



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

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PIN 21-08-CCLD

TO: ALL CHILDREN'S RESIDENTIAL AND CHILD CARE PROVIDERS

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

SUBJECT: **OVERSIGHT ROLE AND RESUMPTION OF ON-SITE INSPECTIONS**

Provider Information Notice (PIN) Summary

PIN 21-08-CCLD announces the resumption of on-site mandated regular inspections, also known as “annual inspections,” for children’s residential and child care licensees and providers. This PIN also clarifies the Community Care Licensing Division’s (CCLD) oversight role during the Coronavirus Disease 2019 (Covid-19) pandemic. This PIN supersedes [PIN 20-07-CCLD](#) only as it pertains to PIN 20-07-CCLD’s suspension of community care licensing mandated inspections.

Please post/keep this PIN in the facility/home where parents, authorized representatives, and children in care can easily access it and distribute the Companion Guide PIN Summary for Children in Care Fact Sheet (located at the end of this PIN) to their authorized representative.

On March 21, 2020, the California Department of Social Services (CDSS) issued [PIN 20-07-CCLD](#), which announced the suspension of all on-site community care licensing annual inspections (i.e., mandated regular inspections conducted every year, 2 years, or 3 years, depending on the applicable statutory requirement), to focus CDSS resources on providing virtual technical assistance to facilities, to prevent, contain and mitigate COVID-19 impacts,.

The purpose of this PIN is to provide notice that the resumption of on-site inspections will begin in late Spring 2021.

On-site Processes

In resuming on-site inspections, the LPA will assess compliance with statutes, regulations and other written licensing requirements, including adherence to infection control practices for - communicable diseases like COVID-19. LPAs will be providing

technical assistance whenever possible but are required to address any violation of health and safety requirements.

Through existing licensing requirements related to infection control, guidance issued to licensees via PINs and ACINs, and technical and other assistance from Community Care Licensing Division (CCLD) regional offices, licensees and providers have been given the information, tools and equipment necessary to comply with current infection control practices. CCLD is committed to working with licensees who attempt in good faith to comply with and implement infection control practices. For examples of existing licensing requirements related to the infection control requirements and practices described in CDSS COVID-19 PINs, please see ATTACHMENT A.

Licensees and providers should continue to follow COVID-19 requirements and guidance in all applicable California Department of Social Services (CDSS) PINs and All County Information Notices (ACINs), in addition to guidance or instructions from health care providers, Centers for Disease Control and Prevention (CDC), [California Department of Public Health \(CDPH\)](#), [Department of Developmental Services \(DDS\)](#), [California Department of Industrial Relations Division of Occupational Safety & Health \(Cal/OSHA\)](#), and [local public health departments](#), as applicable to the particular facility or home category.

If there are differing requirements between the most current CDC, CDPH, CDSS, DDS, Cal/OSHA, and local health department guidance or health orders, licensees and providers should follow the strictest requirements.

INSPECTION PROCESSES

CDSS remains committed to taking actions that protect the health, safety, and welfare of the people in California. The infection control procedures that LPAs will maintain for conducting on-site inspections are outlined below.

Facility/Home Risk Assessment

Prior to initiating an on-site inspection, an LPA will call the licensee or care provider to complete a facility/home risk assessment which will include, but is not limited to, the following:

The LPA will ask if anyone who is regularly present in the facility/home, including persons in care or staff, has:

- Tested positive for COVID-19 with a laboratory confirmed test in the past 10 days?
- Been in close contact (within six feet for cumulative total of 15 minutes or more over a 24-hour period) with someone who tested positive for COVID-19?
- Been diagnosed with a respiratory infection (e.g. flu, bronchitis) or have any respiratory symptoms, such as sinus congestion or runny nose?
- Developed any of the following COVID-19 [symptoms](#) in the past 14 days?
 - Fever or chills
 - Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Based on the licensee or care provider's responses to the facility/home risk assessment questions, the LPA will determine the level of Personal Protective Equipment (PPE) needed for an on-site inspection.

Prior to any on-site inspections, an LPA will have:

- completed required COVID-19 testing protocols, and a daily self-screening questionnaire for symptoms of COVID-19 infection to affirm no COVID-19 related symptoms; *NOTE: While the Department encourages COVID-19 vaccinations in general, it does not have a vaccination mandate for LPAs.*
- ensured that they have adequate supplies for inspections;
- been fitted for an N-95 respirator;
- completed the Respirator Protection training required by Cal/OSHA;
- been trained on the proper use of PPE; and
- disinfected their vehicle and equipment to be used during the inspection.

