Revision Table

Revision Date	Sections Revised	Description
8/18/2016		Original

	DELAWARE HEALTH AND SOCIAL SERVICES Division of Services for Aging and Adults with Physical Disabilities	Community Living – Alzheimer's Disease Initiative Service Specifications

1.0 SERVICE DEFINITION

1.1 Services which provide transportation and access to community resources to meet individual needs and interests of participants.

2.0 SERVICE GOAL

2.1 To provide eligible persons with opportunities for personal, social and/or educational enrichment through access to community resources.

3.0 SERVICE UNIT

3.1 A unit of service for the Community Living – Alzheimer's Disease Initiative program is one hour of service provided to an eligible participant.

3.2 Time spent preparing for the visit and traveling to and from the participant's home must not be counted.

3.3 The provider is permitted to bill for one (1) hour of service when provider travels to participant's home and participant cancels that day's service.

3.4 There is a limit of ten (10) hours per participant per calendar week for this service. DSAAPD may authorize service hours above established caps in cases of extreme need.

3.5 **Prohibited Costs within the service unit:**

3.5.1 Participant meals.

3.5.2 Any fees associated with activities such as admission, entrance, registration, membership or activity.

3.5.3 Costs associated with overnight travel.

4.0 SERVICE LOCATION

4.1 The service can be provided in a variety of community locations, depending on the needs of individual program participants.

5.0 ELIGIBILITY

5.1 DSAAPD will determine eligibility and will authorize service hours.

5.1.1 Only those who have been diagnosed with Alzheimer's or a related dementia will be eligible to participate in this program.

6.0 SERVICE STANDARDS

6.1 The provider must comply with all applicable Federal, State, and local rules, regulations, and standards applying to the service being provided.

6.2 The provider must develop and maintain policies and procedures for the delivery of Community Living – Alzheimer's Disease Initiative services.

6.3 Provider must maintain current knowledge of community based events, activities, and trainings that are of interest to the participant.

6.4 Vehicles must be accessible to persons with physical disabilities.

6.5 Vehicles must be maintained in a safe operating condition.

6.6 The provider will receive referrals from DSAAPD. The provider is responsible for conducting an initial in-home visit, complete an assessment and develop a care plan within five (5) working days of receipt of the referral. The care plan must include

potential participant activities and referrals made to other programs or services from which the participant would benefit.

6.7 If the provider cannot start service within ten (10) working days of referral the provider must notify DSAAPD regarding the reason for delay.

6.8 The provider will reassess and update the participant's care plan within 6 months of the start of the service and annually thereafter, with revisions made in the care plan as necessary.

6.9 The provider must maintain a current care plan in the participant's home.

6.10 The provider must make every effort to furnish Community Living – Alzheimer's Disease Initiative services at times/days agreed upon with the participant.

6.11 The provider must report to DSAAPD any changes to a participant's care plan prior to implementation, including proposed modification of authorized hours.

6.12 The provider must notify the participant of any change in schedule, or interruption of service.

6.13 The provider must notify DSAAPD within two (2) working days upon occurrence of any of the following events:

- 6.13.1 Participant is hospitalized or institutionalized.
- 6.13.2 Participant changes address.
- 6.13.3 Participant expires.
- 6.13.4 Participant refuses services.

6.14 The provider must ensure access to authorized representatives of Delaware Health and Social Services and/or DSAAPD to the participant's case files and medical records.

6.15 The provider must maintain the participant's right of privacy and confidentiality.

6.16 Individual participant files must be considered confidential and maintained in a locked filing cabinet at the provider's office.

6.17 The provider must comply with DSAAPD quality assurance initiatives related to this program.

6.18 The provider must notify DSAAPD of problems which threaten the participant's service.

6.19 The provider must notify DSAAPD and the participant in writing two (2) weeks prior to termination of services to a participant.

- 6.19.1 The notification must include reasons for the termination and steps taken by the provider to resolve the issues.
- 6.19.2 The notification must include the proposed plan of care that will be provided during the two week period.

6.20 The provider must give DSAAPD thirty (30) days written notice if terminating five (5) or more participants at a given time.

- 6.20.1 The notice must include the proposed plan of care that will be provided to the participants during the thirty (30) day period.

6.21 **Allowable Services** - The following services are allowable for the participant through Community Living – Alzheimer's Disease Initiative services:

- 6.21.1 Transportation to community social, educational resources and other enrichment activities determined by the participant and provider staff to be appropriate and of value to the participant.
- 6.21.2 Transportation to shopping or appointments in the community.
- 6.21.3 Participation in physical fitness and self-defense activities.

6.21.4 Attending education or training events.
6.21.5 Participating in social groups and community organizations.
6.21.6 Volunteering at schools, hospitals, community organizations or other locations.

6.22 **Prohibited Services** - The following services are prohibited for the participant through Community Living – Alzheimer's Disease Initiative services:
6.22.1 Skilled care.
6.22.2 Nail or foot care.
6.22.3 Makeup, hair setting or barbering.
6.22.4 Heavy duty cleaning, furniture moving or other heavy work.
6.22.5 Lawn care, garden, raking or snow removal.
6.22.6 Transportation to activities which are considered illegal by the State of Delaware.
6.22.7 Financial or legal advice or services (except for referral to qualified agencies or programs).
6.22.8 Any activity that could be a health or safety hazard.

6.23 **Staff Requirements**
6.23.1 Community Living – Alzheimer's Disease Initiative service care workers must have and maintain first aid and CPR certification with certification on file with the provider.
6.23.2 Drivers must have a valid driver's license with a copy on file with the provider.
6.23.3 Drivers must be trained in and/or demonstrate ability to safely seat and move passengers with a physical disability.
6.23.4 Staff must participate in dementia capability training.

7.0 INVOICING REQUIREMENTS

7.1 The providers must invoice DSAAPD using the Invoicing Workbook (IW-012), pursuant to the DSAAPD Policy Manual for Contracts, Policy X-Q; Invoicing.

7.2 The provider will submit the following documentation to the DSAAPD Planning Department Contact for use in required federal reports:
7.2.1 Quarterly narrative reports about grant activities
7.2.2 The ADSSP Data Collection Reporting Form (as represented in Attachment 1)
7.2.2.1 Data reports are due March 15, 2017 (for the period 9/1/16 - 2/28/17) and September 15, 2017 (for the period 3/1 – 8/31/17).

ATTACHMENT 1

ADSSP Data Collection Reporting Form

Person with Dementia	Age of Person with Dementia			
	Under 60	60+	Age Missing	Totals
Total				
Gender				
Female				0
Male				0
Gender Missing				0
Geographic Location				
Urban				0
Rural				0
Geographic Location Missing				0
Relationship to Caregiver				
Spouse				0
Unmarried Partner				0
Parent				0
Child				0
Other relative				0
Non-relative				0
Relationship Missing				0
Person with Dementia by Ethnicity				
Hispanic or Latino				0
Not Hispanic or Latino				0
Ethnicity Missing				0
Person with Dementia by Race				
White - Non-Hispanic				0
White - Hispanic				0
American Indian or Alaska Native				0
Asian				0
Black or African-American				0
Native Hawaiian or Other Pacific Islander				0
Persons Reporting Some Other Race				0
Persons Reporting 2 or More Races				0
Race Missing				0
Veteran Status				
Veteran				0
Non-Veteran				0
Veteran Status Missing				0