



**DELAWARE HEALTH AND
SOCIAL SERVICES**

Division of Services for Aging and
Adults with Physical Disabilities

**Alzheimer's Adult Day Care
Service Specifications**

Revision Table

Revision Date	Sections Revised	Description
10/19/2010		Re-write of 4/26/2009 Alzheimer Adult Day Care service specifications.
1/25/2011		Removed <i>Waiver Service Specification</i> from page 1
2/21/2011	6.16	Removed : <i>Must be unable to be left alone at home</i> (formally 6.1.6)
2/28/2011	7.0	Revised the entire 7.0 section to include details concerning items not covered by State of Delaware Adult Day Care regulations
5/23/2012	3.1	Added: <i>including transportation to and from the Adult Day Care facility.</i>
5/23/2012	3.2	Deleted: <i>If the program provides transportation, the adult day service will begin when the participant is picked up at his/her home and will end 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 will begin when the participant enters the facility and will end when he/she leaves.</i>
5/23/2012	Title	Changed the name of service to; <i>Adult Day Service - Alzheimer</i>
5/23/2012	7.2.12	Added: <i>Transportation, or the coordination of transportation, to and from the Adult Day Service facility.</i>
5/23/2012	7.3.13	Deleted: <i>Transportation coordination, when possible.</i>
4/7/2014	10.1.1	Revised: <i>The provider will invoice DSAAPD utilizing the Invoicing Workbook IW-022, pursuant to the DSAAPD Policy Manual for Contracts, policy X-Q, Invoicing.</i>
4/7/2014	10.1.2 through 10.1.8	Deleted: <i>The following information will also be included on the invoice: Number of operating days eligible for payment for the billing period. Participant legal name, Service Units provided per participant, Total Service Units provided, Service Unit Cost, Total DSSAPD funds earned.</i>
4/7/2014	11.1	Deleted: <i>The provider will complete a Quarterly Program Performance Report pursuant to the DSAAPD Policy Manual for Contract, Policy X-S, Reporting.</i>
9/16/2015	10.0	Deleted: <i>CALCULATION FOR NUMBER OF SERVICE UNITS</i>
9/16/2015	11.1	Deleted: <i>including transportation to and from the Adult Day Care facility.</i>
12/30/2016	9.1	Deleted: <i>IW-022</i> Added: <i>IW-Alz. Adult Day Service</i>
7/3/2017	9.1 & 9.2	Revised 9.1 and added 9.2
9/14/2017	9.2	Revised section



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1.0 SERVICE DEFINITION

1.1 A specialized, structured, therapeutic program for persons diagnosed with Alzheimer's disease or related progressive dementia. 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 person with dementia 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 The goal of the adult day service program is to enhance the quality of life for persons with Alzheimer's disease and related dementias, and their families, by creating a therapeutic environment in which they maintain maximum functioning and independence, while preventing early and inappropriate institutionalization. To obtain this goal, the program must provide high quality programming for the participants, respite for the caregivers from care-giving 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 day of service for one participant.

4.0 SERVICE AREA

4.1 Providers of adult day services are permitted to define sub-areas of service within the state.

5.0 SERVICE LOCATION

5.1 Adult day services must be provided in a facility licensed by the State of Delaware as an Adult Day Care Facility.

6.0 SERVICE ELIGIBILITY

6.1 To be eligible for adult day services, the participant:

6.1.1 Must be eighteen (18) years of age or older

6.1.2 Must be a resident of the State of Delaware

6.1.3 Must be diagnosed with Alzheimer's disease or other progressive dementia and have documentation of a physician's evaluation

6.1.4 Must be able to benefit from the program

6.1.5 Must have documentation of a recent medical examination (within the last 6 months) certifying that the participant is free of contagious diseases

6.1.6 Must live with a caregiver who either works outside the home or needs temporary relief from Caregiving

6.2 The Alzheimer's Adult Day Service program does not serve individuals who:

6.2.1 Are capable of living independently;

6.2.2 Require skilled nursing care (i.e. 24-hour nursing care);



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6.2.3 Capable of functioning in a less restrictive environment (i.e., senior center);

7.0 SERVICE STANDARDS

7.1 Alzheimer's Adult Day services centers must be licensed as an Adult Day Care facility in Delaware.

7.2 Alzheimer's Adult Day services must meet or exceed the standards listed below:

7.2.1 Must comply with all applicable federal, state, and local laws, rules, policies, regulations and standards

7.2.2 The facility shall be open for operation at a minimum of eight (8) hours per day.

7.2.3 Space should be adequate for carrying out group and individual activities without crowding.

7.2.4 Space should allow for confidentiality for participant interviews/counseling.

7.2.5 The environment should facilitate the linkage between past and present.

7.2.6 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.