Prior to entering a facility/home, an LPA will:

- apply hand sanitizer;
- put on an appropriate face covering (e.g., surgical mask, N-95 respirator, powered air purifying respirator (PAPR), etc.);
- follow facility/home screening procedures;
- follow appropriate procedure when putting on and taking off PPE and when disposing of PPE; and
- wear any other PPE based on exposure risks present at the facility/home.

Inside the facility/home, an LPA:

- will wear an appropriate face covering throughout the inspection;
- may request the licensee or care provider to make provisions for private interviews and inspections procedures pursuant to the California Code of Regulations (CCR), Title 22, Division 6, sections [80044\(b\)\(1\)](#), [86044](#); [86544\(b\)\(1\)](#), [88044](#); [89244](#); CCR Title 22, Division 12, sections [101200\(b\)\(1\)](#) and [102391\(b\)](#)
- may sit or stand quietly during observations and may ask staff questions during an inspection, as is typical;
- will maintain appropriate physical distance with staff and persons in care;

- review electronic records, if applicable; and
- may conduct interviews outdoors or by phone, as deemed necessary.

ADDITIONAL INFORMATION

More information regarding COVID-19 can be found at the [CDSS COVID-19 information page](#). If you have any questions regarding this PIN, please contact your local Regional Office.

- [Child Care Regional Offices](#)
- [Children's Residential Regional Offices](#)

PIN Summary for Children in Care
**A Companion Guide for Provider information Notice (PIN) 21-08-CCLD,
Resumption of On-site Inspections.**

We prepared this **Summary for Children in Care** as a companion to **PIN 21-08-CCLD** to inform you of guidance we provided to your care providers concerning your child's care.

In the near future, the Community Care Licensing Division (CCLD) will resume on-site inspections of your child's facility. Please be assured that CCLD has instituted requirements for LPAs including but not limited to weekly COVID-19 testing, daily symptom screenings, and use of Personal Protective Equipment (PPE) for LPAs to safely conduct inspections.

Your licensee or care provider is required to allow the LPA to enter the facility for an on-site inspection. During the on-site inspection, the LPA will follow infection control procedures designed to protect the health and safety of children and staff. The licensee or care provider may be asked to create a space for private interviews and inspections procedures. Other means for accomplishing the inspection, such as conducting interviews outdoors with appropriate physical distance, may also be used.

If you have any questions, please reach out to your licensee or care provider. Below is additional information on how to obtain support or to file a complaint:

- For more information you can contact your [local regional office](#).
- To file a complaint regarding a state licensed community care facility or child care facility, please call 1-844-LET US NO (1-844-538-8766). If you wish to email your complaint, you can email it to: letusno@dss.ca.gov

ATTACHMENT A

Below are examples of existing licensing requirements for some facility types (not all examples provided will apply to every facility category) related to infection control requirements and practices, as described in CDSS COVID-19 PINs. These are set forth in Title 22 of the California Code of Regulations, and other written licensing standards issued by CDSS:

- Buildings and Grounds (the facility shall be clean, safe, sanitary at all times)
- Care and Supervision (care and supervision provided shall be as necessary to meet the needs of children in care)
- Conduct Inimical (licensee shall not engage in conduct that is harmful to the health or safety of an individual in the facility; licensee shall not fail to comply with health officer orders or government agency requirements that creates a significant health and safety risk pursuant to CDSS statutes and regulations)
- Fixture, Furniture, Equipment and Supplies (handwashing areas and bathrooms shall be maintained in a safe and sanitary condition; use of common towels and washcloths is prohibited)
- Health Related Services and Observation of the Client (licensee shall ensure each child in care receives needed health related services/medical care; a child in care suspected of having a contagious disease shall be isolated; licensee shall regularly observe a child in care for changes in physical functioning and bring deterioration of health to the attention of the child's parent, authorized representative, and/or doctor)
- Personal Rights (each child in care shall have personal rights which includes the right to be accorded safe, healthful and comfortable accommodations; the right to receive or reject certain medical care or health-related services; the right to have visitors)
- Personnel Requirements (staff shall be employed in numbers/ratios necessary to meet the needs of children in care; staff shall be trained and have experience/knowledge/skill in sanitation principles, universal precautions, recognition of early signs of illness and the need for professional assistance; all staff shall be in good health; staff with evidence of any illness that poses a threat to the health and safety of children in care shall be relieved of their duties)
- Plan of Operation (policies, procedures and plan to prevent disease and control infection, or caring for someone with a health condition such as a communicable infection)
- Reporting Requirements (reports required to CCLD, the authorized representative of the person in care and the local health officer for a communicable disease outbreak)