

**POLICY AND  
PROCEDURE MANUAL**

*[AGENCY NAME]*

*Adult Day Care*

**Version 1.0  
[Month, Year]**



WWW





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## Introduction

[Agency Name] is a premier Adult Day Center that is devoted to providing outstanding care and services to our community of participants. Our mission is to enhance the quality of life of our participants by offering exceptional care and support that is tailored to meet their unique needs. We understand that making informed decisions for an aging or ill family member is a top priority, and our dedicated team of professionals is here to assist clients every step of the way. Our highly compassionate and trained caregivers are committed to ensuring participant satisfaction by carefully matching them with a caregiver who can provide the highest level of care and attention they deserve. At [Agency Name], we are committed to delivering the highest standard of care possible to our valued participants.

## Statement of Purpose

[Agency Name] is dedicated to providing high-quality and seamless care to our participants. The purpose of this policy is to establish clear processes and activities that facilitate the coordination of home services for our clients. Our goal is to ensure that participants receive coordinated care that is consistent with their unique needs and preferences. This policy is available for review upon request by clients and their designated representatives, and is readily accessible to all staff members at all times.

## Statement of Policy

[Agency Name] prohibits discrimination in all its activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, gender identity, genetic information, and any political beliefs.

[Agency Name] is consistent with the:

- Federal and State Law of Georgia
- Needs of our members and the community we serve;
- Our mission, goals and strategic objectives;
- Agency policies and procedures;
- Performance Improvement and member Safety Plan; and
- Organizational capability to provide the requisite staffing, facilities and services.

We strongly adhere to compliance requirements stated by Georgia Law, Department of Health and follow the best practices implemented in terms of policies and procedures within [Agency Name].



## Document Control & Approvals

Document Revisions shall be recorded in the table below;

Ver. No.	Rev. No.	Page No.	Description of Amendment	Approved By	Date

Document review and approvals shall be recorded in the table below;

Description	Title	Signature	Date
Prepared By			
Reviewed By			
Approved By			

Note: All policies and procedures shall be reviewed at least annually, with recommended changes submitted to the governing body for approval, as necessary.



## State Compliances

### 1101. Description of Adult Day Health Services

[Agency Name] Adult Day Center provides Adult Day Health (ADH) services that increase opportunities for individuals to participate in multifaceted activities, including social and cultural activities. All ADH services reflect the individual's needs as indicated on the Comprehensive Care Plan developed by the care coordinator and approved by the individual's physician. [Agency Name] Adult Day Center offers (or arranges when needed) all of the standard services listed below:

- A) Health-Related Services, including nursing, health monitoring, and medication administration, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers (Rev 4/2015).
- B) Skilled Therapies, including Physical Therapy, Occupational Therapy, and Speech Therapy, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.
- C) Assistance with Activities of Daily Living (ADLs), in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.
- D) Therapeutic Activities, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.
- E) Food Services, including nutrition management, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers (Rev 4/2015).
- F) Transportation, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.
- G) Education of Caregivers, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.
- H) Emergency Care, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.
- I) Preventive and Rehabilitative Services, in compliance with the Georgia Department of Community Health, Chapter 111-8, Healthcare Facility Regulation, 111-8-1, Rules and Regulations for Adult Day Centers.

[Agency Name] Adult Day Center ensures that all ADH services are provided in accordance with the above policies and procedures, as well as all other applicable federal, state, and local laws and regulations. [Agency Name] Adult Day Center also ensures that all employees, contractors, and volunteers receive appropriate training and supervision to carry out these policies and procedures.



## 1103.1 Physical Environment

[Agency Name] Adult Day Center's physical environment is a therapeutic setting that has appropriate supports and functional design.

### A) Building and Grounds Requirements

1. Accessibility - [Agency Name] Adult Day Center is accessible to and usable by physically disabled individuals and meets the minimum requirements of Section 504 of the Rehabilitation Act of 1973. The center installs required alterations or modifications in accordance with the 1984 Law of Georgia regarding Access to and Use of Public Facilities by Physically Handicapped Persons: O.C.G.A. Section 30-3-1 et. seq. This law includes the 1980 ANSI Specifications for Making Buildings and Facilities Accessible and Usable by Physically Handicapped People.
2. Building Code - Before the construction of a new center, renovation of or addition to an existing structure, [Agency Name] must have plans approved by local building authorities. If no local building code exists, the Southern Standard Building Code applies to the construction or renovation. The center uses the following codes:
  - If applicable, the local zoning authority approves the location of the facility.
  - If local standards for fire and safety requirements conflict with [Agency Name] policies and procedures, the center applies the more restrictive codes.

