

ELDERLY SERVICES PROGRAM (ESPSM)

ADULT DAY SERVICES

SERVICE SPECIFICATIONS

2008

ADULT DAY SERVICES (CCESP) SERVICE SPECIFICATIONS

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ADULT DAY SERVICES SERVICE SPECIFICATIONS

1.0 OBJECTIVE

Adult Day Service provides a community-based program designed to meet the needs of functionally impaired adults and encourage optimal capacity for self care. Adult Day Service 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, rehabilitative services, physical therapy, speech therapy and occupational therapy.

2.0 UNITS OF SERVICE

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

- (a) "One-Half Unit" is less than four (4) hours Adult Day Service per day;
- (b) "One Unit" is four (4) or more hours Adult Day Service per day.
- (c) A unit of service includes administrative costs, materials, supplies and labor expenses.
- (d) A unit begins when client arrives at ADS and ends when client leaves ADS. A unit does not included transportation time.

2.2 A unit of Adult Day Service transportation furnished by the Provider, either directly or via contract, is:

- (a) A mileage rate, with trip cost based on a pre-determined distance between the client's residence and the Adult Day Service Center multiplied by the established ADS mileage rate.

3.0 PROVIDER REQUIREMENTS

3.1 Facility Requirements:

- (a) Separate identifiable space for main activity areas is available during operational hours, if the center is located in a facility housing other services.
- (b) At least sixty (60) square feet for multipurpose use is available for each ESP ADS client.
- (c) At least one (1) handicapped accessible toilet per ten (10) clients readily accessible from all program areas.
- (d) Room temperature or refrigerated locked storage for client medications if the center administers medications.

- (e) Locked area inaccessible to clients for toxic substances.
 - (f) A Fire and Emergency Safety Plan that includes conspicuously posted evacuation procedures and documentation of periodic inspection and routine maintenance of fire extinguishers and smoke alarms, and documentation of quarterly evacuation drills.
- 3.2 The Provider must furnish supervision of clients during operational hours as follows:
- (a) At least two (2) staff, one of which is a paid staff member, are at the center when more than two (2) clients are in attendance.
 - (b) One (1) staff member with CPR certification on duty during operational hours.
 - (c) Direct service staff to client ratio is at least 1:6.
- 3.3 Required Adult Day Service specific documentation to be kept on file:
- (a) Weekly documentation of client activities and response to service.
 - (b) Any significant changes in health or safety of the client, possible changes in service modifications and notification of the Care/Case Manager.
 - (c) A daily attendance roster documenting arrival and departure times and mode of transportation with client signature. For clients unable to sign their name documentation in client file that the client is unable to sign and reason client is unable to sign. A staff person must sign each roster.
 - (d) Review of documented staff observations and Follow up pertinent client observations as needed.
- 3.4 Documentation of communication with the Care/Case Manager at a minimum of every three (3) months of client status and documentation kept in file.
- 3.5 The Provider must have a Physician order to administer medication. A physician's signature is required within thirty (30) days of receipt of order and updated at least every ninety (90) days.
- 3.6 The Provider must furnish documentation to show ADS Transportation Service meet the Medical Transportation Service Specifications whether provided by ADS or subcontracted agency. Drivers must meet the training requirements.

4.0 TRAINING AND CONTINUING EDUCATION

The Provider must document that all staff receive at least eight hours of position appropriate in-service OR continuing education each year.

5.0 CLIENT ENROLLMENT AND SUPERVISION

- 5.1 The Provider must complete and document an assessment of a new client within the time frame negotiated with the Care/Case Manager, unless Provider capacity for acuity of care, prohibits the acceptance of a new client.
- 5.2 The Provider must initiate the client care plan documenting client-specific needs, goals and objectives on admission and have it completed by the time client receives ten (10) days (units) of service or within forty-five (45) calendar days, whichever comes first.
- 5.3 The Provider must document interdisciplinary care conferences semi-annually, and revise client care plans quarterly and/or when significant changes occur. Care Plan reviews must be signed and dated by provider.

6.0 REQUIRED ADULT DAY SERVICE COMPONENTS

- 6.1 The Provider must furnish nursing services.
 - (a) A Registered Nurse (RN) or LPN under the direction of a RN must be on-site at the ADS center to provide nursing services that require the skills of a RN or a LPN under the direction of an RN, and that are within the nurse's scope of practice.
 - (b) The RN may be consultant, part-time, full-time, or volunteer staff.
- 6.2 The Provider must furnish recreational activities.
 - (a) An activity director must provide and/or supervise the recreational activities.
 - (b) The activity director may be part-time, full-time, or volunteer staff.
 - (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.
 - (d) Client participation in activities is encouraged, but is optional and based on the physical and emotional status of the client.
- 6.3 The Provider must furnish the noon meal and snacks either directly or by a subcontractor for clients.
 - (a) The Provider must assure that the noon meal meets 1/3 of the client's required daily nutritional (RDA) needs.
 - (b) The Provider must assure menu variation by at least a two (2) week menu cycle.
 - (c) The Provider must assure that modified diets are available as needed.

(d) The Provider must furnish morning and afternoon snacks.

6.4 The Provider must furnish personal care services to assist and supervise client ADL's.

(a) Personal care service staff may be part-time, full-time or volunteer staff.

(b) Personal care services may include assistance with and/or supervision of walking, eating, grooming, and toileting.

6.5 The Provider must furnish and/or arrange transportation to and/or from the center when requested by the client, caregiver, or case manager. Transportation services include assistance with transfer to and from the vehicle.

7.0 OPTIONAL ADULT DAY SERVICE 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. Skilled nursing services may be delivered by RN or LPN under RN supervision. *Skilled nursing services require documentation of current signed physician order.

7.2 The Provider may furnish social work services.

(a) A Licensed Social Worker (LSW) must provide social work services.

(b) The LSW may be consultant, part-time, or volunteer staff.

(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 either directly or under subcontract.

(a) Therapy services must be provided under the supervision of licensed personnel specific to the therapy service.

(b) Staff therapists may be part-time, full-time or volunteer staff members.

(c) Therapy services may include physical therapy, speech therapy and occupational therapy.

(d) Therapy services require documentation of current signed physician orders.

8.0 STAFF SUPERVISION

- 8.1 The Provider must furnish RN supervision of LPN's providing services requiring specialized nursing skills.
- 8.2 Registered nurse supervision of a Licensed Practical Nurse must occur and be documented, signed and dated one (1) time monthly.

9.0 PERSONNEL QUALIFICATIONS

The Provider must assure that position descriptions and Adult Day Service staff possess the following qualifications:

- 9.1 Registered Nurse, Licensed Practical Nurse or Social Worker currently license in the State of Ohio.
- 9.2 Activity Director
 - (a) Baccalaureate degree/Associate degree in recreational therapy or related degree is preferred.
OR
 - (b) Must demonstrate proof of successful completion of the National Certification Council of Activities Professionals course.
OR
 - (c) Two years experience as an activity director
- 9.3 Personal Care/Activity Staff
 - (a) Is a high school graduate, or has completed G.E.D., or has a minimum of two (2) years verified work experience in related field.
 - (b) Has the physical ability and training necessary for the duties of the position description.