

ADULT DAY SERVICES SPECIFICATIONS
(These rules are subject to change with each new contract cycle)

1.0 Definition

Adult Day Service is a community-based program designed to meet the needs of functionally or cognitively impaired adults. 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, occupational therapy and bathing.

2.0 Unit of Service

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

- a) One-half unit of Adult Day Service consists of less than five client hours at the center in a twenty-four hour period.
- b) One unit of Adult Day Service consists of five or more client hours at the Adult Day Service Center in a twenty-four hour period. A client scheduled/authorized for a full day, who leaves early due to a medical appointment, etc., can be billed for a full day.

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

- a) A one-way trip

2.3 A unit of personal hygiene and care is one bath:

- a) Bathing may include a bed, tub or shower bath.

3.0 Provider Agency Requirements

3.1 The Provider shall comply with state rules and laws, licensing requirements or national accreditation requirements as they are implemented.

3.2 Facility requirements:

- a) The Provider shall assure that separate, identifiable space for main activity areas is available during operational hours.

- b) The Provider shall assure that at least sixty square feet for multipurpose use is available per client, excluding hallways, offices, restrooms and storage.
- c) The Provider shall furnish at least one toilet per ten clients readily accessible from all program areas.
- d) The Provider shall furnish room temperature or refrigerated locked storage for client medications.
- e) Facilities offering bathing services must have appropriate bathing areas for clients.
- f) The Provider shall store toxic substances in an area inaccessible to clients.
- g) The Provider shall have 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.

4.0 Training and Continuing Education

- 4.1 The Provider shall assure that transportation workers receive instruction in client transfer techniques before transporting clients.
- 4.2 The Provider shall assure that all staff receives at least eight hours of position appropriate in-service or continuing education each year.
- 4.3 The Provider shall 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 staff shall conduct an intake assessment of a new client within two working days of the awarded start date, or on the date specified through negotiation with FCSO.
- 5.2 The Provider RN (not LPN) shall 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 units of service, whichever comes first.
- 5.3 The Provider shall develop a client care plan that identifies needs, problems or difficulties, goals, and objectives. The Provider shall 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 CM should be offered an invitation to attend the interdisciplinary meetings.

- 5.4 The Provider shall complete a report after every interdisciplinary meeting (every six months). The provider will maintain documentation that the report was forwarded to the FCSO Case Manager within two weeks of its completion.
- 5.5 The Provider shall assure that at least two staff, including one paid staff member, are at the center when more than one client is in attendance.
- 5.6 The Provider shall assure direct service staff (excluding drivers) to client ratio is at least one to six.
- 5.7 The Provider shall keep a daily attendance roster that indicates arrival and departure times and mode of transportation. A staff person shall sign each roster.

6.0 Required Adult Day Services Components

- 6.1 The Provider shall furnish nursing services.
 - a) A Registered Nurse (RN) shall be on site a minimum of eight hours per month while clients are being served.
 - b) The RN may be consultant, part-time, full-time or volunteer staff.
 - c) LPN must be under the direct supervision of an RN.
- 6.2 The Provider shall have one staff member with CPR certification on duty during operational hours.
- 6.3 The Provider shall furnish recreational activities.
 - a) An Activity Director shall provide and/or supervise the recreational activities.
 - b) The Activity Director or staff supervised may be part-time, full-time or volunteer staff.
 - c) A monthly schedule of planned activities shall be posted in full view of all clients. Scheduled activities shall 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. Client participation shall be documented and maintained in the client record.

- 6.4 The Provider shall furnish the noon meal and morning and afternoon snacks for clients.
- a) The menu for meals and snacks must be approved by a licensed dietitian.
 - b) Each meal must provide 1/3 of the daily Dietary Guidelines for Americans and Recommended Dietary Allowance (RDA)/Dietary Reference Intakes (DRI) reference values unless a special meal is approved by a licensed dietitian.
 - c) The provider must develop a system that offers client access to the ingredient content of meals. This system must receive prior approval from FCOA.
 - d) The provider must document that all meals are prepared in compliance with Chapter 3117 of the Ohio Revised Code and Chapter 3717-1 (Ohio Uniform Food Safety Code) of the Administrative Code. The provider must maintain a copy of a current food service licenses, issued by the state, for the preparer and/or subcontractor.
 - e) The provider must maintain appropriate licenses for the food preparer and demonstrate the food preparer is in compliance with local health department inspections and Ohio Department of Agriculture inspections.
 - f) If on occasion, a cold meal is served, the Provider must document the reason for the cold meal.
 - g) The Provider shall assure menu variation by at least four week menu cycle.
 - h) The Provider shall assure that modified diets are available as needed or as prescribed by physician.
- 6.5 The Provider shall furnish personal care services to assist and supervise client Activities of Daily Living.
- 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 bathing, walking, eating, grooming and toileting.
- 6.6 The Provider shall furnish transportation to and/or from the center, and to and from the client's door. Assistance with transfer to and from the vehicle shall be provided. Transportation Logs with pick-up/drop-off time shall be maintained. Drivers shall sign the daily Transportation Log.

