



## Adult Day Care Service Specifications

### 1.0 Definition

Adult Day Care is a community based program designed to meet the needs of functionally impaired adults and encouraging optimal capacity for self care. Adult Day Care consists of structured, comprehensive, continually supervised components provided in a protective setting that are delivered based on individualized care plans. Required components include health services, client activities, personal care services, meal services and transportation. Optional components include social work services, physical therapy, speech therapy, occupational therapy and adjunctive services.

### 2.0 Unit of Service

2.1 A unit of service is one (1) day of Adult Day Care.

2.1(a) One (1) day of Adult Day Care consists of five (5) or more client hours at the Adult Day Care Center in a twenty-four (24) hour period.

2.1(b): One-half unit of service is less than five (5) client hours at the Adult Day Care Center including cancellations after 8:00 a.m.

2.2 A unit of Adult Day Care transportation furnished by the Provider, either directly or via contract, as stated in Transportation Service Specifications.

2.3 A unit of Adult Day Care bath is one scheduled complete bath of a client by the provider's paid staff members, using the appropriate facilities, such as a tub or shower on the premises.

### 3.0 Provider Agency Requirements

3.1 The Provider must comply with state rules and laws, licensing requirements or National Program Accreditation requirements as they are implemented.

#### 3.2 Facility Requirements

3.2(a) The Provider must assure that separate, identifiable space for main activity areas is available during operational hours, if the center is located in a facility housing other services.

3.2(b) The Provider must assure that at least sixty (60) square feet for multipurpose use is available per client, excluding hallways, offices, restrooms and storage.

3.2(c) The Provider must furnish at least one (1) toilet per ten (10) clients readily accessible from all program areas.

3.2(d) Providers offering bathing services must have appropriate bathing facilities for clients on

site.

- 3.2(e) The Provider must furnish room temperature or refrigerated locked storage for client medications if the center administers medications.
- 3.2(f) The Provider must store toxic substances in an area inaccessible to clients.
- 3.2(g) The Provider must have a Fire and Emergency Safety Plan that includes conspicuously posted evacuation procedures, documentation of periodic inspection, routine maintenance of fire extinguishers and smoke alarms, and documentation of quarterly evacuation drills.

#### 4.0 Training and Continuing Education

- 4.1 The Provider must assure that transportation workers receive instruction in client transfer techniques before transporting clients.
- 4.2 The Provider must assure that all staff receives at least eight hours of position appropriate in-service or continuing education each year.
- 4.3 The Provider must assure that all volunteers receive at least four hours of position appropriate in-service or continuing education each year.

#### 5.0 Client Enrollment and Supervision

- 5.1 The Provider must conduct an assessment of a new client prior to or on the first day of service initiation, or on the date specified through negotiation with **SourcePoint** unless Provider capacity prohibits the acceptance of new clients.
- 5.2 The Provider's RN must develop the initial client health care assessment identifying problems/needs, goals and objectives and ADLs/IADLs within the first thirty days of attendance or ten (10) units of service, whichever comes first.
- 5.3 The Provider must review, sign and date client care plan review quarterly, document interdisciplinary care conferences semi-annually and revise client care plans as often as necessary taking into consideration changes in client status, condition and response. The caregiver, client and care consultant should be invited to attend the care conferences.
- 5.4 The Provider must complete an approved multidisciplinary Care Plan report upon admission and every ninety-three (93) days thereafter and forward the report to **SourcePoint's** office within two (2) weeks of its completion.
- 5.5 The Provider must furnish supervision of clients during operational hours as described below:
  - 5.5(a) The Provider must assure that at least two (2) staff, one of which must be a paid staff member, are at the center when more than one (1) client is in attendance.
  - 5.5(b) The Provider must have one (1) staff member with CPR certification on duty during operational hours.
  - 5.5(c) The Provider must assure that direct service staff (excluding drivers) to client ratio is at least 1:6.
- 5.6 The Provider must keep a daily attendance roster that indicates arrival and departure times and

mode of transportation. The client, caregiver or staff person shall sign the roster.

- 5.6(a) The Provider may utilize an electronic service delivery system if provider has completed the electronic service delivery waiver and has been approved by **SourcePoint** (reference COP #7.2.1).

## 6.0 Required Adult Day Care Components

- 6.1 The Provider must furnish nursing services.
  - 6.1(a) A Registered Nurse (RN) must be on site a minimum of eight hours per month while clients are being served.
  - 6.1(b) The RN may be a consultant, part-time, full-time or volunteer staff.
  - 6.1(c) LPN must be under the direction of an RN as outlined in Ohio Revised Code 4723 (Nurse Practice Act).
- 6.2 The Provider must furnish recreational activities.
  - 6.2(a) An activity director must provide and/or supervise the recreation activities.
  - 6.2(b) The activity director or staff may be part-time, full-time or volunteer staff.
  - 6.2(c) A monthly schedule of planned activities must be posted in full view of all clients. Scheduled activities must be oriented to client level of functioning and interest.
  - 6.2(d) Client participation in activities is encouraged, but is optional and based on the physical and emotional status of the client.
  - 6.2(e) Client participation in activity shall be documented and maintained in the client record.
- 6.3 The Provider must furnish the noon meal and snacks for clients.
  - 6.3(a) Each meal that the provider furnishes shall comply with all the requirements for the Ohio Department of Aging home-delivered meal service under rule 173-39-02.14 of the Administrative Code, except for the requirements in that rule that pertain to the delivery of the meal.
- 6.4 The Provider must furnish personal care services to assist and supervise client ADL's.
  - 6.4(a) Personal care service staff may be part-time, full-time or volunteer staff.
  - 6.4(b) Personal care services may include assistance with and/or supervision of bathing, walking, eating, grooming and toileting.