7.2.7 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.

7.2.8 When a participant's needs no longer require or cannot be met by the program and staff, discharge will be discussed with the caregiver.

7.2.9 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.

7.2.10 The provider will notify the participant's family and physician, if necessary, of changes observed in the health status of a participant.

7.2.11 The provider will give health education/counseling to participants and families/caregivers.

7.2.12 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

7.3.4 Daily nutritious meals and snacks

7.3.5 Main meal should be well balanced and provide one-third of the Recommended Daily Allowance

7.3.6 Breakfast and lunch may be provided

7.3.7 Dietary supervision

7.3.8 Provision of special diets, based on physician's orders, prepared through consultation with a qualified dietitian or nutritionist, when possible



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- 7.3.9 Social, recreational, physical, rehabilitative, or other activities/therapies as part of the plan of care
- 7.3.10 Opportunities for walking in a safe environment
- 7.3.11 Continued contact with the community, through outings, when appropriate.
- 7.3.12 Assistance with activities of daily living (ADL's), as needed
- 7.3.13 Caregiver support group and opportunities for caregivers to improve their care-giving skills through meetings, counseling, information and education
- 7.3.14 Social service referrals, as needed
- 7.3.15 Social activities that include: art, music, fitness exercise, gardening, mental stimulation, historic recall, cooking, games, outings, reminiscence activities, etc.
- 7.3.16 Activities are provided on both a group and individual basis.
- 7.3.17 Activities are to be designed to give purpose and meaning to daily life.
- 7.3.18 Encouragement of 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 - Paid staff and volunteers must demonstrate the following:

- 7.5.1 Management of persons with dementia
- 7.5.2 Verbal and non-verbal communication skills
- 7.5.3 Awareness of specific losses likely to be experienced by persons with dementia with a focus on the loss of reasoning.
- 7.5.4 The sanitary handling of food
- 7.5.5 Fire safety
- 7.5.6 Basic first aid with an emphasis on choking and coronary attacks

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 the DSAAPD Policy Manual X-K, Participant 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).



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9.0 INVOICING REQUIREMENTS

- 9.1 The provider will invoice DSAAPD utilizing the Invoicing Workbook IW-Alz. Adult Day Service, pursuant to the DSAAPD Policy Manual for Contracts, policy X-Q, Invoicing.
- 9.2 For the annual Invoice Review, the provider must supply supporting documentation for the service units charged for the selected month of the Invoice Review. All information must be provided in an email to DSAAPD through the use of Adobe or Microsoft office based software. All supporting documentation must be sent via secure email.

Service Units

- 9.2.1 Service Units – The Provider must supply supporting documentation for the service units charged for the selected month of the Invoice Review. These records must indicate:
- 9.2.1.1 Participant served
- 9.2.1.2 Service Units provided including the dates of service.

Program Income

- 9.2.2 Program Income – The provider must supply supporting documentation for all Program Income collected for the invoice period in question. This supporting documentation must be provided in at least one of the following forms:
- 9.2.2.1 For Program Income that is produced through a Provider In-Kind donation, the supporting documentation must offer the explanation to the benefit received via expenditures not charged, or donated space/resources.
- 9.2.2.2 For Program Income that is produced through Program Participant Donations, the supporting documentation must be provided in at least one of the following forms:
- 9.2.2.2.1 Copies of participant checks, or other proof of payment (with all bank account information redacted).
- 9.2.2.2.2 Copy of financial statement (proving the deposit of the program income total for the invoice period in question).
- 9.2.2.2.3 Copy of provider financial software (if applicable) printout showing the transaction of the program income total in question.