



**DELAWARE HEALTH AND
SOCIAL SERVICES**

Division of Services for Aging and
Adults with Physical Disabilities

**Adult Day Services
Service Specifications**

Revision Table

Revision Date	Sections Revised	Description
9/5/2018		Original for 2019 RFP
1/24/2019	11.0	Added entire section



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1.0 SERVICE DEFINITION

1.1 Services furnished in a non-institutional, community-based setting, encompassing both health and social services needed to ensure the optimal functioning of the participant. The program provides health supervision and therapeutic activities in a group setting by professionally qualified staff. Activities are designed to give purpose and meaning to daily life. Some assistance with activities of daily living is provided. The service benefits both the participant and the caregiver by providing respite care and is designed for persons who cannot live independently and might otherwise be institutionalized.

2.0 SERVICE GOAL

2.1 Services must be designed to enable participants to attain and maintain physical and mental well-being through programs such as, but not limited to, regular physical activity, exercise, music therapy, art therapy, or dance-movement therapy.

- 1.1.1 The goal of the program under Title III-B funding is to provide health services, recreation and socialization for older adults in a safe and supportive community-based environment. To obtain this goal, the program must provide high quality programming for the participants, respite for the caregivers from caregiving tasks, and support and information to enhance the caregiver's skills.
- 1.1.2 The goal of the program under the Social Service Block Grant (SSBG) funding is to provide a therapeutic environment in which individuals with disabilities can maintain maximum functioning and independence, while preventing early or inappropriate institutionalization. To obtain this goal, the program must provide high quality programming for the participants, respite for the caregivers from caregiving tasks, and support and information to enhance the caregiver's skills.

3.0 SERVICE UNIT

3.1 The unit of service for adult day services is one (1) day of service for one (1) program participant with scheduled attendance based on a full day of services.

4.0 SERVICE AREA

4.1 Providers of Adult Day Services are permitted to apply for sub-areas of service within the state.

5.0 SERVICE ELIGIBILITY

- 5.1 To be eligible for adult day services program, regardless of the funding source, the program participant:
- 5.1.1 Must be a resident of the State of Delaware;
 - 5.1.2 Must be able to benefit from the program;
 - 5.1.3 Must be unable to be left alone at home;
 - 5.1.4 Must live with a caregiver who either works outside the home or needs temporary relief from caregiving;



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- 5.1.5 Must provide documentation of a recent medical examination (within the last 6 months) certifying that the participant is free of contagious diseases;
- 5.1.6 Must be assessed as requiring intermediate care (i.e., needing assistance with activities of daily living (ADL's) and/or assistance with prescribed medications);
- 5.2 In addition to the service eligibility requirements set forth in Section 5.1; participants receiving adult day services through Title III-B funding must be sixty (60) years of age or older.
- 5.3 In addition to the service eligibility requirements set forth in Section 5.1; participants receiving adult day services through SSBG funding:
 - 5.3.1 Must be a U.S. Citizen or have lawful immigration status;
 - 5.3.1.1 Immigration status will be verified in accordance with the Division of Services for Aging & Adults with Physical Disabilities (DSAAPD) Policy Manual for Contracts, Section X-O.
 - 5.3.2 Participant's functional assessment score indicates that he/she is appropriate for day services (i.e., not capable of living independently);
- 5.4 Adult Day Services are not provided to participants who are:
 - 5.4.1 Are capable of living independently;
 - 5.4.2 Require skilled nursing care (i.e. 24-hour nursing care);
 - 5.4.3 Capable of functioning in a less restrictive environment (i.e., senior center);
 - 5.4.4 Currently residing in a nursing home or who is publicly subsidized in an assisted living facility or publicly subsidized foster care home.

6.0 PRIORITY

- 6.1 Priority will be given to those participants who are:
 - 6.1.1 At risk of institutionalization;
 - 6.1.2 On a waiting list for a bed in a nursing home;
 - 6.1.3 Referred by a hospital, doctor, or geriatric case manager;
 - 6.1.4 Low-income individuals, including low-income minority individuals; and/or
 - 6.1.5 Diagnosed with dementia or another cognitive disorder.
- 6.2 For services provided through Title III-B funding, priority should be given to those participants who:
 - 6.2.1 Have limited English speaking proficiency; and/or
 - 6.2.2 Reside in rural areas.
- 6.3 For services provided through SSBG funding, priority should be given to participants who are:
 - 6.3.1 Under fifty-nine (59) years of age; and/or
 - 6.3.2 Referred from adult protective services.

