

Adult Day

NFOCUS Service Codes

Adult Day Health 9245

TBI Adult Day 3336

Service Definition

Adult Day is a service for adults offered on the HCBS Waiver for Aged and Adults and Children with Disabilities (AD) and the Traumatic Brain Injury (TBI) Waiver. Adult Day allows for structured social, and health activities outside of a participant's home. This service is designed to:

- A. Offer socialization.
- B. Aid in transition from one living arrangement to another.
- C. Provide a supervised environment while the regular caregiver is working or otherwise unavailable.
- D. Provide a setting for receipt of multiple health services in a coordinated setting.

Conditions of Provision

- A. The need for Adult Day must be identified during participant assessment and included in the person-centered plan (PCP).
- B. Adult Day is provided outside of the participant's place of residence for at least four, but less than 24 hours per day.
 1. Adult Day may be provided for less than four hours in a day when a participant must leave due to an emergency or illness.
- C. In addition to the PCP, the provider must ensure there is a written Adult Day Plan for each participant. The written plan must:
 1. Include assessed areas of need and delivery of services from Adult Day;
 2. Be jointly developed with the participant and Service Coordinator;
 3. Include the participant's strengths, needs, and desired outcomes as they relate to Adult Day;
 4. Describe Adult Day components to be provided;
 5. Include a current listing of the participant's medications and treatments, emergency contact information, dietary requirements, description of any limitations in participation in activities, and any recommendations for special therapies;
 6. Be reviewed and revised by provider staff as appropriate, but at least semiannually; and
 7. Have every update submitted to the participant's Service Coordinator.
- D. Providers must offer or make available through arrangements with community agencies or individuals, each component of Adult Day, which is required to meet the needs identified in the PCP.
- E. The following components are required for every participant of Adult Day regardless of whether it is specifically identified in the PCP:
 1. Personal Care Services provided by staff and supervised by a licensed nurse to address limitations in activities of daily living (ADL).
 2. Health Assessment and Nursing, which includes:

- a. Obtaining adequate information on the medical and personal needs of each participant;
 - b. Observing and reporting all changes to the family, doctors, and Service Coordinator;
 - c. Health education and counseling;
 - d. Skilled nursing care; and
 - e. Administration of medications, whether done by staff or the participant.
- F. Meal Food Service, which includes the preparation and serving of at least one daily meal.
- 1. Menus must be planned by staff or a contracted individual who has knowledge of dietetic requirements and nutrition.
 - a. When a dietitian is not on staff, one staff person must be designated as responsible for food service.
 - 2. Each participant in attendance at mealtime must be provided with a noon meal.
 - a. This meal must include at least one-third of the daily dietary allowance required for adults.
 - 3. Each participant who is in attendance for a full day must also be provided with two snacks daily which are controlled for sugar, salt, and cholesterol levels, as appropriate.
 - 4. Special diets must be provided according to the individual participant's plan.
- G. The following components must be provided to every participant when specifically identified in the PCP:
- 1. Recreational Therapy, including social and recreational activities.
 - a. Center staff must provide individual and group activities.
 - b. The dignity, interests, and therapeutic needs of individual participants must be considered in the development of activity programs.
 - 2. Other activities to ensure the provider offers a balance of activities to meet each participant's needs and interests, in which participants are encouraged to participate but are free to decline.
- H. When the participant is receiving school services, Adult Day is not authorized for the hours set forth in the school district's days and hours of regular attendance for the participant.
- 1. This limitation includes all public education programs funded under the Individuals with Disabilities Education Act (IDEA).
- I. Transportation is not a component of Adult Day.
- J. Physical, occupational, and speech/language therapies are not included in Adult Day.
- K. The services under the waivers are limited to additional services not otherwise covered under the Medicaid state plan, including Early Periodic Screening and Diagnosis and Treatment, (EPSDT), but consistent with the waiver objective of avoiding institutionalization.
- L. Services that can be covered under the Medicaid state plan should be furnished to waiver participants under the age of 21 as required under EPSDT.

