Minimum Standards for Adult Day Care Centers

I. LEGAL AUTHORITY

The Alabama Department of Human Resources has established policies and procedures for a program of day care for adults, which prescribes minimum standards to be met by the centers to provide such care. Authority for the Department to approve day care centers for adults is given in Section 38-2-6 (19) Code of Alabama, 1975.[411]

The programs of the Department of Human Resources are available to all persons regardless of race, color, sex, national origin or handicap, in accordance with the Civil Rights Act of 1964 and the Rehabilitation Act of I 973.

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II. REGULATIOINS

A. Adults in Day Care

Day care for adults is a service provided in centers for individuals who are elderly or disabled (18 years of age or older) for a part of the twenty-four day. It serves those eligible adult recipients of DHR services who are:[412]

1. At risk of abuse, neglect, or exploitation or
2. At risk of institutionalization.

B. Times of Operation

Centers must be open a minimum of seven hours daily. The number of holidays will not exceed 13 per year. The adults or responsible person will be advised of the holiday schedule at the time of admission to the program and again one week prior to the holiday. Any changes in the schedule that was approved at the time of contract must be approved by the Office of Resource Management.

C. Facility

1. Health and Fire Safety Standards

   The facility must meet all applicable Alabama health and fire safety standards. The State Fire Marshal and the local Health Department must have inspected the facility prior to program occupation. *Inspection results must be posted in a prominent place in the facility.* Recertification is required annually by the , the fire Marshal or local fire department and the local Health Departihent•. [1]Evacuation procedures must be posted and all staff must be familiar with these procedures. The State Fire Marshal's office may be contacted at *(334) 241-4166* for information dealing with code requirements and procedures.

   The local Health Department must approve all food preparation facilities and any resource from which food is delivered. It the center prepares food, the approval must be posted along with the Health Department's Food Permit to serve food. Drinking water must be from a source approved by the Public Health Department and supplied by sanitary means. It must be located in or near the rooms usually occupied by participants. Temperature in the refrigerator(s) must be kept below 50° Fahrenheit. Milk and other perishable foods must be kept in the refrigerator except during the time of preparation and serving.

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Garbage and rubbish must be stored in containers with tight fitting covers. Garbage must be removed from the building daily and the garbage cans must be washed and sanitized frequently.

2. Indoor Area

a. Space

The facility must have at least 35 square feet of activity floor space per day care participant excluding offices and halls. Ground or first floor space must be used for clients' activity and restrooms. At least one area must be large enough to allow all participants to meet comfortably at one time. There must be space available where pai1icipants may quietly and have equipment that will adequately serve that purpose. [4][1J]

Any area where steps are located must have safety rails for participants. Office space must be provided for storage of records and to provide privacy for conferences.

Space must be available to isolate a sick or upset participant temporarily. This space will provide privacy for the participant, but will be in an area where staff can readily monitor the isolated individual. It is *1101* acceptable to arrange curtains or movable screens to section off part of an activity area for isolation.

b. Temperature

Room temperature must be maintained at a degree comfortable for the clients. An inside room thermometer must be available. All heating and cooling equipment must be adequately protected so that participants cannot come in direct contact with them. Windows and doors must be screened if used for ventilation.

c. Bathrooms

Bathrooms must be located conveniently for participants. At least one toilet and one lavatory must be available for each 15 persons. Regardless of enrollment, a minimum of two restrooms must be available. Every bathroom door must be designed to permit opening of the locked door from the outside in an emergency. The opening device must be readily accessible to the staff Bathrooms must be furnished with necessary personal supplies (toilet paper, paper towels, soap, etc.) Some washcloths and cloth towels must be available for use in emergencies.

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d. Hazard Prevention

(l) The center must be free from apparent hazardous conditions.

(2) All flammable, poisonous and other hazardous substances and materials must be locked in a secure place.

(3) All containers must be labeled with the name of the substance or material it contains.

