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Title 22@ Social Security

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Division 3@ Health Care Services

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Subdivision 1@ California Medical Assistance Program

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Chapter 5@ ADULT DAY HEALTH CARE

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Article 5@ ADMINISTRATION

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Section 54401@ Organization and Administration

## **54401 Organization and Administration**

### **(a)**

Each adult day health center shall be organized and staffed to carry out the requirements of this Chapter. Staffing and administrative requirements and capabilities shall include: (1) An administrator. (2) A program director with appropriate qualifications. (3) Sufficient clerical supportive staff to conduct the center's daily business in an orderly manner. (4) A grievance procedure. (5) The ability to provide data reports required by the Department. (6) Financial records and books of account fully disclosing the disposition of all funds received. Fiscal reports shall be submitted quarterly to the Department in the format prescribed by the Department. (7) Appropriately qualified staff in sufficient numbers to provide an adequate scope of services and to meet the staffing requirements stated in Section 54423. (8) Ethnic or linguistic staff as indicated by participant characteristics. (9) Participant records maintained in a format approved by the Department. (10) Adequate personnel records. (11) Nondiscrimination by and to participants and staff. (12) Confidentiality of data maintained as stated in Section 54439.

#### **(1)**

An administrator.

#### **(2)**

A program director with appropriate qualifications.

**(3)**

Sufficient clerical supportive staff to conduct the center's daily business in an orderly manner.

**(4)**

A grievance procedure.

**(5)**

The ability to provide data reports required by the Department.

**(6)**

Financial records and books of account fully disclosing the disposition of all funds received. Fiscal reports shall be submitted quarterly to the Department in the format prescribed by the Department.

**(7)**

Appropriately qualified staff in sufficient numbers to provide an adequate scope of services and to meet the staffing requirements stated in Section 54423.

**(8)**

Ethnic or linguistic staff as indicated by participant characteristics.

**(9)**

Participant records maintained in a format approved by the Department.

**(10)**

Adequate personnel records.

**(11)**

Nondiscrimination by and to participants and staff.

**(12)**

Confidentiality of data maintained as stated in Section 54439.

**(b)**

Each adult day health care provider shall establish written policies and procedures

for continuously reviewing the performance of health personnel, the utilization of services, costs and standards for acceptable health care. Such procedures shall receive prior approval of the Department.