



Care Management, Therapy and Consulting Services

Adult Day Care Center (ADCC) Process

The following information applies to all ADCC applicants. ADCC Applicants will assume full responsibility for any and all costs associated with opening an ADCC.

Step 1: Read the Rule and Regulations:

It is the responsibility of the applicant to become familiar with The Hawaii Administrative Rules (HAR) Chapter 17-1424. These rules govern all adult day care centers in Hawaii. The HAR and all ADCC forms can be found at CTA's website at [Adult Day Care Information/Forms](#).

Step 2: Required Inspections:

- CTA cannot provide guidance related to permitting, fire and sanitation rules, so please contact the inspectors directly. The **ADCC Inspectors List** can be found on CTA's website [CTA-ADCC Information](#). The ADCC Inspectors List contains names, addresses, phone numbers, email addresses and office hours, and is sorted by island to assist you with scheduling the required inspections so please utilize this list to contact the inspectors to schedule your inspections.

A. The Department of Planning and Permitting (DPP):

- An ADCC that will provide services to **(5) or less participants** is **NOT** required to contact the DPP.
- Any ADCC that will provide services to **6 or more participants** **MUST** contact the DPP and submit a Building Inspection Report (BIR). (see the ADCC Inspectors List at [CTA-ADCC Information](#)).
- It is the responsibility of the applicant to work with, and meet the requirements of, the DPP. Specific information can be found on their website at [Hawaii DPP](#).
- If a BIR is required, please do not submit your application package until you have received the BIR from the DPP, as this BIR indicates your facility has passed the DPP's requirements and it is ok to move forward with your application.

B. The Fire Department:

- All facilities are required to have fire inspection(s). Fees, forms and other information can be found at the Hawaii County's website at [Other Islands - Fire Department](#). For applicants who are located on Oahu, you can direct any questions to the Fire Department's website is Hono.

C. State of Hawaii, Department of Health Food Safety Branch:

- If your ADCC will provide food that is prepared in an in-house kitchen, you will be required to pass a Food Safety inspection as well. The Department of Health's Food Establishment Permitting information can be found at their website is [Food Establishment Permit](#).

Step 3: Background Checks for Employees/Volunteers:

- All ADCC applicants should contact the CTA office to notify their intent to open an ADCC. CTA will then notify Fieldprint to work with the ADCC applicant to set up their individual Fieldprint account.
- All employees and volunteers who work more than 10 hours a week at the ADCC are required to complete background checks. These background checks include Adult Protective Service (APS) and Child Abuse and Neglect (CAN) checks, along with fingerprint. Specific instructions on how to obtain background checks can be found on CTA's website at [CTA-Adult Day Care Forms](#).
- Background checks are conducted by Fieldprint, Inc., the Department of Health/Office of Healthcare Assurance (DOH/OHCA) vendor for background checks. A Fieldprint, Inc. representative is available Monday through Friday, 8 AM to 8 PM Eastern Time and can be reached at 877-614-4364 or via their website at <https://fieldprinthawaii.com/> or via email at customerservice@fieldprint.com.
- To learn more about Background Checks, see Criminal History Record and Protective Services Central Registry Check Standards at [OHCA-Hawaii Background Check System](#) and search for background check.
- Applicants must appear in person for their scheduled appointment for fingerprinting. Failure to appear will result in the loss of fees paid for the criminal history record check. Applicants can reschedule their appointment (without penalty) if done at least 24 hours prior to the appointment time.

Step 4: Prepare the ADCC for an inspection:

- Helpful forms and information can be found on CTA's website [CTA-ADCC Information](#).
- CTA suggests you utilize the **ADCC Survey Tool** to assist you with developing your administrative policies and procedures and the Participant and Staff binders that you will need to have prepared and ready for inspection by CTA.
- The ADCC Survey Tool (found on CTA's website) includes the **ADCC Requirements Checklist**. CTA utilizes this checklist when conducting ADCC inspections to ensure you are compliant with all requirements.

Step 5: Submitting your ADCC Application Package:

Once you have received the BIR, completed background checks on everyone (obtained an exemption if applicable), and are prepared for your on-site inspection, you will submit your ADCC Application Package to CTA to begin the review process.

You may mail it or drop it off at the address below or fax it to (808) 234-5470.

Community Ties of America, Inc.
500 Ala Moana Blvd., Suite 7400
Honolulu, HI 96813
ATTN: Deborah Baumgart, ADCC Coordinator

Upon receipt of the complete ADCC Application Package, CTA will have 60 days to complete a review all of the documents and complete an on-site inspection with the applicant.

If the ADCC Application Package is incomplete, CTA will contact the applicant and advise them as to what document(s) or form(s) are needed to complete the ADCC Application Package so please ensure the application contains a valid email address and phone numbers.

If the ADCC meets all requirements, CTA will issue the ADCC applicant an initial invoice letter for \$950.00 for the Application Fee. The applicant must pay this fee before CTA can issue a certificate of approval.

Once CTA has been notified, by DOH, that payment has been made, CTA will mail the ADCC certificate to the ADCC address on file. Certificates are issued for two years and begin on the first of the month.

Contact Deborah at (808) 292-6675 or email d.baumgart@comties.com if you have further questions.