

**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 or LPN (under the direction of an RN) shall complete the initial client health care assessment identifying problems/needs 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, and invitations should be documented.

- 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 the direct service staff to client ratio is at least one to six (excluding drivers, receptionist, or clerical staff).
- 5.7 The Provider shall keep a daily attendance roster that indicates arrival and departure times and mode of transportation. The client, caregiver, or staff person shall sign each roster.

#### **6.0 Required Adult Day Services Components**

- 6.1 The Provider shall furnish nursing services.
  - a) The Provider shall have a RN, or LPN under the direction of a RN, on site at the ADS center to provide nursing services within the nurse's scope of practice.
  - b) The RN may be consultant, part-time, full-time or volunteer staff but must be on site a minimum of eight (8) hours per month.
- 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.
- 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.
  - 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 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) 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.
- c) Before administering medication or meals with a therapeutic diet, and before providing a nursing service, nutrition counseling, physical therapy, or speech therapy, the provider shall obtain a plan of treatment from a licensed healthcare professional whose scope of practice includes making plans of treatment. The provider shall obtain the plan of treatment at least every ninety days for each consumer individual that receives medication, meals with a therapeutic diet, a nursing service, nutrition consultation, physical therapy, or speech therapy.

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 and on a bathing log 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

### 8.2 Licensed Practical Nurse.

- a) Has current Ohio licensure as Licensed Practical Nurse
- b) Has authority to administer medications

### 8.3 Social Worker.

- a) Has current Ohio licensure as a Social Worker

### 8.4 Activity Director.

- a) Baccalaureate degree/Associate degree in recreational therapy, **OR**
- b) Has successfully completed the National Certification Council of Activities Professionals certification course in the absence of recreational therapy degree, **OR**
- c) One year's (1) experience as an activity director or two (2) years' experience as an activity aide.

### 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.

### 8.6 Transportation Staff

- a) Have a current/appropriate motor vehicle driver's license.
- b) Have received instruction in client transfer techniques.

- c) The Provider shall assure that all transportation workers pass a training course in first aid and CPR offered by the American Red Cross, the American Heart Association, the National Safety Council, Medic First Aid International, American Safety and Health Institute, or an equivalent organization approved by FCOA QI Department.