



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

March 21, 2017

PIN 17-05-CCLD

TO: ALL COMMUNITY CARE LICENSED PROVIDERS

FROM: *Original signed by Pamela Dickfoss*  
PAMELA DICKFOSS  
Deputy Director  
Community Care Licensing Division

SUBJECT: **EMERGENCY NOTIFICATION REQUIREMENT**

**Provider Information Notice (PIN) Summary**

This PIN serves as a reminder to licensees to report whenever one or more clients are temporarily moved to another location due to an emergency.

Licensees of all Community Care Facilities are required to notify the licensing agency whenever one or more clients are temporarily moved to another location due to an emergency, as this is considered an unusual incident or catastrophic event. Licensees must also report an unusual incident or catastrophic event to the client's authorized representative, if any.

An unusual incident or catastrophic event is any occurrence which threatens the physical health, emotional health or safety of clients or residents. This includes times in which a state of emergency is declared, when all individuals living in a specified area are required to evacuate immediately and/or temporarily relocate.

With the exception of Residential Care Facilities for the Elderly (RCFEs), licensees must report to their local Regional Office within the next working day during normal business hours. Licensees of RCFEs must report to their local Regional Office within 24 hours. (California Code of Regulations, Title 22, Sections 80061, 81061, 86561, 87211, 87861, 101212, 102416.2).

Licensees should report to the licensing agency as soon as possible when clients move back to their Community Care Facility.

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