7.0 SERVICE STANDARDS

- 7.1 Adult day services center must be licensed as an Adult Day Care facility in Delaware.
- 7.2 Adult day services must meet or exceed the standards listed below:



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- 7.2.1 Must comply with all applicable federal, state, and local laws, rules, policies, regulations and standards;
 - 7.2.2 The facility must be open for operation at a minimum of eight (8) hours per day;
 - 7.2.2.1 If the program provides transportation, the adult day service begins when the participant is picked up at his/her home and ends when returned to his/her home. In order to maximize time in the center, transportation routes should be limited to one hour. If transportation is not provided, the day begins when the participant enters the facility and ends when he/she leaves.
 - 7.2.3 Space should allow for confidentiality for participant interviews/counseling.
 - 7.2.4 Through participant/caregiver interview and observation, the adult day service provider will complete a functional assessment of the participant's social circumstances, economic conditions, medical history, physical status, mental status, and ability to perform the activities of daily living (ADL), prior to admission, to determine if the applicant is appropriate for adult day services. Participants shall be reassessed at least quarterly.
 - 7.2.5 All participants will be admitted for a thirty (30) day trial period. At the end of the trial period, a decision will be made through consultation among the participant, family and program staff concerning the participant's continued participation in the program.
 - 7.2.6 When a participant's needs no longer require or can no longer be met by the program and staff, discharge will be discussed with the caregiver. A 30-day written notice must be provided to the Caregiver in the event of a discharge;
 - 7.2.7 Information and referral to other programs for which the participant might be eligible, referring the participant to proper services as necessary and providing assistance to the participant in gaining public benefits.
 - 7.2.8 The provider will notify the participant's family and physician, if necessary, of changes observed in the health status of a participant.
 - 7.2.9 The provider will give health education/counseling to participants and families/caregivers.
 - 7.2.10 The provider must have written procedures for handling emergencies and participant /family preference regarding emergency care and ambulance transportation;
 - 7.2.11 Transportation, or the coordination of transportation, for the participant to and from the Adult Day Service facility.
- 7.3 **Allowable Activities** – Services include, but are not limited to:
- 7.3.1 Health monitoring;
 - 7.3.2 Medication administration and monitoring;
 - 7.3.3 Daily nutritious meals and snacks;
 - 7.3.3.1 Main meal should be balanced and comply with the most recent dietary guidelines for Americans, providing at least one-third of the **dietary**



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reference intakes established by the Food and Nutrition Board of the Institute of Medicine.

7.3.3.2 In addition to the main meal, breakfast may be provided.

- 7.3.4 Dietary supervision;
- 7.3.5 Provision of special diets, based on physician's orders, prepared through consultation with a qualified dietitian or nutritionist, when possible;
- 7.3.6 Social, recreational, physical, rehabilitative, or other activities/therapies as part of the plan of care;
- 7.3.7 Opportunities for walking in a safe environment;
- 7.3.8 Continued contact with the community, through outings, when appropriate;
- 7.3.9 Assistance with activities of daily living (ADL), as needed;
- 7.3.10 Caregiver support groups and opportunities for caregivers to improve their care-giving skills which may include meetings, counseling, information and education;
- 7.3.11 Social service referrals, as needed;
- 7.3.12 Social activities that include: art, music, fitness/exercise, gardening, mental stimulation, historic recall, cooking, games, outings, reminiscence activities, etc.;
- 7.3.13 Activities are provided on both a group and individual basis;
- 7.3.14 Activities are to be designed to give purpose and meaning to daily life.
- 7.3.15 Encouragement to make or keep appointments with health professionals such as speech, physical, or occupational therapists, if necessary.

7.4 Prohibited Activities

- 7.4.1 Provision of nursing care, unless by a RN or LPN;
- 7.4.2 Provision of care outside of the adult day services facility, other than outings;
- 7.4.3 Provision of medical services, unless provided by an MD;
- 7.4.4 Provision of services to a participant who is a resident of a nursing home, foster care home, or assisted living facility;
- 7.4.5 Provision of individual, group, or family counseling unless provided by a degreed professional with formal training in counseling;
- 7.4.6 Provision of services to out-of-state residents.

