

RESIDENTIAL CARE/ASSISTED LIVING FACILITY ADULT DAY CARE ANNUAL REVIEW CHECKLIST

Rule Reference	Description	Met	Not Met
16.03.10.326.01	Adult Day Care. Adult day care is a supervised, structured day program, outside the home of the participant, that may offer one (1) or more of a variety of social, recreational, health activities, supervision for safety, and assistance with activities of daily living.		
16.03.10.328.05	Service Delivered Following a Written Plan of Care. All services that are provided must be based on a written plan of care.		
16.03.10.328.05.b	The plan of care must be based on an assessment process approved by the Department.		
16.03.10.328.05.c.i-vi	The plan of care must include the following: <ul style="list-style-type: none"> i. The specific types, amounts, frequency and duration of Medicaid reimbursed waiver services to be provided; ii. Supports and service needs that are to be met by the participant's family, friends and other community services; iii. The providers of waiver services; iv. Goals to be addressed within the plan year; v. Activities to promote progress, maintain functional skills, or delay or prevent regression; and vi. The signature of the participant or his legal representative. 		
16.03.10.328.05.d	The plan must be revised and updated by the plan of care team based upon treatment results or a change in the participant's needs. A new plan must be developed and approved annually.		

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16.03.10.328.05.f	The plan of care may be adjusted during the year with an addendum to the plan. These adjustments must be based on changes in a participant's need or demonstrated outcomes. Additional assessments or information may be clinically necessary. Adjustment of the plan of care is subject to prior authorization by the Department.		
16.03.22.345	REQUIREMENTS FOR HOURLY ADULT CARE. If the facility provides hourly adult care, the administrator must assure that the facility's policies and procedures are implemented.		
16.03.22.345.01	Medication and Treatment Orders. All medications and treatments must be ordered by a physician or authorized provider.		
16.03.22.345.02	Assistance With Medication. Assistance with medication by unlicensed assistive personnel in the facility must follow IDAPA 23.01.01, "Rules of the Idaho Board of Nursing."		
16.03.22.345.02.a	Each hourly adult care individual is responsible for bringing appropriately labeled medications for the stay.		
16.03.22.345.02.b	The facility is responsible for the safeguarding hourly adult care individual's medications while at the facility.		
16.03.22.345.03.a	Hourly adult care services may be provided to such number of individuals that the facility can handle without interference with the normal activities of the facility; staffing must be based upon the needs of all residents in the facility to include full-time residents and hourly adult care individuals.		
16.03.22.345.03.b	Provision of time appropriate accommodations will be made available for the individual, to include, napping furniture for day time hours, 6 a.m. through 10 p.m., such as lounge chairs, recliners, and couches.		
16.03.22.345.03.c	The facility will have the ability to space napping furniture at least three (3) feet apart.		
16.03.22.345.03.d	Beds and bedrooms will be available for the sleeping hours when needed by the hourly adult care individual. This bed will not be counted as a licensed bed if the individual sleeps over.		

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16.03.22.345.03.e	Beds, and bedrooms of non-hourly residents will not be utilized by hourly adult care individuals;		
16.03.22.345.03.f	No individual will be admitted to the hourly adult care program that requires skilled nursing or for whom the facility cannot adequately provide services and supervision.		
16.03.22.720	ADULT HOURLY CARE RECORDS. The administrator must assure that the facility's hourly adult care records are maintained as described in Subsections 720.01 and 720.02 of these rules.		
16.03.22.720.01	Required Records for Each Hourly Adult Care Individual. The facility must maintain a record for each hourly adult care individual which includes:		
16.03.22.720.01.a	Admission identification information including responsible party and emergency telephone numbers of family members and the physician or authorized provider;		
16.03.22.720.01.b	Pertinent health and social information relevant to the supervision of the individual.		
16.03.22.720.01.c	Care and services provided to the individual including medication assistance.		
16.03.22.720.02	Length of Time Records Kept for Adult Hourly Care. The records for each adult hourly care individual must be maintained for three (3) years.		
16.03.22.725.02	Hourly Adult Care Log. A log of hourly adult care individuals, including the dates of service, must be maintained and kept for three (3) years.		
Additional Terms A.1	Services are to be delivered in a structured program outside of the home of the participant that provides a variety of health, social and other related support services in a safe and protective setting during any part of a day.		
Additional Terms A.1.1	Services are to be delivered...not more than fourteen (14) hours in any 24-hour period for an A&D Waiver participant.		
Additional Terms A.1.2	Services are to be delivered...not more than thirty (30) hours per week in combination with developmental therapy, occupational therapy, or Intensive Behavioral Intervention for a DD/ISSH Waiver participant.		

