
	<p>DELAWARE HEALTH AND SOCIAL SERVICES</p> <p>Division of Services for Aging and Adults with Physical Disabilities</p>	<p align="center">Day Habilitation Service Specification Elderly & Disabled Waiver</p>
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Revision Table

Revision Date	Sections Revised	Description

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WAIVER SERVICE SPECIFICATION

1.0 SERVICE DEFINITION

1.1 Day Habilitation includes assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills that takes place in a non-residential setting, separate from the participant's private residence. Activities and environments are designed to foster the acquisition of skills, appropriate behavior, greater independence, and personal choice. Meals provided as part of these services shall not constitute a "full nutritional regimen" (3 meals per day). Day habilitation services focus on enabling the participant to attain or maintain his or her maximum functional level and shall be coordinated with any physical, occupational, or speech therapies in the service plan. In addition, day habilitation services may serve to reinforce skills or lessons taught in other settings. This service is provided to participants who demonstrate a need based on cognitive, social, and/or behavioral deficits such as those that may result from an acquired brain injury.

2.0 SERVICE GOAL

- 2.1 The goal of day habilitation is:
 - 2.1.1 The acquisition and/or maintenance of personal and social adjustment skills.
 - 2.1.2 The enhancement of functional competence in real world situations.
 - 2.1.3 Successful integration into the community.
 - 2.1.4 A higher level of independence.

3.0 SERVICE UNIT

- 3.1 There are two (2) units of service for Day Habilitation:
 - 3.1.1 Half day rate: up to 4.5 hours.
 - 3.1.2 Full day rate: 4.5 hours or more.
- 3.2 Providers must arrange for and furnish (either directly or through outside entities) transportation to and from the service facility using available transportation resources which are cost effective and which best meet the needs of the participants. Transportation costs are incorporated into the unit cost rate.
- 3.2 Day Habilitation services may not be billed during the same period of the day as Adult Day Health/Care services.


4.0 SERVICE AREA

4.1 Providers of Day Habilitation are permitted to define sub-areas of service within the state.

5.0 SERVICE LOCATION

5.1 Day Habilitation services are provided in a non-residential setting.



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6.0 SERVICE DESCRIPTION

- 6.1 Day Habilitation services must be prior-authorized by the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD)
- 6.2 The composition of services may include:
 - 6.2.1 Life skills training such as assistance and training with financial resource management, utilization of community resources and management of personal assistance services.
 - 6.2.2 Training and support of ADLs, household management, cooking, nutrition, family and child support activities, health and disability self-management, social integrations skill, and interpersonal relationships.
 - 6.2.3 Training related to problem solving, task completion, following instructions, attendance and punctuality, community transportation skills, sensory/motor skills, and mobility.
 - 6.2.4 Teaching concepts and skills that promote independence.
- 6.3 Personal care/assistance may be a component part of Day Habilitation, as necessary to meet the needs of a participant, but may not comprise the entirety of the 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 The provider shall not enter into any subcontracts for any portion of the coordination of services covered by this contract without obtaining prior written approval from DSAAPD.
- 7.3 The provider's program administrator/director must have a minimum of a bachelor's degree in health or social services or a related field, with one (1) year supervisory experience in a social or health service setting; or be a registered nurse with two (2) years of supervisory experience.
- 7.4 The provider must develop and maintain policies and procedures for the delivery of Day Habilitation services to include:
 - 7.4.1 participant admission/discharge processes and criteria
 - 7.4.2 scope of service
 - 7.4.3 quality assurance and participant satisfaction
 - 7.4.4 complaint resolution/grievance procedure
 - 7.4.5 personnel, training and staff development
 - 7.4.6 participant rights
 - 7.4.7 participant records
- 7.5 The provider must contact the referred participant and initiate the admissions process within five (5) calendar days of receiving the referral from DSAAPD.



