

ADULT DAY PROGRAM
KEY INDICATOR TOOL (KIT) # 2

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 | (Zero Tolerance) 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) | (Zero Tolerance) All pools and bodies of water will be appropriately secured. |
| | 82087 (a)(3) | Disinfectants, cleaning solutions, poisons shall be inaccessible to clients. |
| | 82087(d) | The licensee shall provide a separate room or area for use by ill client. |
| | 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 | (Zero Tolerance) 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) | (Zero Tolerance) The licensee shall provide for direct supervision of clients during participation in or presence at potentially dangerous activities or areas in the day program. |
| | 82072(a)(8) | Postural supports and protective devices may be used. |
| | 82065(a) | (Zero Tolerance) Program personnel shall at all times be sufficient in numbers and competent to provide the services necessary to meet individual client needs. |
| 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(e) | Personnel records shall contain the hours actually worked. |
| | 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) | (Zero Tolerance) 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) | (Zero Tolerance) 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. |
| | 82092(a) | Adult day programs may accept or retain clients who have the conditions listed in Section 82092(b) only if all requirements of Article 8 Incidental Medical Services, are met. |
| MEDICATION | 82075(b) | Clients shall be assisted with self-administration of medications. |
| | 82075(k) | Medications shall be safe, locked and inaccessible. |