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.
- a) Skilled nursing services may be delivered by a RN or by a Licensed Practical Nurse (LPN) under RN supervision.
 - b) RN supervision of an LPN shall be documented, signed and dated once monthly.
- 7.2 The Provider may furnish social work services.
- a) A Licensed Social Worker (LSW) shall provide social work services.
 - b) The LSW may be consultant, part-time, full-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.
- a) Therapy services may include physical therapy, speech therapy and occupational therapy.
 - b) Therapy services provided shall be authorized by the client physician.
 - c) Therapy services shall be provided under the supervision of licensed personnel specific to the therapy service.
 - d) Staff therapists may be part-time, full-time or volunteer staff members.
 - e) Therapists will document the client's goals, objectives and outcomes in the client's chart.
 - f) Franklin County Senior Options will not be billed for therapeutic services rendered.
- 7.4 The Provider may furnish bathing services to clients.
- a) All bathing services shall be authorized in advance by the FCSO case manager or supervisor.

- b) All bathing services provided to the client shall be documented in the client record to serve as verification of service delivery.

8.0 Personnel Qualifications

The Provider shall comply with state rules and laws, licensing requirements or national accreditation requirements as they are implemented. Provider staff shall have the following qualifications:

8.1 Registered Nurse.

- a) Has current Ohio licensure as Registered Nurse
- b) Two (2) years nursing experience preferred

8.2 Licensed Practical Nurse.

- a) Has current Ohio licensure as Licensed Practical Nurse
- b) Has current NAPNES certification
- c) One (1) year nursing experience preferred

8.3 Social Worker.

- a) Has current Ohio licensure as a Social Worker
- b) One (1) year experience as a social worker preferred

8.4 Activity Director.

- a) Baccalaureate degree/Associate degree in recreational therapy or related degree is preferred, **OR**
- b) Has successfully completed the National Certification Council of Activities Professionals certification course in the absence of recreational therapy degree, **OR**
- c) Two (2) years experience as an activity director or coordinator-related position.

8.5 Personal Care/Activity Staff

- a) High school graduate, or has completed the GED, or has a minimum of two years work experience in the provision of individual personal care

b) Has the physical ability necessary for the duties of the position description, and has received skills-based instruction for personal care duties prior to working with clients.

c) Previous experience in geriatrics or as an adult day care aide is preferred

8.6 Transportation Staff

a) Have a current/appropriate motor vehicle driver's license

b) Have received instruction in client transfer techniques.

9.0 Summary of Required Documentation

Required Documentation	Due Date	Remarks
Intake Assessment – new client	Two days after awarded date	If necessary, date is negotiable with case manager
Initial Client Health Care Assessment	First 30 days or 10 units of service	RN only
Interdisciplinary Care Conferences	Every six months. Invitation shall be extended to client, caregiver and case manager.	Provider must send Interdisciplinary Care Conferences report to case manager within two weeks of completion. Provider must maintain original report in client record.
Documentation of client activities	Daily	Provider maintains and produces upon request.
Attendance Roster	Daily	Provider maintains and produces upon request.
Physician Plan of Treatment (when applicable)	Within past 90 days	For medications, treatments, therapy, and nutritional counseling
Bathing Log	Daily	Provider maintains and produces upon request.
Activity Calendar	Monthly, publicly displayed	Provider maintains and produces upon request.
Continuing Education a) Paid staff b) Volunteer staff c) Transportation staff	a) Annual – eight hours b) Annual – four hours c) Before transporting clients, client transfer techniques	Provider maintains original documents in employee's or volunteer's personnel file.