

FACILITY EVALUATION REPORT – California law requires a public report of each licensing visit. This report is a licensing record for the facility and the licensing agency. This report is available for public review; therefore, care is taken not to disclose personal or confidential information. Inquiries concerning the location, maintenance and contents of these reports may be directed to the evaluator or office whose address and telephone number are listed on the front.

DEFICIENCIES – Deficiencies are noncompliances with licensing law or regulations. Licensees must be notified in writing of all licensing deficiencies. Deficiencies may be identified on the left side of this form with a code reference to identify the section of statute or Title 22, California Code of Regulations, upon which the deficiency is based. There are two types of deficiencies:

- Type A deficiencies are violations of the regulations and/or Health and Safety Code that, if not corrected, have a direct and immediate risk to the health, safety or personal rights of clients in care.
- Type B deficiencies are violations of the regulations and/or the Health and Safety Code, that, without correction, could become a risk to the health, safety or personal rights of clients, a recordkeeping violation that would impact the care of clients and/or protection of their resources, or a violation that would impact those services required to meet the clients' needs.

PLANS OF CORRECTION (POC) – Licensing laws require the licensing agency to establish the time for correction. In order to set the time, the licensing agency must take into consideration the seriousness of the violation, the number of clients/residents involved and the availability of equipment and personnel. Applicants/licensees are requested to provide a specific plan for each violation on the right side of the form across from each deficiency. The more specific the plan, the less chance exists for any misunderstanding in setting time limits and reviewing corrections. The licensee who encounters problems beyond his/her control in completing the corrections within the specified time frame may request and may be granted an extension of the correction due date by the licensing agency.

CORRECTION NOTIFICATION – The applicant/licensee is responsible for completing all corrections and promptly notifying the licensing agency of corrections. Applicants/licensees are advised to keep a dated copy of any letters sent to the licensing agency concerning corrections, or if corrections are telephoned to the licensing agency, the date, person contacted, and information given.

CIVIL PENALTIES – When a deficiency exists, licensing agencies are required by law and regulation to issue a Penalty Notice to all facilities holding a community care facility license except family day care, foster family homes, or any governmental entity.

PENALTY NOTICE GIVEN – The statement concerning civil penalties serves as a penalty notice on this Licensing Report and failure to correct cited licensing deficiencies will result in civil penalties. Licensees are required to pay civil penalties if deficiencies are not corrected within the established plan of correction date.

APPEAL RIGHTS – The applicant/licensee has a right without prejudice to discuss any disagreement in this report with the licensing agency concerning the proper application of licensing laws and regulations. When civil penalties are involved, the licensee may request a formal review by the licensing agency to amend, extend the due date, or to dismiss the penalty. Requests for civil penalty review shall be made in writing within 15 business days of receipt of a deficiency notification (Penalty Notice) for Penalty Assessment.

AGENCY REVIEW – The licensing agency review of an appeal may be conducted based upon information provided in writing by the licensee. The applicant/licensee may request an office interview to provide additional information. The applicant/licensee will be notified promptly in writing of the results of the agency review.

FACILITY EVALUATION REPORT

REFER TO

See other side for explanation of form.

FACILITY NAME	DIRECTOR	FACILITY NUMBER		FACILITY TYPE
ADDRESS	TELEPHONE ()	CAPACITY	CENSUS	DATE
TYPE OF VISIT: <input type="checkbox"/> OFFICE <input type="checkbox"/> MANAGEMENT		<input type="checkbox"/> MET WITH	<input type="checkbox"/> ANNOUNCED	TIME VISIT BEGAN
<input type="checkbox"/> PRELICENSING <input type="checkbox"/> ANNUAL <input type="checkbox"/> FOLLOW-UP			<input type="checkbox"/> UNANNOUNCED	TIME COMPLETED

DEFICIENCY INFORMATION FOR THIS PAGE: <input type="checkbox"/> Type A <input type="checkbox"/> No Deficiency Cited <input type="checkbox"/> Type B	CIVIL PENALTY INFORMATION: <input type="checkbox"/> Penalty Assessed <input type="checkbox"/> Penalty Notice Given <input type="checkbox"/> Penalty Cleared <input type="checkbox"/> Not Applicable
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COMMENTS/DEFICIENCIES	PLAN OF CORRECTIONS (POCs)	POC DUE DATE

Failure to correct the above cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

LICENSING EVALUATOR SIGNATURE	TELEPHONE ()	DATE	I understand my licensing appeal rights as explained on the back of this form.	
NAME OF SUPERVISOR	TELEPHONE ()	FACILITY REPRESENTATIVE SIGNATURE		

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