



**DELAWARE HEALTH
AND SOCIAL SERVICES**

Division of Services for
Aging and Adults with
Physical Disabilities

**Adult Day Services
Service Specification
Elderly & Disabled Waiver**

Revision Table

Revision Date	Sections Revised	Description
9/3/2010	1.0, 3.0, 6.0, 7.0	Revisions are made throughout the document to be consistent with amended E&D Waiver. Definition, service units, service description, and service standards are updated.





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WAIVER SERVICE SPECIFICATION

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. Meals provided as part of these services shall not constitute a "full nutritional regimen" (3 meals per day). Physical, occupational and speech therapies indicated in the individual's plan of care will be furnished as component parts of this service. The service is reimbursed at two levels: the basic rate and the enhanced rate. The enhanced rate is authorized only when staff time is needed to care for participants who demonstrate ongoing behavioral patterns that require additional prompting and/or intervention. Such behaviors include those which might result from an acquired brain injury. The behavior and need for intervention must occur at least weekly.

2.0 SERVICE GOAL

2.1 The goal of the Adult Day Services program is to provide health services, recreation and socialization in a safe and supportive community-based environment.

3.0 SERVICE UNIT

- 3.1 There are four (4) units of service for Adult Day Services.
- 3.1.1 Basic half day rate: up to 4.5 hours.
 - 3.1.2 Basic full day rate: 4.5 hours or more.
 - 3.1.3 Enhanced half day rate: up to 4.5 hours.
 - 3.1.4 Enhanced full day rate: 4.5 hours or more.

4.0 SERVICE AREA

4.1 Providers are permitted to serve sub-areas of the state.

5.0 SERVICE LOCATION

5.1 Adult Day Services must be provided in a community-based setting.

6.0 SERVICE DESCRIPTION

- 6.1 Adult Day Services are to be prior-authorized by the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD). Providers of ADS must be currently licensed by the State of Delaware as an Adult Day Care Facility.
- 6.2 Providers of ADS must be currently licensed by the State of Delaware as an Adult Day Care Facility.
- 6.3 Adult Day Service providers must arrange for and furnish (either directly or through outside entities) transportation to and from the service facility using available transportation resources





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which are cost effective and which best meet the needs of the participants. Transportation costs are incorporated into the unit cost rate for the adult day service.

7.0 SERVICE STANDARDS

- 7.1 The provider must comply with all applicable Federal, State, and local rules, regulations, and laws applying to the provision of the service.
- 7.2 In the event of conflict between these specifications and the 4402 Regulations for Adult Day Care Facilities as published in the Delaware Administrative Code, the higher standard or requirement will apply.
- 7.3 The provider must not enter into any subcontracts for any portion of the coordination of services covered by this contract without obtaining prior written approval from DSAAPD, except for those services related to the provision of transportation to and from the facility.
- 7.4 The provider must develop and maintain policies and procedures for the delivery of Adult Day Services.
- 7.5 The provider must notify DSAAPD if services are not started within thirty (30) calendar days of the DSAAPD prior-authorization (PA).
- 7.6 The provider must develop care plans for participants consistent with state regulations.
- 7.7 The provider must keep DSAAPD informed of all service delivery concerns including missed appointments, inability to locate the participant, escalation of problems that threaten the safe continuation of that participant's service plan, complaints, and grievances.
- 7.8 The provider must confer with DSAAPD to resolve problems that threaten the continuity of a participant's service. Any decision to terminate service will be discussed first with DSAAPD and then the participant before action is taken. Services terminations must be carried out in a manner consistent with state regulations, and DSAAPD must be provided with copies of all related documentation.
- 7.9 The provider must not knowingly admit, nor continue to provide services for participants whose needs cannot be met by the program.
- 7.10 The provider must give DSAAPD thirty (30) days written notice if terminating five (5) or more participants at a given time.
- 7.11 The provider must maintain the participant's attendance records indicating time of arrival and departure.
- 7.12 The provider must allow DSAAPD access to participant records, case assessments, care plans, case notes, and billing. This documentation must be available to DSAAPD upon request.



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7.13 In order to claim an enhanced rate for a participant, the provider must develop a participant specific plan of care to meet individual safety and care needs. The plan of care must list the participant's behavior(s) that require(s) additional prompting and/or intervention; identify prompting and/or intervention(s) to be utilized when caring for the participant; summarize the participant's progress; and identify modification(s) of the plan of care as necessary. Such documentation must be made at least monthly and must be made available for DSAAPD staff review upon request.

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