The provider may not use rooms lower than three feet below ground level on all sides. [Agency Name] may be located in a facility that is partially beneath ground level as long as members:

- are not housed in areas that are more than 25 feet away from a full window
- have sufficient lighting and ventilation
- have access to dry exits

Floors, walls, and ceilings meet the following criteria:

- easily cleaned
- kept in good repair
- walls are appropriately and attractively decorated
- ceilings are at least eight feet
- all flooring is slip-proof

3. Stairways, doors, corridors, and ramps meet the following criteria:
  - Stairways are at least forty-four inches in width. Stairways have handrails 32 inches high and that extend at least 18 inches beyond the top step and beyond the bottom step.
  - Every stairway provides a landing at the top and bottom. Doors swing with exit travel to provide safe exit.
  - Stairs and landings have a non-slippery finish.



- Each floor occupied by the center has at least two approved means of egress. Exit access leads to at least two exits remote from each other so that no single fire can block the use of more than one means of egress.
  - Bathroom and other inside door locks are designed to permit opening of the locked room from the outside of the room in an emergency, and the opening device is readily accessible to the staff.
  - Doors to stair enclosures and doors from occupied spaces open in the direction of egress.
  - Hallways are adequately lighted, provide a clear passage free from obstructions and terminate with approved exits. Handrails 32 inches high are placed in long hallways.
  - Ramps are built according to specifications of Section 504 of the Rehabilitation Act of 1973. Ramps serving as a required means of egress are enclosed or protected.
4. Windows - The rooms have outside windows that equal not less than 10 percent of the floor area in each room. Windows are low enough for non-ambulatory members to see out. All windows that can be opened have screens.

The Adult Day Health Services in Georgia have several requirements that need to be met in order to ensure the health, welfare, and safety of the participants. These requirements include:

1. License - The center must have a valid license from the Georgia Department of Community Health, Division of Healthcare Facility Regulation.
2. Staffing - The center must have a sufficient number of qualified staff members to meet the needs of the participants.
3. Health Assessments - Each participant must have a health assessment completed by a licensed healthcare provider prior to participation in the center's activities.
4. Windows - Each room must have outside windows that equal not less than 10 percent of the floor area in each room. Windows must be low enough for non-ambulatory members to see out, and all windows that can be opened must have screens.
5. Indoor Area - The indoor area must have separate spaces for activities, personal care, nursing interventions, therapies, dining, and rest area. The indoor area must meet or exceed fifty square feet of usable space per the center's participant capacity.
6. Temperature - The center must provide an evenly distributed temperature comfortable for members.
7. Light and Color - The center must provide members with an adequate level of light, color, and contrast conducive to older adults with cognitive and physical impairments.
8. Odor and Noise - The center must be free of offensive odor and noise.
9. Dining and Member Activities - The center must have one or more clean, orderly, and appropriately furnished rooms of adequate size designated for member dining and activities. The center must provide a food and meal preparation area adequate to meet members' food and service needs.
10. Equipment Maintenance - The provider must have a written preventive maintenance program to



ensure that equipment is operative. The center must maintain all essential mechanical, electrical, and member care equipment in safe operating condition.

11. Drinking fountains - The Georgia Department of Community Health, Division of Public Health, must approve drinking fountains. If the center does not have drinking fountains, the provider must furnish access to single disposable cups to members.
12. Restrooms - The facility must have a minimum of two toilets and lavatories available. For every 12 members, the facility must provide one toilet and lavatory. The facility must provide appropriate facilities for disabled individuals. The provider must install grab bars on each toilet.
13. Medications - The center must assure that medications are stored under lock and key at all times if kept by the ADH staff. The center must maintain documentation of all medications, prescription and over-the-counter, that are administered or supervised by the center's staff.
14. Outdoor Area - The provider must provide a safe outdoor area located adjacent to the center. The outdoor area must have space for several types of activities, have seating arrangements available for conversation and relaxation, and have safeguards in place for wandering members.
15. Parking - The center must provide sufficient parking areas adjacent to the center to permit safe delivery and pickup of members. The parking area must comply with ADA regulations regarding accessible parking.
16. Hazardous maintenance - Hazardous maintenance and construction work take place only during hours when members are not in the center.
17. Pest Control - The interior and exterior of the facility must be kept clean and orderly and free of pests and rodents.
18. Washer and Dryer - The facility must have an operational washer and dryer for standard precautions, including soiled/dirty items and infection control.
19. Location - Adult Day Health facilities/Mobile ADH cannot be located on the grounds/roofline\* of or adjacent to any ALS-F or ALS-G model homes. Members must have the freedom of choice when selecting services and providers. Members cannot be coerced or encouraged to select services from a provider that has the same ownership or other relationship to the ADH provider.