(4) No firearm.s or ·arµmuni.tion are allowed to be kept or to come into the center with the exception of law enforcement officers.

(5) All medicines and drugs must be kept locked in a secure location away from toxic chemicals and other hannful items.

(6) The facility must not have any barriers which would prevent services to handicapped individuals and must be accessible to the handicapped in the following respects: Elevators must be accessible to individuals in wheelchairs, bathroom doors must be wide enough for accessibility, and ramps must be provided.

(7) Floors must be of nonskid material and free of dampness and odors. All mgs will be nonskid. [414]

e. Cleanliness and Furnishings

(I) Both indoor arid\ outdoor areas, equipment and furnishing must be clean and free of undesirable, hazardous, or unsanitary material and conditions.

(2) The facility must be clean, attractive m appearance, properly ventilated, and well lighted.

(3) Facility furnishings will be of sufficient variety to assure comfort and to meet the physical needs of all day care participants. Seating will be available for each participant.

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(4) An adequate number of chairs, tables, dishes, and utensils will be available to accommodate total group mealtimes and ongoing planned activities. Upholstered seating must be available as well as table chairs.

(5) Equipment and supplies will include a variety of materials to stimulate individual interest and encourage group activity, such as table games, magazines, books, puzzles, etc.

3. Activities

The program must provide a variety of individual and group activities directed toward providing opportunities for each adult to increase his/her maximum potential, abilities to function in areas of daily living and self-care. The needs and interests of the day care group, as identified through client input and individual needs assessments, should be a part of the planning process. The programs should also provide information about community resources and how to access these. Activities must provide periods for both indoor and outdoor activities. The periods of activities must be sequenced to accommodate the individual needs of the participants being served.[415]

a. Programs will provide a variety of individual and group activities directed to meet. the standards stated above. Activities must require some active: ,participation by the participants in day care, not just watching television.

b. A written weekly plan will be completed in advance describing daily activities during operating hours.

c. The weekly plan must provide all adults the opportunity to participate in a minimum of five hours daily of planned activities. This does not include lunch, breaks or free time.

d. The program must provide information and activities related to

(I) Nutrition

2) Health

3) Recreational/leisure time activities appropriate for adults

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4) Daily living skills applicable to age group, economic situation and existing handicaps.

5) Physical exercises

6) Education topics such as current events, history, government, etc.

e. The program must provide a variety of opportunities for group socialization

f. The program must involve participants in activities which assist the individual in• maintaining, improving, or preventing further deterioration of physical capabilities.

4. Nutrition

Provision of meals and snacks are an opportunity to increase clients' knowledge about proper nutrition, food preparation, and the importance of eating a balanced and medically appropriate diet. In addition to maintaining and increasing physical and mental functioning, the meals also allow for increased social and emotional functioning by providing opportunities for interactions and socialization. [416]

Meaningful interaction during mealtimes between part1c1pants but also between participants and staff is an important part of the program. This provides opportunities not only for socialization but also for staff to discuss food, good nutrition, and eating habits for better health.

Each client in full-time care must receive a quantity and quality of food, which meets one-third of adult daily_ nutritional requirements. If clients are in day care for more)haii'foQ/ hours, the meal will be supplemented by one or more snacks each day.

Each client in part-time care must receive the same meal or snack provided clients in full-time care if he/she is in attendance at the center during a regularly scheduled meal or snack time. All part-time participants must have access to at least one meal or snack.

