



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

October 31, 2018

PIN 18-15-ASC-CCR

TO: ALL CONTINUING CARE RETIREMENT COMMUNITY PROVIDERS

FROM: EVON LENERD, CHIEF
Continuing Care Branch
Community Care Licensing Division

SUBJECT: **ANNUAL REPORTS**

Provider Information Notice (PIN) Summary

PIN 18-15-ASC-CCR is to remind providers of the requirement for posting the annual reports on their websites and the change in the submission of the annual reports.

The Department had sent all providers a letter in November 2016; however, wanted to again remind the providers regarding the following:

Providers are required to post their complete annual report (audited financial statements and reserve reports) on their website within 10 days of submitting it to the Department, pursuant to Health and Safety Code section 1771.8(g).

Two hard copies of the complete annual report are to be submitted, along with an electronic copy (unlocked) sent to cclccb@dss.ca.gov (within four months of the provider's fiscal year end). Please note that the signed Key Indicators Report may be submitted electronically in lieu of hard copies.

If you have any questions, you may contact this office at (916) 654-0591.