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GAVIN NEWSOM
GOVERNOR

June 30, 2020

PIN 20-15-CCLD

(Supersedes PIN 20-04-CRP and 20-09-CCLD)

TO: CERTIFIED ADMINISTRATORS (PROSPECTIVE AND CURRENT)
ADMINISTRATOR CERTIFICATION PROGRAM TRAINING VENDORS

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

SUBJECT: **UPDATED STATEWIDE WAIVERS FOR ADMINISTRATOR
CERTIFICATION PROGRAM DUE TO CORONAVIRUS DISEASE 2019
(COVID-19)**

Provider Information Notice (PIN) Summary

PIN 20-15-CCLD supersedes [PIN 20-09-CCLD](#), and supersedes [PIN 20-04-CRP](#) only as it pertains to the Administrator Certification Program, and provides updated guidance to Residential Care Facilities for the Elderly, Adult Residential Facilities, Group Homes, and Short-Term Residential Therapeutic Program administrators and administrator certification program training vendors regarding the implementation of statewide waivers, including updated or additional waivers, for certain licensing statutes and regulations.

The situation surrounding the Coronavirus Disease 2019 (COVID-19) continues to rapidly change. This PIN provides updated or additional statewide waivers for the Administrator Certification Program without the need for providers to make an individual request, and subject to the waiver terms and conditions set forth in this PIN.

CDSS recommends following guidance in all [CDSS PINs](#) applicable to administrators and administrator program training vendors, in addition to guidance or instructions from health care providers, the Federal [Centers for Disease Control and Prevention \(CDC\)](#), the [California Department of Public Health \(CDPH\)](#), and [local public health departments](#).

In the event the most current guidance or instructions from CDC, CDPH, CDSS, or the local public health department are contradictory, administrators and vendors are encouraged to reach out to their Licensing Program Analyst or Regional Office for assistance.

STATEWIDE WAIVERS OF LICENSING STANDARDS

[PIN 20-04-CCLD](#) notified all community care licensees that Governor Newsom issued a March 4, 2020 Proclamation of a State of Emergency (“Proclamation”) in response to a rising number of cases of COVID-19 in California. The Proclamation permits CDSS to waive any provisions of the Health and Safety Code (HSC) or Welfare and Institutions Code (WIC), accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of licensed facilities.

Pursuant to the Governor’s Proclamation, the Department is waiving certain licensing requirements without the need to obtain prior approval from CDSS to implement the waivers. Use of the following waivers is subject to the Waiver Terms and Conditions set forth in this PIN.

Waivers Applicable to Department-Approved Administrator Certification Program Training Vendors

Current Department-approved vendors may live-stream Department-approved courses that are otherwise required to be held in-person through December 31, 2020. This includes Initial Certification Training Program (ICTP) and Continuing Education Training Program (CETP) course offerings. For purposes of this waiver, “live-stream” means material that participants can actively engage in and/or watch in real-time on the internet, including but not limited to Skype, Go-to-Webinar, Zoom, Teams, Collaborate, Snagit, etc.

The following criteria must be met in order to use this waiver. Not following the direction below may result in the vendor-issued course Certificate of Completion not being accepted and result in a negative impact to certified administrators.

- Compliance with all applicable laws and regulations not waived in this PIN.
- Vendors must upload to the automation platform or email the Department’s Administrator Certification Section (ACS) with their current quarterly schedule of ICTP and CETP course offerings every quarter. Indicate the method of course delivery for each course offering. Notify ACS of any changes to this schedule.
- A vendor must email ACS if it intends to offer ICTP or CETP courses via a live-streaming method as soon as known or no later than 24 hours before the course begins.

- In addition to the [quarterly course schedule](#), vendors must send ACS a list of individuals registered for each course prior to the course offering.
- Vendors must upload to the automation platform or email ACS the LIC 9142A Roster of Participants or replica and note on this document if the course was conducted via live streaming. This document must be sent to ACS within seven (7) days of completing the course.
- Live-stream courses must be conducted using the Department-approved course curriculum, outline, and instructor, and meet all required training hours as initially approved. In addition, vendors must ensure the following:
 - Efforts are made to simulate a classroom experience that is free from distractions.
 - Real-time participant engagement is monitored by the instructor or other individual/method for the duration course.
 - Approved instructor(s) are visible to course participants during the period of course instruction.
- All live-stream options must be available for ACS monitoring. Vendors must email ACS the live-stream access or registration codes for each course as soon as such codes are known or at least 24 hours before the course begins.

The waivers discussed in this section apply to the obligations of an administrator certification program training vendor pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84090, 84091, 85090, 85091, 87785, and 87788; and Short-Term Residential Therapeutic Program Interim Licensing Standards sections 87090 and 87091.

Waivers Applicable to Initial Administrator Certification

Prospective Administrators

Those seeking to obtain an Administrator Certificate for the first time may take a Department-approved ICTP course from a Department-approved vendor. The Department does not currently have the ability to electronically offer the administrator certification examination. As a result, ACS is suspending administrator certification testing during the State of Emergency or until the Department can resume the examination. Upon completion of an ICTP course, you may apply for a Conditional Administrator Certificate (see below), which may be issued through December 31, 2020.

