

ADCC Name: Lotus ADCC  
 Compliance Manager Name:

Community Ties of America, Inc  
 45-955 Kamehameha Highway, Suite 300  
 Kaneohe, HI 96744

Fax: 877-576-0711

Date of Review: 3/7/16		Last Date Items below must be submitted to CTA:	
Check Item	H.A.R. 17-1424 Chapter #	Chapter Heading	Item(s) Required To Meet Compliance
OK	3	Application for Certificate of Approval	
OK	11	Administration	
X	12	Personnel and Staffing	Protective Services 346-335 - Staff member, , needs a current APS/CAN/eCrim. 12 (b)(3) - Staff members and need current CPR/First Aid
OK	13	Admissions	
OK	14	Participant Fees	
OK	15	Transportation	
OK	16	Services for Center Participants	
OK	17	Physical Location	
OK	18	Fire Protection	
OK	19	Other Disasters and Evacuations	

The CTA Compliance Manager has reviewed the above items with me and has provided me with a copy of this form. It is my responsibility to correct all items listed above and provide proof of same to CTA within the timeframe stated above.

I understand that all items should be submitted to CTA all at one time before the due date.

If this box is checked then I understand that I met all requirements and no corrective action is required

PRINT NAME:

*Claire J. Tamamoto*

SIGNATURE:

*Claire J. Tamamoto*

Date: 3/7/16

I can fax, email or mail the items to the CTA compliance manager using contact information given to me.



**LOTUS ADULT DAY CARE CENTER**  
**99-186 Puakala Street**  
**'Aiea, Hawai'i 96701**

June 13, 2016

Community Ties of America, Inc.  
45-955 Kamehameha Highway, Suite 300  
Kaneohe, Hawai'i 96744

Thank you for coming to visit us on March 7, 2016. Your suggestions for our program and words of encouragement will help us deliver a more engaging program and provide better service for our participants.

We did not meet the requirement in the Personnel and Staffing category. Two of our staff members; \_\_\_\_\_ and \_\_\_\_\_ needed a current APS/CAN/Ecrim. 12(b)(3). These employees also needed a current CPR and First Aid certification.

Both staff members have now met these requirements. \_\_\_\_\_ received a green light on APS/CAN/Ecrim. 12(b)(3) on March 18, 2016. \_\_\_\_\_ received a green light on APS/CAN/Ecrim. 12(b)(3) on January 27, 2016. In \_\_\_\_\_ case, certification was not filed properly. Both of them are First Aid trained and certified until 04/05/18 and CPR trained and certified until 03/25/18.

The Lotus Adult Day Care administrators will ensure proper tracking, certification and documentation of all staff as well as participant files necessary to meet all standards for operating our adult day care center at the highest level. We have created a computer spreadsheet listing all staff and participants, their intake information, contact information and anniversary dates for proper certification. I have attached a copy of the spreadsheet we have on file for the staff members.

We hope that this completes the requirements for compliance. Please contact me via \_\_\_\_\_ or by phone at \_\_\_\_\_ if any thing is missing. We look forward to you coming to see our improvements for our participants.

Sincerely,

Director