

ADULT DAY PROGRAM  
KEY INDICATOR TOOL (KIT) # 1

Compliance areas not listed on this tool, but observed as deficient during the facility review, will be cited on the visit report.

REVIEW CATEGORY	REGULATION	COMPLIANCE INDICATOR DESCRIPTION
PHYSICAL PLANT	82010	<b>(Zero Tolerance)</b> A licensee shall not operate a day program beyond the conditions and limitations specified on the license, including the capacity limitation.
	82074(c)	Motor vehicles used to transport clients shall be maintained in a safe operating condition.
	82087(b)(1)	All clients shall be protected against hazards within the program site through provision of the following: Protective devices including, but not limited to, nonslip material on rugs.
	82087(f)	<b>(Zero Tolerance)</b> All pools and bodies of water will be appropriately secured.
	82087 (a)(3)	Disinfectants, cleaning solutions, poisons shall be inaccessible to clients.
	82087.2(a)(1)	If outdoor activity space is provided, it shall be free of hazards.
	82087.3(a)	The licensee shall ensure safe and healthy indoor activity space for clients.
	82088(a)	A comfortable temperature for clients shall be maintained at all times.
	82088(e)(1)	Hot water temperature between 105 degrees F and 120 degrees F.
	82088(e)(3)	All toilets, hand washing and bathing facilities shall be maintained in a safe, sanitary, operating condition. Additional equipment for the physically handicapped shall be provided.
FOOD SERVICE	82076(c)	Clients in care for less than 8 hours will be provided meals and snacks.
	82076(a)(1)	All food shall be selected, stored, prepared and served in a safe and healthful manner.
	82076(a)(7)	Where indicated, food shall be cut, chopped or ground to meet individual needs.
CARE & SUPERVISION	82078	<b>(Zero Tolerance)</b> The licensee shall provide care and supervision necessary to meet the client's needs and all services specified in the admission agreement.
	82077.4(b)(4)	The licensee shall ensure client is kept clean and dry, and that the day program remains free of odors.
	82065(e)	<b>(Zero Tolerance)</b> The licensee shall provide for direct supervision of clients during participation in or presence at potentially dangerous activities or areas in the day program.
	82065.5(b)	There shall be an overall ratio of not less than one direct care staff member providing care and supervision for each group of eight clients, or fraction thereof, present.
RECORD REVIEW	82065.1(d)	The licensee shall develop, maintain, and implement a written plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all direct care staff.
	82066(a)(10)	Personnel records shall contain a health screening.
	82068.2(e)	The written Needs and Services Plan shall be maintained in the client's file.
	82019(e)(1)	All individuals subject to a criminal record review shall obtain a clearance or an exemption.
ADMINISTRATION	82023(d)	Disaster drills shall be conducted and documented at least every 6 months.
	82075(f)	Staff responsible for direct care and supervision shall have current First Aid and CPR.
	82024(a)	Waivers & Exceptions - Unless prior written licensing agency approval is received all licensees shall maintain continuous compliance with the licensing regulations.
	82046(a)	<b>(Zero Tolerance)</b> Excluded Person - The Department may prohibit an individual from serving as a member of a board of directors, executive director, or officer; or from being employed or present in a licensed facility.
	82044(a)	<b>(Zero Tolerance)</b> The licensing agency shall evaluate and inspect Adult Day Programs.
	82064(g)	The administrator shall be at the program site the number of hours necessary to manage and administer the program.
	82075(a)(2)	The licensee shall provide training in daily living skills, including grooming, personal hygiene, social skills, cooking and simple homemaking tasks, and opportunities to learn about the community.
MEDICATION	82075(b)	Clients shall be assisted with self-administration of medications.
	82075(k)	Medications shall be safe, locked and inaccessible.