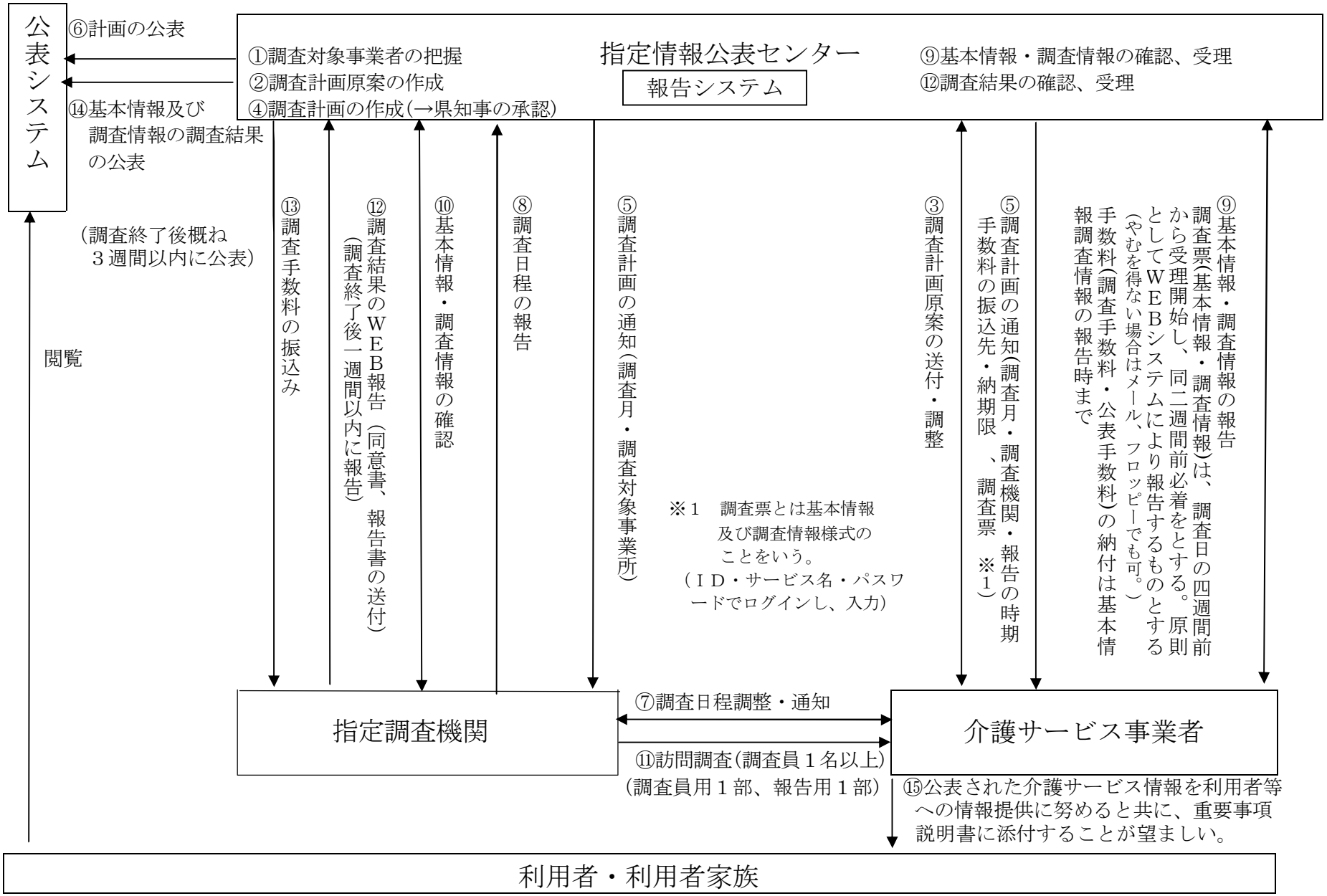「介護サービス情報の公表」の事務の流れ