

ADULT DAY CARE
VIRGINIA DEPARTMENT FOR THE AGING
SERVICE STANDARD

Definition

Adult Day Care is the provision of personal care and supportive services for dependent adults in a supervised, protective, congregate setting during some portion of a twenty-four hour day. Services offered in conjunction of adult day care typically include social and recreational activities, training, counseling, meals for adult day care and services such as rehabilitation, medications assistance and home health aide services for adult day health.¹ The service may be provided for a fee by family caregivers for respite.

Eligible Population

Adult Day Care programs are targeted to persons 60 years of age or older who are frail, have disabilities, or who are at risk of institutional placement. Priority shall be given to persons in the greatest economic or social need and/or living in rural or isolated areas, with particular attention to low-income minority individuals.²

Service Delivery Elements

The area agency or service provider must perform all of the following components of adult day care services:

Licensure:

Service providers of adult day care services must be licensed by the Virginia Department of Social Services and comply with the Virginia Department of Social Services' Standards and Regulations for Licensed Adult Day Care Centers.³

Service-Specific Assessment:

A service-specific assessment using the full Uniform Assessment Instrument (UAI) must be performed on each potential client that identifies:

- whether the person meets the criteria specified in Eligible Population;
- what the person's service-specific needs are;
- what level of priority for service delivery the person meets.

Further, admission and assessment responsibilities must be in accordance with licensure standards.⁴

Care Plan:

A written individualized care plan shall be developed, reviewed and revised with licensure standards and with involvement from the Participant or Authorized Representative or Family

¹ National Aging Program Information System Reporting Requirements – State Program Report Definitions

² Older Americans Act of 1965 as amended, Section 306(a)(4)(A)(i)

³ Code of Virginia, Section 63.2-1733

⁴ Standards and Regulations for Licensed Adult Day Care Centers, Department of Social Services, Commonwealth of Virginia, 22 VAC 40-60-560 through 564.

Member to the greatest extent possible.⁵ When “participant” is used throughout the standards, it can also mean authorized representative or family member, as deemed appropriate by the agency and/or the participant. The plan should consider the need for coordination of care for each participant, and if care is needed, and, if the participant is a client of another agency, the care plan shall reflect the services provided by the other agency. The service provider will afford the participant the opportunity to participate in the implementation and evaluation of the plan.

Service Agreement:

A service agreement shall be completed between the participant and the service provider and distributed in accordance with licensure standards.⁶ The agreement must also state that the participant has the opportunity to voluntarily contribute toward the cost of services paid for by Older American Act funds.⁷

An Area Agency is permitted to implement cost sharing for recipients of this service.⁸

The area agency or service provider must perform all activities in accordance with licensure standards, including but not limited to:

- Service Activities⁹
- Meal Provision¹⁰
- Service Records¹¹
- Service Reassessments¹²

Administrative Elements

The area agency or service provider must perform all of the following components of adult day care services, including but not limited to:

- Participants Rights¹³
- Emergency Procedures¹⁴
- Discharge Plan¹⁵
- Fee for Service

Consumer Contributions/Program Income

The Area Agency on Aging shall formally adopt written policies and procedures, approved by the governing board, regarding the collection, disposition, and accounting for program

⁵ Ibid., 22 VAC 40-60-570

⁶ Ibid., 22 VAC 40-60-580

⁷ Older Americans Act of 1965 as amended, Section 315(b)

⁸ Ibid., Section 315(a)

⁹ 22 VAC 40-60-691 through 705, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code

¹⁰ Ibid., 22 VAC 40-60-770 through 860

¹¹ Ibid., 22 VAC 40-60-150 through 190

¹² Ibid., 22 VAC 40-60-564

¹³ Ibid., 22 VAC 40-60-692

¹⁴ Ibid., 22 VAC 40-60-960 through 1020

¹⁵ Ibid., 22 VAC 40-60-660 through 690

income.¹⁶ There must be a written policy on handling Client Program Income (CPI) and other gratuities or donations.

- Cost Sharing/Fee for Service: An Area Agency is permitted to implement cost sharing/fee for service for this service using Title III funding.¹⁷

And/Or

- Voluntary Contributions: Voluntary contributions shall be allowed and may be solicited for this service provided the method of solicitation is non-coercive.¹⁸

Staff Qualifications: Provider agencies must meet or exceed all personnel requirements as set forth by licensure standards.¹⁹

Job Description: For each paid and volunteer position an Area Agency Aging or service provider shall maintain:

- A current and complete job description which shall cover the scope of each position-holder's duties and responsibilities and which shall be updated as often as required, and
- A current description of the minimum entry-level standards of performance for each job.

Quality Assurance

Staff Training:

Provider agencies shall meet or exceed all training and quality assurance requirements as set forth by licensure standards.²⁰

Supervision:

Service providers shall regularly supervise their adult day care staff to ensure safe, effective, and appropriate care to each participant. The frequency and method of supervision is determined by agency policy. Supervision shall be documented regularly.²¹

Program Evaluation:

Area agency on aging must have a written evaluation plan for systematic, periodic, objective evaluation of the effectiveness of adult day care services. The plan shall be implemented and a written report of findings produced. The report is to be used as a basis for planning and implementing changes in program goals, procedures, and aid resource utilization. Service contractors must be monitored annually.

¹⁶ 22 VAC 5-20-410, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code

¹⁷ Older Americans Act of 1965, as amended, Section 315(a)

¹⁸ Older Americans Act of 1965, as amended, Section 315(b)

¹⁹ Ibid., 22 VAC 40-60-200 through 390

²⁰ Ibid., 22 VAC 40-60-280

²¹ Ibid., 22 VAC 40-60-320 (3, 4)

Client Records:

Service providers are to maintain specific program and participant records that include:

- Full Uniform Assessment Instrument²²
- Care plan²³
- Service agreement²⁴
- Service documentation²⁵
- Service reassessment²⁶
- Discharge plan²⁷
- Appeals process²⁸
- Emergency procedures²⁹
- Program evaluation
- Consent to Exchange Information

Units of Service:

Units of service must be reported in AIM for each client receiving the service. Service units can be reported by client on a daily basis, but not aggregated (summarized) more than beyond one calendar month.

- Hours (Spent in Day Care)
- Persons Served (Unduplicated)

Program Reports:

- Aging Monthly Report (AMR) to VDA by the twelfth (12th) of the following month. If the area agency on aging provides this service, this report must be updated and submitted even if no expenditures or units of service occurred.
- AIM client level data transmitted to VDA by the last day of the following month.

²² Ibid., 22 VAC 40-60-564

²³ Ibid., 22 VAC 40-60-570

²⁴ Ibid., 22 VAC 40-60-580

²⁵ Ibid., 22 VAC 40-60-590

²⁶ Ibid., 22 VAC 40-60-564

²⁷ Ibid., 22 VAC 40-60-680, 690

²⁸ Ibid., 22 VAC 40-60-680

²⁹ Ibid., 22 VAC 40-60-690 through 1020