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PIN 19-04-ASC

TO: ALL RESIDENTIAL CARE FACILITY FOR THE ELDERLY LICENSEES

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

SUBJECT: **UPDATE REGARDING PERSONAL RIGHTS FORMS,
NONDISCRIMINATION NOTICE, AND COMPLAINT POSTER FOR
RESIDENTIAL CARE FACILITIES FOR THE ELDERLY**

Provider Information Notice (PIN) Summary

PIN 19-04-ASC announces the release of two updated personal rights forms for Residential Care Facilities for the Elderly (RCFEs) and an updated RCFE Complaint Poster.

CCLD has updated the following forms and poster based on the personal rights regulations that went into effect October 1, 2018:

- Personal Rights of Residents in Publicly Operated RCFEs ([LIC 613C](#))
- Personal Rights of Residents in Privately Operated RCFEs ([LIC 613C-2](#))
- Residential Care Facility for the Elderly Complaint Poster ([PUB 475](#))

To access the updated personal rights forms and RCFE Complaint Poster, please visit the California Department of Social Services [Forms and Publications](#) webpage.

RCFE licensees may use these courtesy forms to provide a copy of the applicable personal rights and nondiscrimination notice to a resident and, if applicable, the resident's representative. Licensees also may use these forms and the courtesy RCFE Complaint Poster (PUB 475) to prominently post the applicable personal rights, nondiscrimination notice, and complaint information in their facilities. These forms and

poster help licensees meet the requirements of California Code of Regulations ([CCR](#)), [Title 22, Section 87468](#), Personal Rights of Residents.

FORM LIC 613C: PERSONAL RIGHTS OF RESIDENTS IN PUBLICLY OPERATED RCFEs

Form LIC 613C is intended for use in publicly operated RCFEs, as defined in [CCR, Title 22, Section 87101\(p\)\(9\)](#) and provides one comprehensive list of personal rights for residents in these facilities. This form lists the rights in [CCR, Title 22, Section 87468.1](#), Personal Rights of Residents in All Facilities and also includes the required nondiscrimination notice.

FORM LIC 613C-2: PERSONAL RIGHTS OF RESIDENTS IN PRIVATELY OPERATED RCFES

Form LIC 613C-2 is intended for use in privately operated RCFEs, as defined in [CCR, Title 22, Section 87101\(p\)\(5\)](#) and provides one comprehensive list of personal rights for residents in these facilities. This form combines the rights listed in [CCR, Title 22, Section 87468.1](#), Personal Rights of Residents in All Facilities and [CCR, Title 22, Section 87468.2](#), Additional Personal Rights of Residents in Privately Operated Facilities. The form also includes the required nondiscrimination notice.

FORM PUB 475: RCFE COMPLAINT POSTER

The RCFE Complaint Poster (PUB 475), also available as a courtesy to licensees, has been updated to include the title of the form at the bottom of the page. Otherwise, the poster remains the same.

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