

Organization and Administration Policies & Procedures Section

Policy Title	Reference for revision (Date of Reference)	Brief description	Date Reviewed - Initials
License	November 2023: Removal of CAC ; replaced with CDSS and HCSB	Updated employment protection rights	
HCO Licensing Renewal	PIN 22-03-HCS; Home Care Organization License Renewal Process Reminders	Renewal and postmark date Current 2022 fees Add any changes with supporting data No longer needing CHS600	
Enforcement Provisions	PIN 20-04 HCS, April 29, 2020 Notice of Remote Inspections and Investigations for HCOs	On-site inspections and investigations have returned; remote inspections may occur	
P&P Development and Implementation	PIN 18-01-HCS June 1, 2018: Provider Information Notices for Home Care Organizations https://www.cdss.ca.gov/inforesources/community-care-licensing/policy/provider-information-notices/home-care-services	PINs, the HCS and CCLD connection and communication process	
Legal Requirements	PIN 22-01-CCLD May 23, 2022: Mailing Address Reporting Requirements	Individuals who hold a criminal record clearance or exemption must report address change within 10 days	

Personnel and Contractors

Policy Title	Reference for revision (Date of Reference)	Brief description	Date Reviewed-Initials
Criminal History, Disclosure, and Background Inquiries	<p>PIN 21-22-CCLD Nov 15, 2021 CPMD Customer Services and Background Check Info</p> <p>PIN 21-05 CCLD April 13, 2021 New Background Check Website</p> <p>PIN 21-02-CCLD Update to Guardian Implementation</p> <p>PIN 21-01-CCLD January 12, 2021 Benefits and Impact of the Guardian Implementation</p> <p>PIN 20-20-CCLD August 19, 2020; Guardian User Access and information</p> <p>PIN 22-01-CCLD May 23, 2022: Mailing Address Reporting Requirements</p>	<p>New Background Check; Guardian and multiple communications</p> <p>Change of address to Department for individuals with criminal record clearance or exemption. Refer to Legal Requirement Policy for details</p>	
Home Care Aide Registration Renewal	PIN 22-08 Sept 16, 2022	Notice that HCOs and HCAs no longer will receive written notices to renew and resources for HCOs and HCAs via Guardian	
Personnel Records	November 2023: CDC and CA guidelines for healthcare professionals and vaccination during the PHE.	Vaccinations, booster, exemptions of Covid-19 must be kept in a confidential, separate health or medical file. Exemptions must be specific and signed by physician.	
Personnel File Content Checklist		November 2023: Updated with Covid-19 vaccinations, etc.	