Weekly menus must be prepared one week in advance and posted so that participants and visitors may view them. The meals and snack must be spaced at time intervals to accommodate the needs of the participants. These meals must provide a variety of food served in an attractive manner. Special diets must be accommodated, and medical information must be on

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file in the client record to document medical instructions for the special diet. [411]

5. Health

The center must have information on file in each adult's day care record regarding the person to be notified in an emergency situation; the client's physician, address and phone numbers client's diagnosis; and other pertinent health problems. A report on the physical status of the participant and a plan of care will be maintained on file at the program. Advance arrangements must be made for action to be taken in medical situations. If there are symptoms of communicable disease, the sick participant must be isolated. The health and well-being of clients in adult day care is of paramount importance to DHR Adult Protective Services staff. Day care staff must observe each adult daily for indications of new health problems. Any concerns raised by observation related to an adult's mental, physical, or emotional health must be noted in the case record and brought to the immediate attention of the County OHR social worker. Based on these observations OHR must be advised of recommendations concerning continued participation in day care. *All su.\pec!ed abuse, 11eg/ec1, or exploitation must be immediately reported to the County Department of Human Resources,* by phone or in person; a written report must follow within five days.

At least monthly, regular health screening shall be provided to each participant and reports maintained in the client's file. A first aid kit and a telephone must be available in the facility. Staff will use Standard (Universal) Precautions and will be trained in procedures. (See the summary attached to the end of the Minimum Standards.)

Program staff *must not* administer medications.

6. Social Services

An important part of day care for DHR clients is the opportunity for ongoing assessments of each client's physical, social, and emotional adjustment in order to identify changing needs. Quarterly assessments must reflect staff observations of each client's participation and adjustment to the program. Staff must document identified special needs and any follow-up action planned or taken. This information must be

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made available to the county DHR worker who must be recognized as the primary case manager for all clients for whom OHR is purchasing care.[418]

7. Transportation

In order to provide a safe, dependable means of transportation when the need for this service exists, the following standards must be met:

a. The driver transporting day care clients must have a valid Alabama Driver's license.
b. The vehicle used for transporting clients must be safe and in good working condition.
c. All passengers must use safety belts when the vehicle is in motion.
d. All passengers must enter and leave the vehicle from the curbside.
e. The driver must wait until the client enters the building, the client's home, or the center.
f. The number passengers will be limited to the capacity of the vehicle and the type of license held by the driver.
g. All doors will be locked whenever the vehicle is in motion
h. The driver will ensure that all clients have exited the vehicle prior to parking or storing.

Insurance companies must submit Certificates of Insurance to the OHR Office of Resource Management.

D. Program Requiremen\s.

The program must comply with documentation requirements detailed in the Adult Day Care section, Fixed Rate Chapter of the Manual for Purchase of Services. This includes but is not limited to:

1. Completion of daily attendance records.

2. Completion of a written weekly plan which will outline the activities.

3. Completion of a written assessment on each physical, social, and emotional adjustment to be completed within 30 days of enrollment.

4. Completion of quanerly assessments on each client.

5. Completion of six-month summary containing the client name, DHR case number, eligibility status, DHR office authorizing service, progress since last six-month report and recommendations.

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Failure to comply with the above requirements may result in an adjustment being made and/or termination of the contract.

E. Staff Training

Program training must increase adult day care staff knowledge and skills in working the elderly and/or disabled adults and of the adult process (mental, emotional, and physical) to enable them to meet individual client needs. Staff who have no previous experience or training in adult day care must be provided with an on-site orientation and a designated period of supervised training. At least quarterly, all staff shall participate in in-service training or other available training related to adult day care. Such training must be documented in writing. This shall include training on how to deal with clients with physical, mental, or emotional impairments. [4 9]

Volunteers must receive orientation, training, and supervision. If volunteers are to be counted in staff-participant ratio, the following conditions must be met:

1. They must meet all qualification of paid staff.

2. The work must be scheduled so that for each paid worker position to be filled by volunteers, at least one fully qualified volunteer is to be present during each of the hours for which the paid worker would have been scheduled.

F. Staffing Patterns

The program will, at a minimum, will maintain the following number of staff who are directly involved with clients during hours :of program operation. *This number will he i11 addition to a program director.*

Program Enrollment	Staff
1 - 10.	1
11-25	2
26- 35	3
36- 43	4

For each 8 additional participants, add one (1)[1] staff member.

