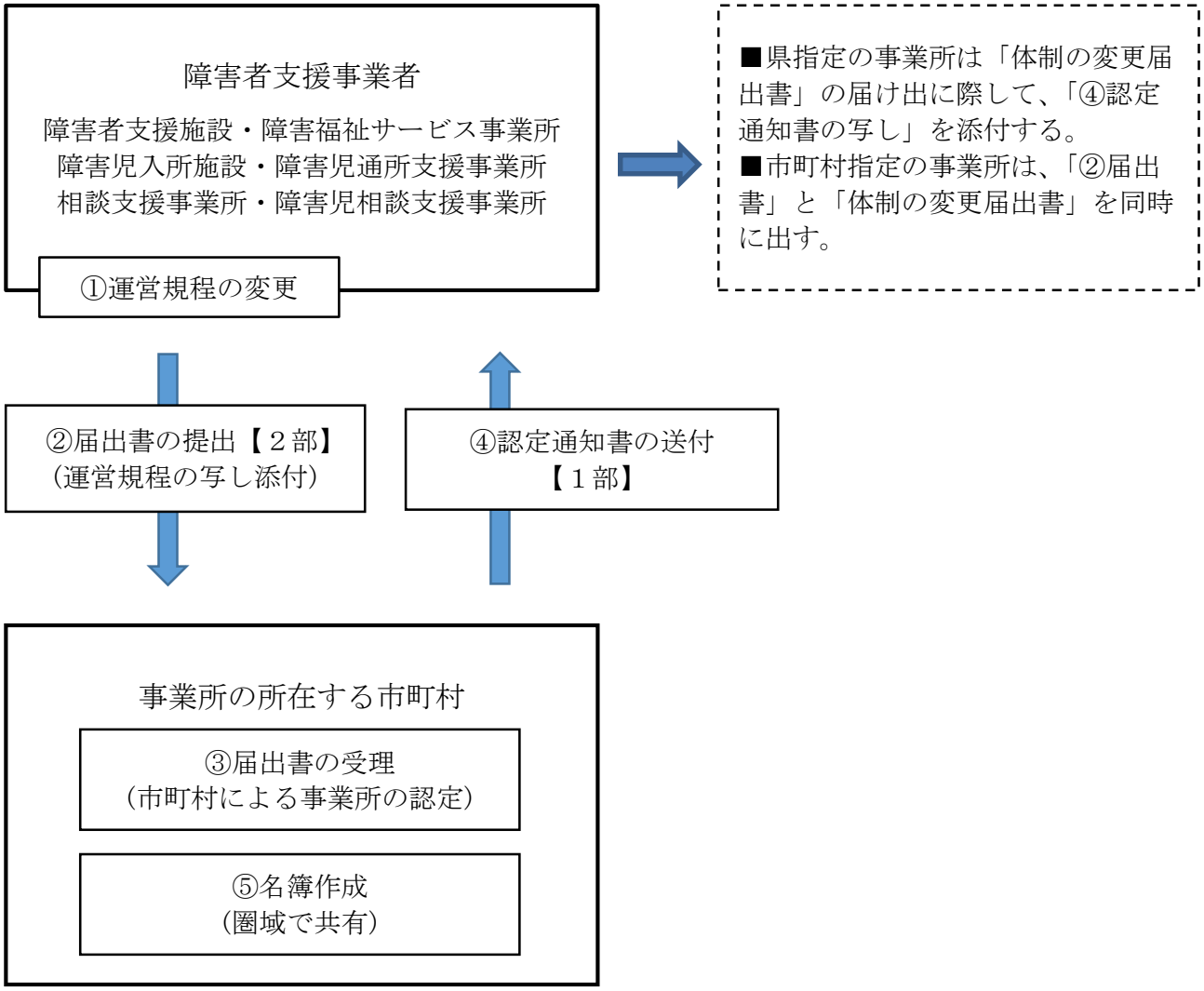地域生活支援拠点等の機能を担う事業所の認定の手順