

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS
ADULT DAY CARE**

Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.

PURPOSE:

To promote quality of service, the Aging and Disability Services Division (ADSD) has established service specifications that contain general guidelines. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS and PROGRAM-SPECIFIC REQUIREMENTS established for each type of funded service.

SERVICE DEFINITION:

This service provides planned care for dependent adults in a supervised, protective, congregate setting during some portion of a day.

SERVICE CATEGORIES AND UNIT MEASURES:

The following service category and unit measures must be used to document the amount of service provided:

Adult Day Care/Social Model: Provision of personal care for adults in a supervised, protective, congregate setting during some portion of a 24-hour day. Services offered in conjunction with adult day care typically include social and recreational activities, counseling, nutrition, memory retention activities, music therapy, pet therapy, and arts and crafts. Pursuant to NAC 449.4081, participants of social adult day care programs must be able to administer their own medications. If the facility accepts a participant who is not able to administer his/her medication, a Licensed Practical Nurse may be allowed to provide this service under the supervision of a contracted Registered Nurse.

For reporting purposes, one unit equals one hour of service.

For fiscal reimbursement purposes, one to five hours of service equals a reimbursement of \$7.00 per hour. Six or more hours of service equals one day and a total reimbursement of \$42.00.

GENERAL REQUIREMENTS:

- A. Pursuant to NRS 449.001 - 449.240, all facilities must meet the licensure requirements established by the State of Nevada, Health Division, Bureau of Health Care Quality and Compliance.

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- B. Maintain copies of all licenses, certifications and provider agreements with other agencies. Maintain copies of all evaluations and inspection reports conducted by licensing organizations and boards.
- C. Provide to ADSD inspection reports received by the State of Nevada, Bureau of Health Care Quality and Compliance within one working day of receipt.
- D. Report to ADSD all arrests or complaints filed in criminal or civil court involving the facility or the licensee within one working day of incidence.

SPECIFICATIONS:

1. Required Services:

- 1.1 Establish written admission and screening procedures to ensure that adult day care is an appropriate setting for referred clients.
- 1.2 Participants must be furnished one meal that contains one-third (1/3) of the daily Dietary Reference Intakes (DRIs), a system of nutrition recommendations from the Institute of Medicine (IOM) of the U.S. National Academy of Sciences. The DRI system is used in the United States and is intended for the general public and health professionals. Appropriate snacks must also be provided.
 - 1.2.a If the adult day care site is unable to provide meals or snacks outlined under 1.2, an alternate plan for the provision of food must be approved by ADSD.
- 1.3 Provide daily activities as indicated in the patient care plan, which includes: activities of daily living, socialization, recreation, and physical and mental activities to stimulate short-term memory.

2. Optional Services:

- 2.1 Provide specialized services as indicated in patient care plans to include: administering and monitoring medications; providing physical, occupational and speech therapy; group counseling and balance and fall prevention.
- 2.2 Arrange for family counseling and support groups as necessary.

3. Service Prohibitions:

- 3.1 Participants must not be bedridden, unmanageable, contagious, or lacking in the stamina to attend the program for five (5) hours per day.
- 3.2 Physical and chemical restraints are prohibited unless prescribed by a physician and a protocol has been established for their use.

4. Assessment/Certification:

- 4.1 An assessment of the participant will be made in conjunction with the caregiver or family before initiation of service. Assessment documentation will include baseline data regarding the participant's physical and mental health, activities of daily living skills, nutritional needs, medications, interests and special needs.
- 4.2 Each participant will be reassessed, in consultation with the caregiver or family members, every twelve (12) months, at a minimum, or in the event of physical, emotional, or environmental change experienced by the participant.
- 4.3 An individualized care plan will be developed for each participant, based on the assessment, which includes goals and objectives for participants with specific time frames. Document the progress of participants in achieving the goals. The care plan must be modified, as necessary, following each reassessment and signed by the caregiver. The care plan must be maintained in the participant's file and available for review by the caregiver.

5. Operating Procedures:

- 5.1 Provide for the safety of all participants. Develop and implement safeguards to prevent participants from leaving the site without supervision. Assure the physical surroundings are free of hazardous conditions.
- 5.2 Provide appropriate levels of client supervision as per Nevada Administrative Code (NAC) 449.40723 – Supervision of clients; volunteers.
 - 5.2.1 A client must be supervised by an employee of the facility at all times during the operational hours of the facility. The employee shall report a change in any physical, mental, emotional or social function of the client to the director of the facility. These reports must be included in the client's file.
- 5.3 For individuals in long-term or group care facilities, adult day care may only be provided when there is a discharge plan which indicates a definite time-line for transition back into the community within 120 calendar days of initial service delivery. (ADSD Policy)
- 5.4 A daily record of the time of arrival and departure of each participant must be maintained.

6. Training:

- 6.1 Staff and volunteers must be provided training in working with disabled adults. Maintain training documentation indicating date of training, topics covered, and staff members who received training.