Provider Requirements

- A. All providers of waiver services must be Medicaid providers.
- B. TBI providers must complete DHHS-approved TBI training before providing TBI Adult Day.
- C. Adult Day can only be provided by an agency licensed as an Adult Day provider.
- D. Relatives or guardians must be either employees or owners of a licensed adult day agency to provide Adult Day.
- E. Each agency provider must:

1. Employ staff based on their qualifications, experience, and demonstrated abilities;
 2. Provide training to ensure staff are qualified to provide the necessary level of care;
 3. Agree to make training plans available to DHHS; and
 4. Ensure adequate availability and quality of service.
- F. Facility Standards: Each Adult Day facility must meet all applicable federal, state, and local fire, health, and other standards prescribed in law or regulation.
1. Locations for care must meet standards as established by the Final Settings Rule for provider-owned and operated settings and have it documented at least annually.
 2. The provider is responsible for ensuring services are provided in an integrated, community-based setting. This includes at a minimum meeting the following standards:
 - a. Atmosphere and design:
 - i. The facility must be architecturally designed to accommodate the needs of the participants;
 - ii. Furniture and equipment used by participants must be adequate;
 - iii. Toilets must be in working order and easily accessible from all program areas; and
 - iv. A telephone must be available for participant use.
 - b. Location and space: The provider shall ensure the facility has sufficient space to accommodate the full range of program activities and services including:
 - i. Flexibility for large and small group and individual activities and services;
 - ii. Storage space for program and operating supplies;
 - iii. A rest area, adequate space for special therapies, and designated areas to permit privacy and isolate participants who become ill;
 - iv. Adequate table and seating space for dining;
 - v. Outside space available for outdoor activities and accessible to participants; and
 - vi. Adequate space for outer garments and private possessions of the participants.
 - c. Safety and sanitation: The provider shall ensure that:
 - i. The facility is maintained in compliance with all applicable local, state, and federal health and safety regulations;
 - ii. When food is prepared at the center, the food preparation area must comply with all applicable federal, state, and local laws;
 - iii. At least two well-identified exits are available;
 - iv. Stairs, ramps, and interior floor have non-slip surfaces or carpet;
 - v. The facility is free of hazards (such as exposed electrical cords or improper storage of combustible material);
 - vi. All stairs, ramps, and barrier-free bathrooms are equipped with usable handrails; and
 - vii. A written plan for emergency care and transportation is documented in the participant's file.
- G. Staffing Requirements:
1. Training or one or more years of experience working with adults in a health care or social service setting.
 2. Training or knowledge of cardiopulmonary resuscitation (CPR) and first aid.
 3. Ability to recognize distress or signs of illness in each participant.
 4. Knowledge of available medical and emergency resources.

5. Access to information on each participant's address, telephone number, and means of transportation.
 6. Know reasonable safety precautions to exercise when dealing with participants and their property.
 7. TBI Adult Day staff must complete the DHHS TBI training course or DHHS-approved equivalent.
 8. At least one properly trained, full-time staff person must be physically at each center while participants are present.
 9. The center shall maintain a ratio of direct care staff members to participants sufficient to ensure that participant needs are met.
 10. The center shall develop written job descriptions and qualifications for each professional, direct care, and non-direct care position.
 11. The provider must have a licensed nurse on staff, or contract with a licensed nurse, who will provide the health assessment, nursing service component, supervise ADLs, and personal care training component.
- H. Record Keeping: The provider shall maintain the following in each participant's file:
1. Adult Day plan; and
 2. Phone numbers of persons to contact in case of emergency.

Rates

- A. The frequency of service is a calendar day of at least four hours.
- B. When a participant must leave the facility due to an unplanned need and has been there less than four hours, this is considered a full day for reimbursement purposes.
- C. DHHS establishes a statewide rate for Adult Day.