Once the State of Emergency has been lifted or the Department has resumed the administrator certification examination, you must take and pass the examination in order to receive a Non-Conditional (standard) Administrator Certificate. If you are unable to pass the examination, you will be required to retake an ICTP course before further examination attempts can be made.

The waivers discussed in this section apply to the obligations of a prospective certified administrator pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84064.2,

85064.2, and 87406; and Short-Term Residential Therapeutic Program Interim Licensing Standards section 87064.2.

Conditional Administrator Certificate

Complete and submit all the following forms:

- LIC 9214 - Initial Application for Administrator Certification
- A check or money order in the amount of \$100, payable to the Department of Social Services (please write in “Conditional Certificate” in the memo area),
- A copy of your Certificate of Completion of the Initial Certification Training Program
- LIC 508 - Criminal Record Statement
- LIC 9163 - Live Scan form. The Office of the Attorney General website has a [location search](#) to help individuals locate live scan fingerprinting services during the COVID-19 emergency.

After passing the exam it is not be required to submit another initial application, although it is required to have a current criminal record clearance or current exemption in order to receive a standard (non-conditional) administrator certificate.

Waivers Applicable to Certified Administrators

For individuals seeking administrator recertification, ACS is waiving the requirement to take in-person continuing education hours through December 31, 2020. During the State of Emergency or until the Department resumes in-person training, ACS is allowing administrators to meet the 40 hours of continuing education requirements through the completion of approved online courses and/or approved in-person courses offered through live-streaming options as [identified above](#). Administrators can opt to complete all 40 hours of continuing education training online. All other recertification requirements will be enforced, which includes, but is not limited to:

- All CETP courses must be Department-approved courses provided by a Department-approved vendor. A list of Department-[approved vendors and courses](#) can be found on the [CCLD Website](#).
- No more than 10 hours of training can be taken daily.

The waivers discussed in this section apply to the obligations of a certified administrator pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84064.3, 85064.3, and 87407; and Short-Term Residential Therapeutic Program Interim Licensing Standards section 87064.3.

Terms and Conditions for all Waivers

The waivers described in this PIN shall be used only on an as-needed basis, in a

reasonable manner, and in accordance with any guidance or instructions from CDSS, health care providers, CDC, CDPH, and local public health departments.

Administrators and administrator certification program training vendors shall continue to comply with standards that have not been waived in this PIN's statewide waivers or pursuant to a different individual waiver or exception granted by CDSS. Any approved and pending waiver requests for any of the waiver provisions above shall continue to be in force but shall be replaced by this PIN, as specified. Administrators and administrator certification program training vendors may continue to request individual waivers for standards not included in the statewide waivers in this PIN in accordance with [PIN 20-04-CCLD](#).

Requirements for Ongoing Compliance with Waiver; Rescission or Modification

Continued use of the statewide waivers is based on compliance with the following terms and conditions:

1. Vendors, certified administrators, or applicants for an administrator certificate shall immediately notify CDSS in writing at the relevant Administrator Certification Section email address noted at the end of this PIN when implementing a waiver as set forth in this PIN, and a vendor shall post this waiver in a public location within the office or training location, as applicable.
2. A vendor's revised policies that are impacted by the waiver shall be developed in compliance with the waiver; be readily available for the public's review; and a copy shall be provided to the relevant Administrator Certification Section email address noted at the end of this PIN. The policy must include a justification for the need of a waiver.
3. The vendor, certified administrator, or applicant for an administrator certificate shall comply with directives of state and local public health departments.
5. A vendor shall accommodate the use of video conferencing, teleconferencing, or other technology to support oversight that is conducted remotely.
6. A vendor, certified administrator, or applicant for an administrator certificate shall not restrict CDSS, CDPH, local public health department officials, and healthcare providers, Ombudsman, and essential government authorities from entering or conducting investigations at a facility or vendor training site.

CDSS may rescind or modify the authorization for use of a waiver based upon new federal, state, or local directives or guidance, or if it determines a vendor, certified administrator, or applicant for an administrator certificate does not meet the terms and conditions of this statewide waiver, or an individual waiver, as applicable.

Effective Dates of Statewide Waivers

The statewide waivers in this PIN will expire when the State of Emergency ends, or earlier upon written notice from CDSS. Once these waivers have expired, all licensing requirements shall be reinstated.

Additional Resources

- [California Coronavirus \(COVID-19\) Response](#)
- [California Department of Public Health](#)
- [California Department of Social Services](#)
- [Centers for Disease Control and Prevention](#)
- [Local County Public Health Departments](#)

If you have questions regarding this PIN, please contact the Administrator Certification Section using the information below:

- For Vendor information, please contact ACSVendorInfo@dss.ca.gov
- For Administrator information, please contact AdminCertInfo@dss.ca.gov