At least two staff must be at the center during periods when clients are present. At least one of the staff present in the center at any time *must be CPR certified a11d 1raiJ1ed in.first aid.*

Auxiliary staff (kitchen/maintenance personnel, bookkeepers, etc.) whose primary responsibilities do not require direct involvement with clients must not be counted

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toward staff ratio requirements unless their job descriptions specify time periods when they have responsibility *only* with clients.

G. Staff

Each employee must have a physical examination completed within three (3) months prior to employment and every two years thereafter. A copy must be filed in the personnel records. This must show all staff to be free of contagious disease and physically capable of meeting the responsibilities of their position. Volunteers counted as replacements for hired staff also meet these requirements. A nurse, LPN or RN, must be available to provide clients a monthly health screening.

All staff members must be emotionally and physically fit to care for persons who have physician and/or mental limitations. They must be understanding, accepting, have an even temperament, use common sense, and have a sense of humor. All staff must have a criminal history background check including fingerprinting.[420]

II. STA'.\DARD PRECAUTIONS SUMMARY

Standard Precautions (also known as Universal Precautions) is the term for a set of guidelines established by the Centers for Disease Control and Prevention (CDC).

Standard Precautions apply to blood, all body fluids, secretions, and excretions whether or not they contain visible blood. They also apply to skin with sores or cuts and to mucous membranes (nose, mouth, etc). The most important parts of Standard Precautions for adult day care home providers include hand washing and the use of gloves if coming in contact with blood, body fluids, and secretions or if the provider has skin cuts or sores. After the use of gloves, the hands must be washed as indicated below. Standard Precautions are designed to protect both the provider and participants from all body fluids and substances through the use of gloves, hand washing, and other ways to avoid spreading gem1s.

A. HAND HYGIENE

Clean hands are the single most important factor in preventing the spread of germs or viruses and to reduce infections in day care settings.

B. NEED FOR HAND HYGIENE

I. When hands are visibly dirty, contaminated, or soiled: Wash with a regular or an antibacterial soap and water.

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2. If hands are not visibly dirty, use an alcohol-based hand-rub (such as Purell) for routinely cle,ming hands. Such hand-rubs reduce bacteria on the hands. [421]

C. WHEN HAND Hf GIENE IS NECESSARY

1. Before preparing and/or serving client's food, providing any drinks or medicines, before contact with the client's skin, and frequently throughout the day.

2. After contact with a client's skin and/or contact with body fluids or excretions, skin with cuts or sores, or wound dressings.

3. After removing any gloves that have been used for protection.

D. RECOMMENDED HAND HYGIENE TECHNIQUES

These recommendations will improve hand hygiene practices and reduce the spread of germs and virnses to clients and providers in adult day care homes.

l. Hand-rubs (Such as Porell)

Apply to palm on one hand and nib hands together covering all parts of hands and fingers until hands are dry. Long fingernails or artificial nails require extra cleaning to remove germs.

2. Hand washing

a. Wet hands first with water.

b. Apply the amount of soap (regular or antibacterial) recommended by the manufacturer

c. Rub hands together for at least 15 seconds, covering all of the hands and fingers.

d. Rinse hands with water.

e. Dry hand thoroughly with a paper towel.

f. Use this paper towel to turn off the faucet.

DEFINITIONS

Hand hygiene - is a general tenn that applies to hand washing, use of antiseptic hand washes,

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use of alcohol-based hand-rubs, or surgical hand hygiene.

Hand washing - refers to washing hands with plain soap and water. Hand washing with soap and water remains a sensible plan for hand hygiene in non-healthcare settings and is recommended by the CDC and other experts.

Antiseptic hand wash - refers to water and soap or other detergents containing an antiseptic agent.

Alcohol-based hand-rub - refers to an alcohol-containing preparation applied to the hands to reduce the number of bacterial or viral germs. [422]