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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GOVERNOR

May 22, 2019

PIN 19-03-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: **UPDATE REGARDING THE CENTRALLY STORED MEDICATION
AND DESTRUCTION RECORD FORM (LIC 622)**

Provider Information Notice (PIN) Summary

PIN 19-03-CCLD announces the release of an updated Centrally Stored Medication and Destruction Record form (LIC 622).

The Community Care Licensing Division has updated the [Centrally Stored Medication and Destruction Record form \(LIC 622\)](#) to clarify requirements for destroying prescription medications when no longer needed by clients or residents in Adult and Senior Care facilities or in Children's Residential facilities. Facilities are required to maintain medication destruction records for at least one year. The LIC 622 form is provided as a courtesy to help licensees document the destruction of medication.

To access the updated Centrally Stored Medication and Destruction Record form, please visit the California Department of Social Services [Forms and Publications](#) webpage.

Additional Resources

The following are additional resources available to assist providers in appropriately destroying medication no longer needed by clients or residents:

- [RCFE Medications Guide](#)
- [PIN 16-04-ASC](#), Federal Drug Enforcement Agency (DEA) Drug Disposal Rule
- [PIN 17-07-CRP](#), Medication Guide for Foster Families
 - [2017-01 Medication Guide for Foster Families](#)
- [PIN 17-09-CRP](#), Medications Guide Group Homes, Updated
 - [2017-03 Medication Guide for Group Homes](#)

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