

APPENDIX A – ADULT DAY SERVICE

A. PURPOSE

Adult Day Service (ADS) is designed to meet the needs of functionally or cognitively impaired adults through individualized care plans that encourage optimal capacity for self-care and maximize functional abilities in a community-based setting. ADS consists of structured, comprehensive, continually supervised components provided in a protective setting. Components may include, but are not limited to, health services, participant activities, PCS, and rehabilitative services such as PT, ST, and OT. Participants attend ADS on a planned basis during specified hours.

B. UNIT OF SERVICE

- (1) One unit of ADS is five or more hours of direct service at the ADS center.
- (2) One-half unit of ADS is less than five hours of direct service at the ADS Center.
- (3) A unit of ADS, excluding transportation, shall include all administrative costs, materials, supplies, and labor expenses.

C. TRANSPORTATION

- (1) ADS transportation furnished directly or contractually by the Service Provider shall meet specifications identified in the Transportation Services Section of these Service Specifications.
- (2) Unit of transportation includes all administrative and provider-related costs associated with the trip. A unit of ADS transportation is:
 - (a) A round trip; or
 - (b) A one-way trip; or
 - (c) A mileage rate with trip costs based on a pre-determined Agency distance between the participant's residence and the ADS Center multiplied by an established ADS mileage rate.

D. SERVICE PROVIDER AGENCY & FACILITY REQUIREMENTS

- (1) If the ADS facility is housed in a building with other programs or services, the Service Provider shall assure that:
 - (a) Separate, identifiable space is available for ADS during operation hours; and

APPENDIX A – ADULT DAY SERVICE

- (b) At least sixty square feet of center space is available per participant, excluding hallways, offices, rest rooms, and storage areas.
- (2) The ADS center shall have at least one accessible, working toilet per each ten participants.
- (3) Medications shall be kept in locked storage at appropriate temperatures.
- (4) Toxic substances shall be stored in an area not accessible to participants.
- (5) A fire and emergency safety plan, including conspicuously posted evacuation procedures, shall be documented.
- (6) Periodic inspections and routine maintenance of fire extinguishers, smoke alarms, and quarterly evacuation drills shall be documented.
- (7) The Service Provider shall provide or arrange for participant transportation to the ADS Center. Transportation shall include participant assistance with transfers to and from the vehicle, center, and participant's home.

E. PARTICIPANT SERVICE MANAGEMENT

- (1) An initial participant intake assessment shall be conducted by the ADS Center staff within the first two days of attendance at the ADS Center, or assessment documentation shall be completed by the Agency, if the Agency is providing case management services to the participant, no more than thirty days prior to first day of attendance.
- (2) Intake assessment documentation shall include:
 - (a) A health profile including health risk factors, psycho-social profile, diet, medications, and name of the attending physician;
 - (b) Functional and cognitive profiles that identify ADLs and IADLs requiring attention or assistance by ADS Center staff; and
 - (c) A social profile including social activity patterns, life events, community resources care giver data, formal and informal support systems, and behavior patterns.
- (3) Within the first thirty days of attendance, or ten units of service, whichever occurs first, a health assessment shall be developed by an RN for each participant. A care plan shall be developed for each participant to identify needs, problems, difficulties, goals, and objectives. The care plan shall

APPENDIX A – ADULT DAY SERVICE

document:

- (a) Interests and social rehabilitative needs;
 - (b) Health needs;
 - (c) Specific goals, objectives, and planned interventions that enable goals; and
 - (d) Participant and care giver have participated in or provided input to the development of the care plan.
- (4) Interdisciplinary care conference with ADS service workers, the participant or the participant's care giver, and which may include the Agency representative, if the Agency is providing case management services to the participant, shall be conducted and documented for each participant at least every six months. The plan shall be revised according to changes in the participant's status, condition, and response to service, when applicable.
- (5) The Service Provider shall document the physician's verbal or written authorization prior to administering medications, nursing services, nutrition counseling, or therapeutic services. The Service Provider shall obtain the physician's signature and plan of treatment within the first thirty days of attendance, or ten units of service, and at least every ninety days for participants who receive medications, nursing services, nutrition counseling, or therapeutic services.
- (6) At least two staff persons shall be present in the ADS Center when more than one participant is in attendance. At least one of the two staff must be paid direct service staff.
- (7) The staff to participant ratio shall be at least one staff person to every six participants.
- (8) An RN or LPN under the direct supervision of an RN shall be on site at the center a minimum of eight hours per month while participants are in attendance.
- (9) Daily attendance roster shall document arrival and departure times of participants, their modes of transportation, participants' or designees' signatures or initials, and the staff persons' signatures. In cases where a participant's signature is problematic, an alternative method of documenting attendance can be devised.

POLICY 303

SERVICE SPECIFICATIONS

APPENDIX A – ADULT DAY SERVICE

- (10) Participant activities shall be supervised by an activity director/coordinator.
- (11) Daily and monthly planned activities shall be posted in full view of participants.
- (12) A noon meal and snacks shall be procured or prepared by the Service Provider:
 - (a) Each meal shall provide one-third of the DRI/RDA, and shall meet either the ODA-approved meal pattern or a RD, LD- approved nutrient analysis.
 - (b) Documentation shall demonstrate that all meals are prepared or sub-contracted by a Service Provider that is in compliance with Ohio Department of Health law established in the food service operation section 2231.32 of the ORC. The Service Provider shall maintain a copy of the food service preparer's or sub-contractor's current Ohio Food Service License.
 - (c) The Service Provider shall procure or prepare therapeutic diets that are prescribed by the participant's attending physician, when applicable.
 - (d) For therapeutic diets, the Service Provider shall maintain documentation of menu approval by a RD, LD, or the meal shall be prepared under the direction of a RD, LD.

F. PERSONNEL REQUIREMENTS

- (1) ADS staff must participate in at least eight hours of annual in-service or continuing education that may include these topics:
 - (a) Sensitivity to aging and the aging process;
 - (b) Illness and disability;
 - (c) Chronic diseases;
 - (d) Special needs of the elderly;
 - (e) Special needs of the elderly with dementia; and
 - (f) Death and dying.

APPENDIX A – ADULT DAY SERVICE

- (2) Task-based instruction must be provided for center PCA staff that deliver PCS to participants prior to providing PCS to participants.
- (3) Evidence of educational programs offered to center direct service staff shall list the instructor's title and qualifications.
- (4) Evidence should support that ADS staff possess these qualifications:
 - (a) LPN, LSW, PT, ST, and OT staff must have current Ohio licensure from an applicable licensing board.
 - (b) The activity director/coordinator must have a BS, BA, or AA Degree in RT, or a related degree, or must demonstrate proof of successful completion of the national certification council of activities professionals; or two years of experience in a similar position.
 - (c) ADS staff that provide PCA must be a high school graduate, possess a GED, or have a minimum of two years work experience in providing or assisting with individual personal care or social activities.
 - (d) Transportation staff must meet all transportation personnel requirements outlined in transportation service specifications.