



This document is intended as a tool to help provider agencies prepare for their annual audit for SourcePoint's In-Home Care program. SourcePoint Providers are strongly encouraged to read all of SourcePoint's provider requirements as this tool is not intended to encompass all possible scenarios.					
Rule Number	Service Specification	Findings/comments	Yes	No	N/A
<b>1.0: Service Definition</b>					
1	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.				
<b>2.0: Unit of Service</b>					
2.1	A unit of service is 1 day of Adult Day Care				
2.1 (a)	One day of Adult Day Care defined as 5 or more client hours at the Adult Day Care Center in a 24-hour period				
2.1 (b)	less than 5 client hours and cancellations after 8:00 am may be billed at a half unit.				
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	An Adult Day Care-Bath is one scheduled complete bath of a client by provider's paid staff members, using the appropriate facilities, such as a tub or shower on the premises on premises				
<b>3.0: Provider Agency Requirements</b>					
3.1	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.				



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3.2 (b)	Provider must assure 60 square feet for multipurpose use is available per client, excluding hallways, offices, restrooms and storage				
3.2 (c)	Provider must have at least 1 toilet per 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)	Provider must furnish room temperature or refrigerated locked storage for client medications if the Center administers medications				
3.2 (f)	Provider must store toxic substances in an area inaccessible to clients				
3.2 (g)	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				
<b>4.0: Training and Continuing Education</b>					
4.1	Provider must assure that transportation workers receive instruction in client transfer techniques before transporting clients				
4.2	Provider must assure that all staff must receive at least 8 hours of position appropriate in-service or continuing education each year				
4.3	Provider must assure that all volunteers must receive at least 4 hours of position appropriate in-service or continuing education each year				
<b>5.0: Client Enrollment and Supervision</b>					
5.1	Provider must conduct assessment of a new client on or before first day of service initiation or on a date agreed upon with SourcePoint unless provider capacity prohibits the acceptance of new clients				
5.2	A provider's RN must develop the initial client health care assessment identifying problems/needs, goals, objectives and ADLs/IADLs within the first 30 days of attendance or 10 units of service, which ever occurs first				



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5.3	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. Client, caregiver and the SourcePoint care consultant should be invited to attend the care conferences				
5.4	Provider must complete an approved multidisciplinary care plan report upon admission and every 3 months thereafter. Report must be forwarded to SourcePoint within 2-weeks of its completion				
5.5	Provider must furnish supervision of clients during operational hours as described below:				
5.5 (a)	provider must assure that at least 2-staff, one of which must be a paid staff member, are at the center when more than 1 client is in attendance				
5.5 (b)	Provider must have 1 staff member with CPR certification must be on duty during operational hours				
5.5 (c)	Provider must assure thatThe direct service staff to client ration must be at least 1: 6 (excluding drivers)				
5.6:	Provider must keep a daily attendance roster that indicates arrival and departure times and mode of transportation. Client, caregiver or staff person shall sign the roster				
5.6 (a)	Roster may be electronic if provider has been approved to use on in accordance with COP #7.2.1				
<b>6.0: Required Adult Day Care components</b>					
6.1	Provider must furnish nursing Services				
6.1 (a)	RN or LPN must be on site at a minimum of 8-hours/month while clients are served				
6.1 (b)	RN may be consultant, part-time, full-time or volunteer				
6.1 (c)	LPN must be under the direction of an RN as outlined in Ohio Revised Code 4723 (Nurse Practice Act)				
6.2	Provider must furnish recreational activities				
6.2 (a)	an activity director must provide and/or supervise the recreation activities.				

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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	Provider must furnish the lunchtime meal and snacks for clients.				
6.3 (a)	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)	6.4(a) Personal care service staff may be part-time, full-time or volunteer staff.				
6.4 (b)	6.4(b) Personal care services may include assistance with and/or supervision of bathing, walking, eating, grooming and toileting.				



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<b>7.0: Optional Adult Day Care Components</b>					
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 3 months.				
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	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	Provider may furnish therapy services.				
7.3 (a)	Therapy services provided must be authorized by the client physician, and renewed every 3 months.				
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	Provider may furnish bathing services to clients.				
7.4 (a)	All bathing services must be approved in advance by SourcePoint				



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7.4 (b)	All bathing services must be documented in the client record.				
<b>8.0: Staff Direction</b>					
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				
<b>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:</b>					
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 3 months				
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.				
<b>10.0: Personnel Qualifications: The Provider must assure that position descriptions and Adult Day Care staff possess the following:</b>					
10.1	Registered Nurse				

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10.1 (a)	Has a current Ohio licensure as a registered nurse				
10.2	Licensed Practical Nurse				
10.1 (a)	Has a current Ohio licensure as a licensed Practical nurse				
10.1 (b)	Has a current NAPNES certification				
10.3	Social Worker				
10.1 (a)	Has a current Ohio licensure as a licensed social worker				
10.1 (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				
	<b>OR</b>				
10.4 (b)	has successfully completed the National Certification Council of Activities professional certification course in the absence of recreational therapy degree				
10.4 (c)	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				

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10.6 (c)	Meets the transportation specifications set forth by SourcePoint				