## 7.0 Optional Adult Day Care Components

- 7.1 The Provider may furnish skilled nursing services, including but not limited to: medication administration, dressing changes and other treatments, rehabilitative nursing procedures and nutritional counseling.
  - 7.1(a) The provider must obtain a physician's signed plan of treatment for such optional services, to be renewed every 90 days.
  - 7.1(b) The Provider must have a statement of policy regarding the approval of administering over-the-counter medications, including annual physician approval.
- 7.2 The Provider may furnish social work services.

- 7.2 (a) A licensed Social Worker (LSW) must provide social work services.
- 7.2 (b) The LSW may be consultant, part-time, full-time or volunteer staff.
- 7.2 (c) Social services may include supportive guidance and staff education on social and emotional factors influencing client participation.

7.3 The Provider may furnish therapy services.

- 7.3 (a) Therapy services provided must be authorized by the client physician, and renewed every 90 days.
- 7.3 (b) Therapy services must be provided under the supervision of licensed personnel specific to the therapy service.
- 7.3 (c) Staff therapists may be part-time, full-time or volunteer staff members.
- 7.3 (d) Therapy services may include physical therapy, speech therapy, occupational therapy and adjunctive therapies such as music, art, expressive arts, etc.

7.4 The provider may furnish bathing services to clients.

- 7.4 (a) All bathing services must be approved in advance by SourcePoint
- 7.4 (b) All bathing services must be documented in the client record.

#### 8.0 Staff Direction

- 8.1 The Provider must furnish RN direction of LPN(s) providing services pursuant to Ohio Revised Code 4723 (Nurse Practice Act).
- 8.2 Contact information for RN providing direction to LPN must be readily identifiable and accessible
- 8.3: Revisions to client's care plan must be reviewed and approved by RN providing direction to staff LPN

#### 9.0 Summary of Required Documentation

The Provider of Adult Day Care must provide service specific documentation in addition to the documentation requirements of the Conditions of Participation. The documentation specific to Adult Day Care includes:

- 9.1 Initial Client Assessment
- 9.2 Client Assessment Outcome
- 9.3 Client Specific Care Plans
- 9.4 Monthly documentation of client activities and response to service
- 9.5 Daily Attendance Roster
- 9.6 Quarterly documentation of client care plan review

- 9.7 Current Physician Plan of Treatment signed by the physician for clients receiving medication administration, medical treatments, nutritional counseling and/or therapeutic services, to be renewed every 90 days.
- 9.8 Client Status Report or multi-disciplinary report.
- 9.9 The policy stating procedures for administering over-the-counter medications and obtaining physician annual approval.

10.0 Personnel Qualifications

The Provider must assure that position descriptions and Adult Day Care staff possess the following qualifications.

- 10.1 Registered Nurse
  - 10.1 (a) Has current Ohio Licensure as Registered Nurse
- 10.2 Licensed Practical Nurse
  - 10.2 (a) Has current Ohio Licensure as Licensed Practical Nurse
  - 10.2 (b) Has current NAPNES certification
- 10.3 Social Worker
  - 10.3 (a) Has current Ohio Licensure as a Licensed Social Worker
  - 10.3 (b) Has One (1) year experience as a social worker
- 10.4 Activity Director
  - 10.4 (a) Baccalaureate degree/ Associate degree in recreational therapy or related degree is preferred,
  - OR**
  - 10.4 (b) Has successfully completed the National Certification Council of Activities Professionals certification course in the absence of recreational therapy degree,
  - OR**
  - 10.4 (c) Two (2) years experience as an activity director or coordinator-related position.
- 10.5 Personal Care/Activity Staff
  - 10.5 (a) Is a high school graduate, **OR** has completed GED, **OR** has a minimum of two years work experience in the provision of personal care.
  - 10.5 (b) Has the physical ability necessary for the duties of the position description.
  - 10.5 (c) Has received skills-based instruction for personal care duties, prior to working with clients.
  - 10.5 (d) Previous experience working in geriatrics or as an adult day care aide is preferred.
- 10.6 Transportation Staff
  - 10.6 (a) Have a current/appropriate motor vehicle driver's license
  - 10.6 (b) Have received instruction in client transfer techniques.
  - 10.6 (c) Meets the transportation specifications, set forth by SourcePoint