across from each deficiency. The more specific the plan, the less chance exists for any misunderstanding in setting time limits and reviewing corrections. The licensee who encounters problems beyond his/her control in completing the corrections within the specified time frame may request and may be granted an extension of the correction due date by the licensing agency.

CORRECTION NOTIFICATION – The applicant/licensee is responsible for completing all corrections and promptly notifying the licensing agency of corrections. Applicants/licensees are advised to keep a dated copy of any letters sent to the licensing agency concerning corrections, or if corrections are telephoned to the licensing agency, the date, person contacted, and information given.

CIVIL PENALTIES – When a deficiency exists, licensing agencies are required by law and regulation to issue a Penalty Notice to all facilities holding a community care facility license except family day care, foster family homes, or any governmental entity.

PENALTY NOTICE GIVEN – The statement concerning civil penalties serves as a penalty notice on this Licensing Report and failure to correct cited licensing deficiencies will result in civil penalties. Licensees are required to pay civil penalties if deficiencies are not corrected within the established plan of correction date.

APPEAL RIGHTS – The applicant/licensee has a right without prejudice to discuss any disagreement in this report with the licensing agency concerning the proper application of licensing laws and regulations. When civil penalties are involved, the licensee may request a formal review by the licensing agency to amend, extend the due date, or to dismiss the penalty. Requests for civil penalty review shall be made in writing within 10 days of receipt of a deficiency notification (Penalty Notice) for Penalty Assessment.

AGENCY REVIEW – The licensing agency review of an appeal may be conducted based upon information provided in writing by the licensee. The applicant/licensee may request an office interview to provide additional information. The applicant/licensee will be notified promptly in writing of the results of the agency review.