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Additional Terms A.2	Adult day care may be provided in...licensed residential and assisted living facilities...settings and must meet all applicable fire/life/safety requirements according to their licensure or certification.		
Additional Terms A.2	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.		
Additional Terms 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 infection control, CPR, and first aid.		
Additional Terms A.3	In addition the provider must be a high school graduate, or have a GED, or demonstrate the ability to provide services according to the service plan.		
Additional Terms A.4	Criminal History Check. The provider shall ensure that all service providers have satisfactorily completed a criminal history check prior to providing adult day care as required by <i>IDAPA 16.05.06</i> .		
Additional Terms A.8	Adult day care may be provided in certified family homes, licensed residential and assisted living facilities, developmental disabilities agencies, nursing facilities and hospital settings and must meet all applicable space and accommodation requirements according to their licensure or certification.		
Additional Terms A.8.1	Provide at least 60 square feet of space per participant that is usable for adult day care program purposes.		
Additional Terms A.8.1	In addition to space for program activities, the facility shall have a rest area and designated areas to permit privacy and to isolate participants who become ill, disruptive, or require rest. Such rest area shall be located away from activity areas and near a restroom.		
Additional Terms 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.		

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Additional Terms A.8.2	The facility shall maintain a space of at least three 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.		
Additional Terms A.8.3	Beds and bedrooms of persons not enrolled in adult day care shall not be utilized for adult day care participants.		
Additional Terms A.8.4	There must be at a minimum one bathroom for every eight persons, including staff, and other individuals present at the location. Bathrooms with more than one stall may count towards the 1:8 ratio.		
Additional Terms A.8.5	The temperature of the location must be kept at a comfortable temperature. Minimum temperature must not be less than 70 degrees and the maximum temperature must not be more than 85 degrees.		
Additional Terms A.9.1	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.		
Additional Terms A.9.2	The staff participant ratio shall be a minimum of one staff to six participants (1:6).		
Additional Terms 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).		
Additional Terms 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.		
Additional Terms A.10.1	Foods for participants shall be prepared by methods that conserve nutritional value, flavor and appearance, if the provider prepares foods.		

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Additional Terms A.10.1	When the provider prepares and serves food, they must be prepared by sanitary methods; the facility shall be inspected and licensed by applicable inspection entities in the city, county or region. If no inspection or licensing entity in the city, county, or region, is available a waiver to this requirement may be requested.		
Additional Terms A.10.2	Intervals between breakfast and lunch and lunch and dinner shall not be less than four hours nor more than six hours between each.		
Additional Terms A.10.3	Foods shall be served in a manner to meet the eating needs of each participant, including special diets or portion control.		
Additional Terms A.10.4	The participant cannot be required to purchase food from the provider.		
Additional Terms A.11	Records. The provider shall maintain the following records:		
Additional Terms A.11.1	A current record for each adult day care participant, which includes all information listed in the Enrollment Agreement section of this “Additional Terms” agreement.		
Additional Terms 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 years from the date of the service delivery.		
Additional Terms A.12	Quality Assurance. The provider is responsible for assuring that it provides quality services in compliance with applicable rules... Quality of services shall be evaluated according to the following criteria:		
Additional Terms 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.		
Additional Terms A.12.2	All enrollment agreements for this service shall be signed by the participant or legal guardian.		
Additional Terms 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.		

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Additional Terms A.12.4	The provider, its employees and subcontractors interact with participants in a respectful manner.		
Additional Terms A.12.5	Provider interventions promote participant empowerment and choice, within the programmatic confines of safe and effective services that do not endanger the participant or others in implementation.		
Additional Terms A.12.5	Participants are recognized as primary decision-makers in accessing any and all services, unless a court has established an appropriate guardianship.		

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Additional Terms A.12.6	Services are provided at a time and location that is convenient, acceptable and suitable for the participant.		
Additional Terms A.12.7	The provider's decision to accept or continue services for a participant should be based on their ability to meet the needs of the participant.		
Additional Terms A.12.8	The provider schedules services to ensure that the enrollment agreement for this service is developed and implemented effectively.		
Additional Terms 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.		
Additional Terms A.13.1	Maintain a list of all participants being served, and all employees, subcontractors, volunteers or other agents, and provide it to IDHW upon request.		
Additional Terms A.13.1	The report shall indicate what training they have obtained or provided to their staff in meeting the needs of the participants.		
Additional Terms A.13.2	Report any suspected or observed charges of fraudulent, negligent, or abusive conduct to the appropriate legal authority as required by rule or law.		
Additional Terms A.13.3	Inform IDHW within 48-hours of any charges of criminal conduct, any accusation of fraudulent, negligent or abusive conduct, and any termination for poor performance by an employee, subcontractor or agent.		