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December 24, 2020

PIN 20-48-ASC

TO: ALL ADULT AND SENIOR CARE PROGRAM LICENSEES

FROM: *Original signed by Ley Arquisola*
LEY ARQUISOLA, R.N., M.S.N.
Acting Deputy Director
Community Care Licensing Division

SUBJECT: **CORONAVIRUS DISEASE 2019 (COVID-19) MITIGATION PLAN
REPORT AND TRAINING**

Provider Information Notice (PIN) Summary

PIN 20-48-ASC announces a requirement for licensees of Adult and Senior Care (ASC) facilities to submit a plan for Epidemic Outbreaks, specific to COVID-19 (“Mitigation Plan Report”) by January 24, 2021. This PIN also indicates the required components for a COVID-19 Mitigation Plan Report; a COVID-19 Mitigation Plan Report template; training resources; and outlines enforcement actions.

Please post this PIN in the facility where persons in care can easily access it and distribute the Persons in Care Fact Sheet (located at the end of this PIN) to persons in care and, if applicable, their representatives.

Due to the global COVID-19 pandemic, the California Department of Social Services is requiring all licensees of ASC facilities to submit a Mitigation Plan Report to address epidemic outbreaks or communicable diseases specific to COVID-19 by **January 24, 2021** pursuant to the following sections of the California Code of Regulations (CCR):

- Adult Day Programs – [CCR, Title 22, section 82061 \(a\)\(1\)\(F\)](#)
- Adult Residential Facilities, Adult Residential Facilities for Persons with Special Health Care Needs, Community Crisis Homes and Enhanced Behavioral Supports Homes – [CCR, Title 22, section 80061 \(b\)\(1\)\(H\)](#)
- Residential Care Facilities for the Chronically III – [CCR, Title 22, section 87861 \(b\)\(1\)\(H\)](#)
- Residential Care Facilities for the Elderly – [CCR, Title 22, section 87211 \(a\)\(2\)](#)
- Social Rehabilitation Facilities – [CCR, Title 22, section 81061 \(b\)\(1\)\(G\)](#)

COVID-19 Mitigation Plan Report

The Mitigation Plan Report requires the following components:

1. **Screening**
2. **Testing**
3. **Quarantine/Isolation/Cohorting**
4. **Infection Control Lead Person**
5. **Personal Protective Equipment (PPE)**
6. **Plans for Staffing Shortages**
7. **Communication**
8. **Memory Care** – Must be completed by licensees who have a dedicated Memory Care Unit or are serving persons in care with memory care needs.

The Department has provided a [template for the COVID-19 Mitigation Plan Report](#) as a courtesy for licensees. **Licensees are strongly encouraged to use this template.**

Submitting and Approving a Mitigation Plan Report

Completed Mitigation Plan Report must be signed, dated, and submitted to:

- CCLDFacilityCovidPlan@dss.ca.gov

After review of the Mitigation Plan Report, the Department will notify the licensee of an approval or of corrections needed.

Local Health Department Mitigation Plan

If licensees have an approved Local Health Department (LHD) Mitigation Plan, the Department will accept that Mitigation Plan to satisfy the Department's Mitigation Plan Report requirement. Please submit as indicated above.

In the event the LHD Mitigation Plan does *not* include the Memory Care component, but your facility has a dedicated Memory Care Unit or is serving persons in care with memory care needs, the licensee must additionally submit the Memory Care component (e.g., Section 8 of the COVID-19 Mitigation Plan Report template). Licensees may submit the Memory Care component as an addendum to the approved LHD Mitigation Plan if applicable.

Training

In order to assist licensees, the Department will provide training on how licensees should develop a COVID-19 Mitigation Plan Report and the required components of the plan. The training will be on held via Zoom on:

- **December 29, 2020 from 10:00 AM – 11:30 AM** (the last 30 minutes will be reserved for questions)

Join the training through the [Zoom Meeting](https://zoom.us/j/97554297196) link (<https://zoom.us/j/97554297196>). The Zoom Meeting will have a limit of 4000 participants.

This recorded training will be posted to the [Community Care Licensing Division website](#).

Enforcement Actions

Failing to develop and/or submit the Mitigation Plan Report to the Department as required by the licensee will be considered a violation of the reporting requirement regulations listed above. Additionally, a licensee's failure to follow the Mitigation Plan Report to prevent and mitigate the spread of COVID-19 will be considered as conduct inimical to the health, welfare and safety of persons in care and a failure to protect the personal rights of the persons in care to receive safe and healthful accommodations.

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

Persons in Care Fact Sheet
A Companion Guide for Provider Information Notice (PIN) 20-48-ASC,
Coronavirus Disease 2019 (COVID-19) Mitigation Plan Report

We prepared this **Persons in Care Fact Sheet** as a companion to **PIN 20-48-ASC** to inform you of guidance we provided to your care providers concerning your care.

PIN 20-48-ASC announces a requirement for the licensee of your facility to submit a plan for Epidemic Outbreaks, specific to COVID-19, by January 24, 2021. We are calling this a “Mitigation Plan Report.” This PIN also indicates the required components to include in a COVID-19 Mitigation Plan Report; a COVID-19 Mitigation Plan Report template; training resources; and outlines enforcement actions.

COVID-19 Mitigation Plan Report

The Mitigation Plan Report requires the following components:

- 1. Screening**
- 2. Testing**
- 3. Quarantine/Isolation/Cohorting**
- 4. Infection Control Lead Person**
- 5. Personal Protective Equipment (PPE)**
- 6. Plans for Staffing Shortages**
- 7. Communication**
- 8. Memory Care** – Must be completed by licensees who have a dedicated Memory Care Unit or are serving person in care with memory care needs.

The Department has provided a [template for the COVID-19 Mitigation Plan Report](#) as a courtesy to the licensee of your facility.

Submitting and Approving a Mitigation Plan Report

The licensee of your facility must submit a completed Mitigation Plan Report to:

- CCLDFacilityCovidPlan@dss.ca.gov

After review of the Mitigation Plan Report, the Department will notify the licensee of your facility of an approval or corrections needed.

Local Health Department Mitigation Plan

If the licensee of your facility has an approved Local Health Department (LHD) Mitigation Plan, the Department will accept the LHD Mitigation Plan to meet the Department's requirement for a Mitigation Plan Report. The licensee of your facility must additionally submit the Memory Care component to the LHD Mitigation Plan if applicable.

Training

In order to assist the licensee of your facility, the Department will provide training on how to develop a COVID-19 Mitigation Plan Report. This training will be recorded and posted to the [Community Care Licensing Division website](#).

Enforcement Actions

If the licensee of your facility does not develop and/or submit a Mitigation Plan Report to the Department this will be considered a violation of the reporting requirement regulations. Also, if the licensee of your facility does not follow the Mitigation Plan Report, this will be considered a failure to protect your health, welfare, and safety.

CCLD appreciates your understanding. Your care providers, the licensee of your facility, and the [Ombudsman](#) are available to answer your questions.