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State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
Governor

January 6, 2020

AFL 20-01

**TO:** Skilled Nursing Facilities (SNFs)

**SUBJECT:** Reminder of Mandatory use of “Census and Direct Care Service Hours Per Patient Day (DHPPD)” (CDPH Form 612) and “Nursing Staffing Assignment and Sign-in Sheet (DHPPD Salaried/Dual Role/Nurse Assistant)” (CDPH Form 530)

**AUTHORITY:** Health and Safety Code (HSC) sections [1276.5](#) and [1276.65](#), Welfare and Institutions Code (W&I) section [14126.022](#), and [AFL 19-16](#) (PDF)

**All Facilities Letter (AFL) Summary**

- This AFL reminds SNFs of the requirement to use “Census and Direct Care Service Hours Per Patient Day” (CDPH Form 612) and “Nursing Staffing Assignment and Sign-in Sheet (DHPPD Salaried/Dual Role/Nurse Assistant)” (CDPH Form 530) to document DHPPD.
- **Effective July 1, 2020**, CDPH will not count direct care service hours that are not recorded on CDPH Forms 612 and 530.
- SNFs should refer to [AFL 19-16](#) (PDF) for guidelines regarding the use of CDPH Form 612 and Form 530 and the minimum staffing requirements established in HSC sections 1276.5 and 1276.65.

Pursuant to W&I section 14126.022, CDPH conducts unannounced audits of open, active, freestanding SNFs for compliance with the minimum staffing requirements established in HSC sections 1276.5 and 1276.65. During the audit, SNFs are required to provide all documents the CDPH auditor requests at the time of the audit, including, but not limited to, CDPH Form 612 and Form 530.

SNFs must use CDPH Form 612 and Form 530 to document the DHPPD required for compliance with the minimum staffing requirements (3.5 DHPPD and 2.4 CNA DHPPD). **Beginning July 1, 2020**, CDPH will not recognize direct care service hours that are not recorded on CDPH Form 612 and Form 530 when auditing SNFs for compliance with HSC 1276.65. This means the hours will not be counted as direct care hours which will result in a finding of non-compliance for each day the correct forms were not used.

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A finding of non-compliance will result in loss of Skilled Nursing Facility Quality and Accountability Supplemental Payment Program (QASP) payments and may also result in an administrative penalty.

For additional information regarding the staffing audit process, see [AFL 19-16](#) (PDF).

If you have questions regarding this AFL, please email:  
[LNCStaffingAudit@cdph.ca.gov](mailto:LNCStaffingAudit@cdph.ca.gov).

Sincerely,

**Original signed by Heidi W. Steinecker**

Heidi W. Steinecker  
Deputy Director  
Center for Health Care Quality

Attachments:

[CDPH Form 612 with Instructions](#) (PDF)  
[CDPH Form 530 with Instructions](#) (PDF)