#### B) Fire and Safety Requirements/Disaster Preparedness

1) Evacuation Plan - The center formulates a plan for evacuation of the building in case of fire or disaster. This plan is posted in a clearly visible place in each room. All employees are instructed and kept informed of their duties under the plan. Fire evacuation drills are held at least every other month. The provider maintains records of drills for review by Fire Safety Inspectors and DCH/DHS staff. The record includes the date and time of the drill and any problems encountered and action(s) taken to correct problems. The provider keeps the records at least two years.

2) Disaster Plan - Providers develop and maintain a written disaster plan with the assistance of qualified fire, safety, and other appropriate experts. At a minimum, the plan must address fire, explosion, unanticipated interruption of each utility used by the center, loss of air conditioning or heat, and damage to the physical plant. Refer to Rules and Regulations for Disaster Preparedness Plans, Chapter 290-5-45. The plan must also address triage levels. Refer to Section 608 of the EDWP (CCSP/SOURCE) General



Manual. The plan includes, at a minimum:

- procedures for prompt transfer of casualties
- instructions regarding the location and use of alarm systems and signals and of firefighting equipment
- information regarding methods of containing fire
- procedures for notification of appropriate persons
- specification of evacuation routes and procedures
- a list of each member's current medications and known allergies
- a list of each member's emergency contacts

3) Inspections - A trained member of the ADH staff conducts monthly fire prevention inspections. A copy of the latest inspection form is posted in a conspicuous place in the center.

4) Combustible Material - The center is kept free of unnecessary combustible materials and fire hazards. Wastebaskets and other waste containers are of metal or non-combustible material approved by the State Fire Marshall's Office.

5) Heating Systems - Heating systems have adequate protective coverings or guards to ensure that members coming into contact with them are not burned. All fuel-fired heating equipment is properly vented to the outside area. Gas-fired heating equipment is in a room segregated from occupied spaces by one-hour fire rated construction. The provider maintains records of annual certification that fuel-fired heating equipment is in a safe condition and that adequate combustion air is provided.

6) Portable Fire Extinguishers - Portable fire extinguishers are provided so that at least one 2/A rated fire extinguisher is provided for 3,000 square feet of floor space with at least one fire extinguisher per floor. In addition, at least one 10-pound CO<sub>2</sub> or five pound dry chemical extinguisher is provided for the kitchen.

**NOTE: A multi-purpose ABC extinguisher per floor for each 3,000 square feet or a 2/A rating may be used in place of the extinguisher noted above.**

Extinguishers are readily accessible to the staff. Extinguishers are serviced annually in accordance with NFPA Standard 101. They are hydrostatically tested in accordance with the noted standard every five years. All staff members are trained to use portable fire extinguishers

7) Use of Upstairs Space - Use of upstairs areas are approved by the Fire Safety Inspector.

8) Bio-Medical and Hazardous Waste - The storage and disposal of bio-medical and hazardous wastes comply with applicable federal, state, and local rules and/or standards.

C) Adult Day /Health Services – Mobile

To allow caregivers in rural and/or underserved areas a respite from 24-hour-a-day care-giving responsibilities and to allow members the opportunity to participate in social, health and rehabilitative services, EDWP (CCSP/SOURCE) Adult Day Health Services providers may offer Adult Day Health Services-Mobile – (ADH-M) in these areas. The ADH-M site will be located no greater than 100 miles from the





primary ADH facility. Members who attend the ADH-M receive the same services offered at the primary ADH facility.

The ADH-M shares staff and supplies with the primary Adult Day Health Services facility. Staff, along with supplies and materials needed for the day's activities, is mobile. From the primary location (the EDWP (CCSP/SOURCE) approved ADH facility), staff travels to the rural or underserved area, transporting needed program materials with them.

Depending on the needs of the area, each ADH-M site is open for five to six hours per day, one to three days per week. ADH-M services are provided in existing facilities (i.e., senior centers, churches) that are accessible to and usable by physically disabled individuals; therefore, they must meet the minimum requirements of Section 504 of the Rehabilitation Act of 1973. Facilities must be in good repair, have adequate lighting, sufficient bathroom facilities, and be in compliance with local fire/safety codes.

Local resources, with a current Food Service Permit, are utilized to prepare and provide meals that are served during the hours of operation. Member records are maintained at the primary ADH location; copies of client's records will be transported to the ADH-M facility by the ADH staff for the day's activities.

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**\*This is only a preview of the Original Document**

**\*For inquiries or assistance, please reach out to us at [www.carepolicy.us](http://www.carepolicy.us)**