Adult Daycare checklist

	Yes	No	NA	
16.03.10.703.12. Adult Day Care. Adult Day Care is a supervised, structured day program, outside the home of the participant that offer one (1) or more of a variety of social, recreational, health activities, supervision for safety, and assistance with activities of daily living.				
A-2. Fire/life/safety standards. Adult day care may be provided in Certified Family Homes, Licensed Residential and Assisted Living Facilities, Developmental Disability Agencies, Nursing Facilities and Hospitals settings and must meet all applicable fire/life/safety requirements according to their licensure or certification. Adult Day Care providers who are not one of the above provider types must at a minimum meet the fire/life safety requirements of a Certified Family Home if the Adult Day Care is provided in a home (IDAPA 16.03.09.700) If the provider does not meet one of the above provider types and provides Adult Day Care in a facility, the provider must at a minimum meet the building and health standards of a Developmental Disability Agency (IDAPA 16.04.11.500). The provider shall also comply with any city, county, or state requirements which apply to the operation of an Adult Day Care for that area including the requirements of IDAPA 16.03.02.204, except to the reimbursable hours stated in A.1 above				
A-5.10 The provider must have a reasonable termination notice policy that gives at a minimum fifteen (15) calendar days written notice by either party unless waived by mutual written agreement.				
A-12.9. The Provider conducts a quality assurance program consisting of sufficient training sessions to ensure staff qualifications and competence, participant satisfaction, and annual competency review. Provider shall implement a Quality Improvement Plan for any deficiencies noted				
Participants Reviewed.				
A-5. Enrollment Agreement. Prior to the provision of Adult Day Care services to any participant, the provider and the participant or legal guardian shall enter into an Enrollment Agreement. This written agreement must be signed by the participant or guardian and shall include at a minimum the following:				
This written agreement must be signed by the participant or guardian and shall include at a minimum the following:				
A-5.1. Name and social security number;				
A-5.2. Permanent address;				
A-5.3. Marital status and gender;				
A-5.4 Date of birth;				
A-5.5 Name and address of individual(s) to contact in the event of an emergency;				
A-5.6. Names of personal physician and dentist;				
A-5.7 Admission date and name of individual who completed enrollment form;				
A-5.8. A list of medications, diets, allergies, services and treatments prescribed for the participant;				
A-7. Medications				

A-7.1. Medications may only be administered by licensed nurses. Any staff who assists with medications must be licensed to do so or must successfully complete a Board of Nursing approved course on assistance with medication, as the delegatee of a licensed nurse. **A-7.2**. Each hourly participant shall be responsible for bringing his/her own medications for the time spent in Adult Day Care. **A-7.3**. The Provider shall be responsible for safeguarding Adult Day Care participants' medications while they are at the facility/home.				
A-5.9. Services that Adult Day Care shall provide including, but not limited to, recreational activities, maintenance of self-help skills, assistance with activities of daily living, provisions for trips to social functions (transportation costs to social functions are not a Medicaid reimbursable service), and special diets;				
A-12.1. The outcomes for activities identified on each participant's enrollment agreement are achieved or are modified due to changes in circumstances, abilities, or re-assessment and public funds are expended for appropriate services in the most cost-effective manner.				
A-12.3. The Provider informs each participant or guardian of the services to be received, the expected benefits and attendant risks of receiving those services, of the right to refuse services, and alternative forms of services available.				
16.03.10.704. 02. Provider Records. Three (3) types of record information will be maintained on all participants receiving waiver services: (3-19-07) **a.** Direct Service Provider Information which includes written documentation of each visit made or service provided to the participant, and will record at a minimum the following information: (3-19-07) i. Date and time of visit; and (3-19-07) ii. Services provided during the visit; and (3-19-07) iii. A statement of the participant's response to the service, if appropriate to the service provided, including any changes in the participant's condition; and (3-19-07) iv. Length of visit, including time in and time out, if appropriate to the service provided. Unless the participant is determined by the Service Coordinator to be unable to do so, the delivery will be verified by the participant as evidenced by their signature on the service record. (3-19-07) **A-11.2** A log of dates, times, and duration of the services provided to each participant on a daily basis, which shall be maintained for a period of not less than five (5) years from the date of the service delivery.				
16.03.10.513. 06. Provider Status Reviews. Service providers, with exceptions identified in Subsection 513.11 of these rules, must report the participant's progress toward goals to the plan monitor on the provider status review when the plan has been in effect for six (6) months and at the annual person-centered planning meeting. The semi-annual and annual reviews must include: (3-19-07)				
704.02.c. In addition to the plan of service, all providers, with the exception of chore, non-medical transportation, and enrolled Medicaid vendors, must submit a provider status review six (6) months after the start date of the plan of service and annually to the plan monitor as described in Sections 507 through 520 of these rules. (3-19-07)				
704.03. Provider Responsibility for Notification. It is the responsibility of the service provider to notify the service coordinator or plan developer when any significant changes in the participant's condition are noted during service delivery. Such notification will be documented in the service record. (3-19-07)				
A-12.9. The Provider conducts a quality assurance program consisting of participant satisfaction.				

PROVIDERS/STAFF				
16.03.10.705.12. Adult Day Care. Providers of adult day care services must must meet the following minimum qualifications: (3-19-07) **a.** Demonstrate the ability to communicate and deal effectively, assertively, and cooperatively with a variety of people; (3-19-07)				
b. Be a high school graduate, or have a GED or demonstrate the ability to provide services according to the plan of service; (3-19-07)				
c. Be free from communicable disease; (3-19-07)				
d. Adult day care providers who provide direct care or services must satisfactorily complete a criminal history check in accordance with IDAPA 16.05.06, "Rules Governing Mandatory Criminal History Checks"; (4-2-08)				
e. Demonstrate knowledge of infection control methods; and (3-19-07)				
f. Agree to practice confidentiality in handling situations that involve waiver participants. (3-19-07)				
A-3. Training. The Provider shall ensure that staff has sufficient training to maintain qualifications and competence. At a minimum, providers shall have training in 1) infection control; 2) CPR; and 3) First Aid.				
The provider shall employ sufficient personnel to assure the safe and proper care of participants, taking into account the physical and cognitive status of each participant, as well as the size and layout of the facility. **A-9.2.** The staff participant ratio shall be a minimum of one (1) staff to six (6) participants (1:6).				
A-9.3. As the number and severity of participants with functional impairments increases, the staff participant ratio shall be adjusted accordingly. Programs serving a high percentage of participants who are severely impaired should have a staff-participant ratio of one to four (1:4).				
A-9.4. The provider shall have a written emergency procedures and disaster preparedness plan and sufficient staff available to implement the written emergency procedures, including evacuation of the participants, if required, in accordance with the provider's disaster preparedness plan.				
Space and Accommodations				
	Yes	**No**		
Reasonable space for participants				
A-8.2. Furniture for napping, such as lounge chairs, recliners and couches, shall be made available for the participants' use during daytime hours, 6 a.m. through 10 p.m. The facility shall maintain a space of at least three (3) feet adjacent to each piece of furniture used for napping that is in use, as an entry and exit space from that piece of furniture.				