



Bay Area Community Services ADULT DAY CARE Step-by-Step to Enrollment

- Call 510-601-1074 to request written information about BACS Adult Day Care or schedule a short visit. Best times are weekdays between 9 AM - 3 PM.
- Make an appointment with the Program Director to begin the intake process. Bring the following information about the prospective client with you:
 - Date of birth;
 - Social Security number (or the last four digits);
 - Physician's name and telephone number, hospital preference and health plan number (if applicable);
 - Prospective participant's diagnoses and list of medications;
 - At least two emergency contacts.
- Schedule up to two free assessment days to determine if the program and your family member are a good match.
 - You will need to provide or arrange for transportation to and from the Center on assessment days; once your family member enrolls, we can add him or her to our regular taxi roster.
 - Please be available if we have any questions or your family member needs to go home early.
- We shall give you a Physician's Form to take to your doctor or health plan offices. You should schedule a TB test or Chest X-ray if there isn't a current one (within the past year) on record.
- Complete and return enrollment packet forms.
- Once the assessment days are successfully complete and the Physician's form/TB result/enrollment packet have been returned to our office, your family member may start, if space is available, or go on our waiting list.