# A CAREGIVER'S GUIDE TO SELECTING AN ADULT DAY SERVICES CENTER

**PENNSYLVANIA DEPARTMENT OF AGING**


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## What are Adult Day Services Centers?

Adult Day Services Centers are designed to prevent premature institutionalization of older adults who are physically or mentally impaired by offering a community-based alternative, thereby allowing persons to remain in their home or in the home of a caregiver. Centers also provide health maintenance services, social interaction, and respite for caregivers.

## Who is Eligible?

To be eligible to attend an Adult Day Services Center, an individual must be a resident of Pennsylvania who meets the following criteria:

- Sixty years of age or older.
- Eighteen years of age or older and has post-stroke dementia, Parkinsonism, or a dementia-related condition such as Alzheimer's disease or other organic brain syndrome.
- The individual requires assistance to meet personal needs and perform basic daily activities.

## Licensing of Adult Day Services Centers

To protect the health, safety, and well being of clients, the Pennsylvania Office of Long-Term Living inspects and licenses Adult Day Services Centers annually. Centers must comply with regulations outlined in the Pennsylvania Code: Title 6, Chapter 11. Listed below are some examples of program requirements:

- Utilize trained staff to provide personal care, nursing services, social services, therapeutic services, nutritional meals, and emergency care for all clients.
- Maintain a staff-client ratio of a minimum of one staff person to every seven clients.
- Develop and maintain care plans for each client.
- Respect client rights, civil rights, confidentiality, and HIPPA requirements.
- Report abuse, neglect, or exploitation of a client.

## Who Do You Contact to Locate Centers?

- Local Area Agencies on Aging
  (Call 1-800-677-1116 for the AAA in your area, or search for them online http://www.aging.state.pa.us )
- PA Department of Aging/Office of Long-Term Living
- Regional Alzheimer's Association Chapters
- Senior Centers
- Telephone Book/Yellow Pages
- Physician Offices/Hospitals
- Churches

## Things to Consider when Selecting an Adult Day Service Center

It is important to consider both the needs of the individual seeking the service and the caregiver's needs. It is recommended that you visit one or more centers before making a decision.

It is also recommended that you call to schedule an appointment to tour and observe the center(s) as staff may not be readily available to meet with you if you arrive unannounced. In order to compare centers, ask each center for a brochure or a written description of the services provided, eligibility criteria, monthly calendar, etc.

## Physical Site

Each center must:

- Have accommodations to ensure reasonable accessibility for entrance to, movement within, and exit from the center
- Have an annual onsite fire safety inspection.
- Have an operable fire alarm system.
- Have one toilet/sink for every 14 clients served at one time.

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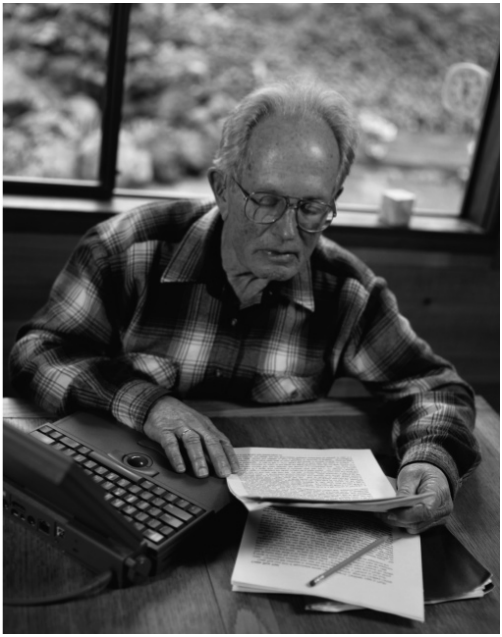
- Be clean and well maintained with sturdy furniture.
- Have a designated first aid area.
- Have storage space for personal belongings.
- Have an emergency evacuation plan posted in a public place.



# Activities

Each center must:

- Employ an Activities Coordinator.
- Prepare and post a monthly calendar of activities.
- Offer individual and group activities.
- Offer a balance of purposeful activities that meet the client's needs including: social, intellectual, cultural, economic, emotional, physical, and spiritual.
- Offer activities that are designed to promote personal growth and improve or maintain the functioning level of clients.

# Meals

Each center must:

- Provide or arrange for nutritional meals.
- Follow prescribed diets for clients with medically restricted diets.
- Maintain a written record of prescribed diets.
- Store and serve foods at the proper temperature.
- Have monthly menus available for clients and caregivers to review.
- Have staff available to provide assistance during meals.
- Serve snacks if the client is at the center for 6 or more hours.

## Client Health and Care Planning

Each center must:

- Require a client physical exam prior to admission and annually thereafter.
- Obtain the services of a registered nurse (RN) or practical nurse (LPN). Nursing services vary by center. It is important to ask the center what services are provided and how often.
- Utilize qualified staff to administer medications and maintain a medication log for all clients who take medications at the center.
- Create and maintain individual care plans.
- Involve the client and/or the caregiver in the care plan process.

## Center Management

Each facility must have:

- Client rights posted
- Contact information for the local ombudsman
- A current Pennsylvania license that is posted in a visible location

Questions to ask on costs:

- What is the daily cost to attend?
- Are there any late pickup or cancellation fees?
- Are there any discounts or subsidies available?
- Are there any types of payment plans?
- Are there any additional charges?

# Center Visit Checklist

Use the following list to help you decide which center is the right fit for both you and the individual for whom you provide care.

- What are the center's hours and days of operation?
- Does the center have a snow policy?
- Does the center provide the specific services necessary for the individual for whom you provide care? (i.e. assistance with bathing, toileting, medications, diabetic care, monitoring of blood pressure, etc.)
- Does the center offer transportation or utilize a country transportation authority?
- Is the center near your home of office?
- Did you feel welcomed?
- Did the center clearly explain the activities offered?
- Did the center present information about staffing, program procedures, and what they expect of caregivers?
- Did the center explain potential funding sources? (i.e. Waiver, VA, etc.)

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- Was the center clean, pleasant and free of odor?
- Was the building wheelchair accessible?
- Was there sturdy, comfortable furniture?
- Was there a place for sick persons to rest?

# Notes

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Bureau of Provider Support
Division of Licensing
P.O. Box 8025
Harrisburg, PA 17105
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Long-Term Living Helpline
1-866-286-3636