
EVALUATOR MANUAL TRANSMITTAL SHEET

<p><u>Distribution:</u></p> <p><input type="checkbox"/> All Child Care Evaluator Manual Holders</p> <p><input type="checkbox"/> All Residential Care Evaluator Manual Holders</p> <p><input checked="" type="checkbox"/> All Evaluator Manual Holders</p>	<p><u>Transmittal No.</u> 10RM-12</p> <hr/> <p><u>Date Issued</u> August 2010</p>
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Subject:

Reference Material – Documentation

Reason for Change:

Amend Section 3-3200

Filing Instructions:

REMOVE – pages 1 & 9

INSERT –pages 1 & 9

Approved:

Original signed by

Thomas Stahl

08/31/2010

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Date

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All the forms referred to in this document are available on the Department of Social Services, Community Care Licensing Division web site at: <http://www.cclcd.ca.gov>.

3-3140 WRITING THE LICENSING REPORT (LIC 809) (Continued)**3-3140**

- Write the report in the “third person”. Refer to “the administrator” rather than “you”; refer to the “the facility” or “the home” rather than “your facility” and refer to the “the regulations” rather than “our regulations”.
- Limit the written citation narrative to the column on the left side of the page. The column on the right side of the page should be reserved for the facility administrator to complete the Plan of Correction unless the Evaluator’s assistance is requested or indicated. Refer to the last bullet on this page.
- **Laptop users** the citation narrative goes across the document. There is no delineation between left side and right side on the system. The plan of correction is directly under the citation (also across the page). The plan of correction is dictated to the evaluator for input on to the laptop.
- Use a separate LIC 9099 form for complaint visits. (See Documentation Section 3-3125).
- Prior to completion of a visit, the licensee, or the person in charge of the facility must meet with the Evaluator to discuss any deficiencies noted, to jointly develop a plan for correcting each deficiency and to acknowledge receipt of the notice of deficiency.
- If the licensee is unable and/or needs assistance with filling out the Plan of Correction it is acceptable for the Evaluator to complete the documentation and to have the provider initial each section documented by the Evaluator. The Evaluator must not complete the documentation merely upon the provider’s request when the provider is capable of completing the documentation on their own.
- Laptop users will type the plan of correction onto the system as dictated by the licensee. The provider must initial each section documented by the Evaluator after it has been printed.
- If the licensee, or the licensee’s representative, declines to sign the Licensing Report for any reason document the refusal at the end of the report and inform the licensee, or their representative, that you have done so.

3-3200 DETAIL SUPPORTIVE INFORMATION (LIC 812)**3-3200**

The Detail Supportive Information (LIC 812) is generally used in conjunction with the LIC 809 and LIC 9099 to document confidential information and is always considered a confidential form. It is particularly useful in a problem facility where a more detailed explanation is needed to support your decisions or to document information that is necessary for the record. The information may include observations, or conditions that may affect the seriousness of the violation. On a food complaint, it may be important to note the frail condition of a client and/or weight loss. The LIC 812 is also used to document confidential interviews of clients, victims and witnesses. Often the form is completed after the exit conference and is used to organize notes and observations made during the visit.

Note: When using the LIC 812 in Lotus Notes, confidential information (e.g. names) should not be included in the document title as that information will then appear in the documents view. Should a licensee or facility representative then see the tablet/laptop screen, confidentiality would be compromised.