7.5 Staff Requirements

- 7.5.1 There shall be at least two adult day care facility staff on duty at all times when participants are present. If separate sections are established within each facility, each separate section shall independently comply with the staffing requirements of this section. The minimum staffing requirements shall not include volunteers or employees who have not yet completed the required orientation program.
- 7.5.2 For facilities with more than sixteen (16) participants there shall be a minimum of one adult staff person on duty for each eight participants (1:8). Facilities may not use rounding in determining staffing requirements, i.e., for seventeen to twenty-four (17-



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24) participants at least three (3) staff members would be required, for twenty-five to thirty-two (25-32) participants at least four (4) staff members, etc.

7.5.3 Programs serving mainly participants with severe cognitive or physical disabilities shall have a staff-participant ratio of at least one to four (1:4) for all severely disabled participants.

7.5.4 Paid staff and volunteers must demonstrate the following:

7.5.4.1 Evidence-informed dementia specific training each year. The mandatory training must include: communicating with persons diagnosed as having Alzheimer's disease or other forms of dementia; the psychological, social, and physical needs of those persons; and safety measures which need to be taken with those persons. This shall not apply to persons certified to practice medicine under the Medical Practice Act, Chapter 17 of Title 24 of the Delaware Code.

7.5.4.2 Awareness of specific losses likely to be experienced by persons with dementia with a focus on loss of reasoning.

8.0 WAITING LISTS

8.1 When the demand for a service exceeds the ability to provide the service, a waiting list is required. Applicants will be placed on the waiting list until services can be provided or until the applicant no longer desires services. The waiting list must be managed in accordance with DSAAPD policy X-K, Participant Service Waiting Lists. In all cases, the reason for the selection of an individual ahead of others on the waiting list must be documented (e.g., in writing and available for review).

9.0 INVOICE REQUIREMENTS

9.1 The provider must invoice DSAAPD utilizing the appropriate Invoicing Workbooks, pursuant to the DSAAPD Policy Manual for Contracts, policy X-Q, Invoicing.

9.2 For Title III-B funding, providers will utilize the Invoicing Workbook (IW)-Adult Day Services-Title III-B

9.2.1 Within this Title III-B Invoice Workbook, the provider must attempt to collect this information of the Demographics worksheet.

9.2.2 ALL Demographic information must be completed, utilizing the UNK option for missing or refusal to provide information.

9.2.3 When determining RURAL status, please refer to this link for guidance:

http://www.dhss.delaware.gov/dhss/dsaapd/files/urban_rural_designations.pdf

9.2.4 When determining BELOW Poverty status, please refer to this link for guidance:

<https://aspe.hhs.gov/poverty-guidelines>

9.2.5 All other Demographic information guidelines can be found on the Demographics worksheet. Please contact your DSAAPD Contract Manager for further assistance.

9.3 For SSBG funding, providers will utilize the Invoicing Workbook (IW)-Adult Day Services-SSBG



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10.0 PROGRAM INCOME UNDER TITLE III-B FUNDING

- 10.1 For services provided under Title III-B, participants, family members, and/or caregivers must be informed of the cost of providing adult day services and be offered the opportunity to make voluntary contributions to help defray the cost, thereby making additional services available to themselves and/or others.
- 10.2 Providers must have procedures in place to:
 - 10.2.1 Inform applicants, family members and/or caregivers of the cost of providing adult day services and offer them the opportunity to make a voluntary contribution/donation;
 - 10.2.2 Protect their privacy with respect to the contribution/donation;
 - 10.2.3 Safeguard and account for all contributions/donations;
 - 10.2.4 Use the contributions/donations to expand services.
- 10.3 Programs that receive meals through a Title III-C Nutrition Program may use the collection box for Title III-C contributions/donations and collect contributions/donations for Title III-B funds separately.

11.0 PROGRAM INCOME UNDER SSBG FUNDING

- 11.1 For services provided under SSBG funds, participants, family members, and/or caregivers should be informed of the cost of providing adult day services and be offered the opportunity to make voluntary contributions to help defray the cost, thereby making additional services available to themselves and/or others.
- 11.2 Providers must have procedures in place to:
 - 11.2.1 Inform applicants, family members and/or caregivers of the cost of providing adult day services and offer them the opportunity to make a voluntary contribution/donation;
 - 11.2.2 Protect their privacy with respect to the contribution/donation;
 - 11.2.3 Safeguard and account for all contributions/donations;
 - 11.2.4 Use the contributions/donations to expand services.