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January 8, 2020

PIN 20-02-CCLD

TO: ALL ADULT AND SENIOR CARE FACILITY LICENSEES
ALL CHILDREN'S RESIDENTIAL FACILITY LICENSEES

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: **UPDATED APPRAISAL/NEEDS AND SERVICES PLAN
FORM (LIC 625)**

Provider Information Notice (PIN) Summary

PIN 20-02-CCLD announces the release of an updated Appraisal/Needs and Services Plan form (LIC 625).

The Community Care Licensing Division has updated the instructions for using the [Appraisal/Needs and Services Plan form \(LIC 625\)](#). Licensees may use this form for appraisals or needs and services plans for individuals in care, or to help develop a plan of action as specified.

Note: The LIC 625 is provided as a courtesy to licensees.

To access the updated Appraisal/Needs and Services Plan form, please visit the California Department of Social Services (CDSS) [Forms and Publications](#) webpage. This updated form is also available in Spanish and can be accessed at the CDSS [Translated Forms and Publications](#) webpage.

If you have any questions regarding this PIN, please contact your [Adult and Senior Care Regional Office](#) or your [Children's Residential Regional Office](#).