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- 7.6 The provider must notify DSAAPD if admission does not occur within thirty (30) calendar days of the referral.
- 7.7 The provider must develop a participant-centered care plan that:
- 7.7.1 Is developed in accordance with the participant's needs
 - 7.7.2 Is appropriate and reflects the recommendations of DSAAPD
 - 7.7.3 Identifies days and hours of attendance
 - 7.7.4 Identifies medications, diet, special needs, ADL assistance needs and plans to meet those needs
 - 7.7.5 Includes emergency contacts
 - 7.7.6 Includes goals and objectives (with projected time frames)
 - 7.7.7 Includes activities, programs and services in which the person will participate in order to meet identified goals and objectives
 - 7.7.8 Is signed by the participant and representative, if any, and the day habilitation provider.
 - 7.7.9 Is distributed as follows:
 - 7.7.9.1 Copies of the care plan must be provided to the participant and his/her representative and to DSAAPD. In addition, a copy must be kept at the day habilitation facility.
- 7.8 The provider must formally review the care plan at least annually with the participant and his/her representative, if any. Care plan reviews must take place more frequently if requested by the participant (and/or his/her representative) or if significant changes occur in the participant's needs. The provider must make DSAAPD aware of care plan review meeting schedules and be offered the option to attend. A reviewed or amended care plan must be signed during a care plan meeting by the participant and representative, if any, and the day habilitation provider. Copies of the updated care plan must be provided to the participant and his/her representative, if any, and to DSAAPD. In addition, a copy must be kept at the day habilitation facility.
- 7.9 The provider must notify the participant and DSAAPD of any change in service schedule, or interruption of service.
- 7.10 The provider agency must maintain records for each participant to include:
- 7.10.1 Monthly notes on the participant's status and progress towards goals as defined in the individual's care plan.
 - 7.10.2 Medications administered and therapeutic diets provided, as appropriate. Any errors with medications or non-compliance with diet should be noted in accordance with agency policies and procedures.
- 7.11 The provider must ensure access to authorized representatives of Delaware Health and Social Services and/or CMS to the participant's case files and medical records.
- 7.12 The provider must inform the Division of Medicaid and Medical Assistance (DMMA) of other potential payors of Day Habilitation service.
- 7.13 The provider must assure the participant's right of privacy and confidentiality.



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- 7.14 The provider must comply with DSAAPD quality assurance initiatives related to this program.
- 7.15 The provider must cooperate with DSAAPD to resolve problems which threaten participant service. The provider must confer with DSAAPD to resolve problems that threaten the continuity of a participant's service. Any decision to suspend or terminate service must be discussed first with DSAAPD and then the participant before action is taken.
 - 7.15.1 The provider reserves the right to suspend participant's attendance. The suspension must be communicated verbally and in writing to the participant and his/her representative, if any, and DSAAPD. The notification must include the reasons for the suspension and the steps that must be taken by the participant to resolve the issue.
 - 7.15.2 The provider reserves the right to terminate a participant's attendance. The provider must notify DSAAPD and the participant and his/her representative, in writing two (2) weeks prior to termination of services. The notification must include reasons for the termination and steps taken by the provider to resolve the issues.
- 7.16 The provider must maintain a 1 to 5 ratio of staff to participants.
- 7.17 The provider must have timekeeping records sufficient to document the presence of staff at each program site.
- 7.18 The provider must have at least one (1) staff person accessible to participants during program operation who is:
 - 7.18.1 Able to implement emergency procedures.
 - 7.18.2 Able to administer first aid, including CPR.
 - 7.18.3 Trained to assist with the self-administration of medication.
 - 7.18.4 Able to report on variances from the established care plan.
- 7.19 The provider must provide service in a facility that:
 - 7.19.1 is ADA (American Disabilities Act) accessible.
 - 7.19.2 is adequate in size and design to promote efficiency and flexibility in operations, is equipped to meet established standards for all profession and general services it provides, as applicable to state, local and federal regulations.
 - 7.19.3 has at least one (1) telephone at the site
 - 7.19.4 has adequate heating, sanitation, ventilation, light, stairways, and hallways.
 - 7.19.5 is clean and in good repair.

