



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

May 31, 2011

Regulation Package #0709-07

CDSS MANUAL LETTER NO. CCL-10-08, ERRATA

TO: HOLDERS OF THE COMMUNITY CARE LICENSING MANUAL, TITLE 22,
DIVISION 6, CHAPTER 4, SMALL FAMILY HOMES

Regulation Package #0709-07

Effective 10/03/2010

Section 83068.1

This manual letter has been posted on the Office of Regulations Development website
at <http://www.cdss.ca.gov/ord/PG647.htm>.

The purpose of this errata is to correct a typo in the attached page.

FILING INSTRUCTIONS

Page(s)

Replace(s)

22 and 23

Pages 22 and 23

Attachments

EV

This page is intentionally left blank

83066 PERSONNEL RECORDS FOR SPECIALIZED SMALL FAMILY HOMES 83066
(Continued.)

- (A) Documentation, by a health care professional providing the training, that he/she has successfully completed the specialized in-home health care training specified in Section 83065.1(a)(1).
- (b) The licensee of a specialized small family home caring for more than three children shall keep a current and dated work schedule for assistant caregivers and on-call assistants.
- (c) For each on-call assistant, the licensee shall keep on file a telephone number at which that person can be reached while on call.
- (d) For each volunteer caring for children in a specialized small family home, the licensee shall have on file the record of a health screening and test for tuberculosis as specified in Section 83065.1(b). The health screening shall be used in place of the volunteer statement specified in Section 80065(g)(3)(A).

NOTE: Authority cited: Section 17730, Welfare and Institutions Code and Section 1530, Health and Safety Code. Reference: Sections 17731 and 17732(b), Welfare and Institutions Code and Section 1531, Health and Safety Code.

83068.1 ADMISSION PROCEDURES 83068.1

- (a) The licensee shall develop, maintain and implement admission procedures which shall meet the requirements specified in this section.
- (b) Upon placement the licensee or designated person shall:
 - (1) Request the information specified in Section 83068.2.
 - (2) Obtain the information specified in Sections 80070(b)(1) through (b)(5), (b)(7), (b)(8) and (b)(10), and 83070(b)(1) through (b)(8).
 - (3) Complete, and have signed, an admission agreement as specified in Section 80068.
- (c) As soon as the information specified in (b)(1) above is available, the licensee or designated person, shall review the information and determine:
 - (1) The licensee's ability to meet the individual needs of the child.
 - (2) The licensee's ability to simultaneously continue meeting the needs of other children and the licensee's family.

83068.1 ADMISSION PROCEDURES (Cont.)**83068.1**

- (d) If it is determined after review that the home cannot meet the service needs of the child, the licensee shall:
- (A) Inform the child's authorized representative.
 - (B) Request that the child be placed elsewhere.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83068.2 NEEDS AND SERVICES PLAN**83068.2**

- (a) At the time of placement, the licensee or a designated person shall request for each child, a needs and services plan which describes the child's service needs.
- (1) Such plan shall be requested from the child's authorized representative.
 - (2) The licensee shall use a form approved by the licensing agency.
- (b) The needs and services plan shall contain at a minimum the following information:
- (1) Name.
 - (2) Age.
 - (3) Physical limitations.
 - (4) History of infections or contagious diseases.
 - (5) History of other medical, emotional, behavioral and physical problems.
 - (6) Capability of the child to handle his/her own cash resources.
 - (7) Current service needs related to (3), (4), (5), and (6) above.
 - (8) Any applicable needs appraisal or individual program plans completed by a placement agency or consultant.
 - (9) Plans for providing services to meet the individual needs identified above.