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GAVIN NEWSOM
GOVERNOR

November 22, 2022

PIN 22-33-ASC
[Supersedes in Part [PIN 19-10-ASC](#)
and [PIN 20-25-CCLD](#)]

TO: ADULT RESIDENTIAL COMMUNITY CARE FACILITIES AND
RESIDENTIAL CARE FACILITIES FOR THE ELDERLY PROVIDERS

FROM: *Original signed by Kevin Gaines*
KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **UPDATING THE TEMPORARY MANAGER (TM) LIST**

Provider Information Notice (PIN) Summary

PIN 22-33-ASC announces the opportunity for interested parties to apply or reapply to be included on the Temporary Manager candidate list for Adult Residential Community Care Facilities and Residential Care Facilities for the Elderly.

The California Department of Social Services (CDSS) may appoint a Temporary Manager to continue the operations of a licensed facility only as long as necessary to protect the health and safety of the persons in care and to minimize the effects of transfer trauma that accompany the abrupt transfer of persons in care pursuant to Sections [1546.1](#), [1562.1](#), and [1569.481](#) of the Health and Safety Code (HSC) and the California Code of Regulations (CCR), Title 22, Division 6, [Chapter 10](#).

The purpose of this PIN is to announce that CDSS is currently seeking qualified Temporary Managers who may be available for future appointment opportunities.

TEMPORARY MANAGER DUTIES

A Temporary Manager is defined as “the person, corporation, or other entity appointed temporarily by the department as a substitute facility licensee or administrator with authority to hire, terminate, reassign staff, obligate facility funds, alter facility procedures, and manage the facility to correct deficiencies identified in the facility’s operation. The temporary manager has the final authority to direct the care and supervision activities of any person associated with the facility, including superseding the authority of the licensee and the administrator.” (See Health and Safety Code sections 1546.1(b) or 1569.481(b); and CCR, Title 22, Section [89601](#)).

The duties of the Temporary Manager are determined on a case-by-case basis, depending on the needs of persons in care. Examples of duties of the appointed Temporary Manager may include, but are not limited to, the following:

- Act as a substitute facility licensee or administrator to bring the facility into compliance and maintain compliance with the law, and/or facilitate a transfer of ownership to a new licensee, or managing the facility until the licensee may resume operations;
- Ensure the orderly transfer of persons in care should the facility be required to close;
- Execute evacuation plan to relocate persons in care in the event of an emergency situation;
- Inform authorized representatives of persons in care of any relocations or transfers;
- Provide clinical support, guidance, and leadership to ensure infection control measures are effective and in compliance with current standards; and/or
- Respond to other short-term crises as identified by CDSS.

TEMPORARY MANAGER CANDIDATE QUALIFICATIONS

The qualifications which will be considered for a Temporary Manager applicant include at a minimum, the following:

1. Be a current certified administrator or licensee of an Adult Residential Facility or a Residential Care Facility for the Elderly or have six months experience as an administrator or licensee of a facility that provides care and supervision to elderly or adult residents.
2. Currently employ or contract with, or has the ability to promptly employ or contract with criminally cleared staff who are able to assist the temporary manager in addressing the identified problems with the facility and perform activities required by statute and regulation for the operation of the facility.
3. Have proof of a business line of credit or immediately accessible funds.
4. Maintain an active e-mail address that will be submitted to CDSS.
5. Be at least 21 years of age.

6. Demonstrate the ability to maintain and supervise the maintenance of financial and other records.
7. Demonstrate the ability to direct the work of others.
8. Demonstrate the ability to assess and establish the facility's plan of operation and budget.
9. Demonstrate the ability to arrange for health-related services.
10. Have knowledge of the requirements for providing care and supervision, including the ability to communicate with the persons in care that may be served in an adult community care facility, Residential Care Facility for the Elderly.

ADULT AND SENIOR CARE PROGRAM (ASCP) APPLICATION

An individual or entity who wishes to be an ASCP Temporary Manager candidate and be placed on the Temporary Manager candidate list must complete the Temporary Manager Candidate List Applicant Information ([LIC 215TM](#)) form and submit the form to CCLASCP CAB@dss.ca.gov or mail to:

Centralized Applications Bureau
ATTN: Temporary Manager
744 P Street, MS 9-14-8201
Sacramento, CA 95814

NOTE: Past applicants who are interested in being a Temporary Manager must reapply as the previous Temporary Manager candidate lists have expired.

If you have any questions regarding adult or senior care facilities, please contact the Adult and Senior Care Program Office at (916) 657-2592 or at CCLASCPBusinessServices@dss.ca.gov.