

Rothschild Adult Day

Health Services

AT MENORAH PARK

SUBJECT: GENERAL REQUIREMENTS FOR OPERATION

POLICY STATEMENT:

Rothschild Adult Day Health Services to provide services to registrants consistent with the requirements of this Title and Part and other applicable statutes and regulations. To provide appropriate staff, equipment, supplies and space as needed for the administration of the Rothschild Adult Day Health Services program in accordance with the requirements of this Part; and provide each registrant with a copy of a Bill of Rights specific to operation of the Rothschild Adult Day Health Services program.

PROCEDURE: These rights include but are not limited to:

- I. Confidentiality, including confidential treatment of all registrant records;
- II. Freedom to voice grievances about care or treatment without discrimination or reprisal;
- III. Protection from physical and psychological abuse;
- IV. Participation in developing the care plan; and
- V. Freedom to decide whether or not to participate in any given activity.
 - a) Administration. Without limiting its responsibility for the operation and management of the program, the operator must designate a person responsible for:
 1. Coordinating services for registrants with services provided by community or other agency programs, including but not limited to certified home health agencies, social service agencies, clinics and hospital outpatient departments and services; and
 2. Day to day direction, management and administration of the adult day health care services, including but not limited to:
- VI. Assigning adequate and appropriately licensed personnel to be on duty at all times when the program is in operation to ensure safe care of the registrants;
- VII. Assigning and supervising activities of all personnel to ensure that registrants receive assistance in accordance with their plans of care;
- VIII. Ensuring supervision of direct care staff in accordance with state rules and regulation;
- IX. Arranging for in-service orientation, training and staff development; and
- X. Maintaining records in accordance with provisions of sections 400.2 and 415.3 (d) (I) of this Subchapter.
 - b) Policies and procedures for service delivery. The Rothschild Adult Day Health Services must:
 1. Establish and implement written policies and procedures, consistent with the approved application for operation of Rothschild Adult Day Health Services program, concerning the rights and responsibilities of registrants, the program of services provided to registrants, use of physical structures and equipment, and the number and qualifications of staff members and their job classifications and descriptions;

SECTION	DATE	SUPERSEDES	PAGE
ADULT DAY SERVICES 8350-10-12	5-12	NEW	1-2

Rothschild Adult Day

Health Services

AT MENORAH PARK

1. Ensure that written policies and procedures, consistent with current professional standards of practice are developed and implemented for each service and are reviewed and revised as necessary;
2. Develop protocols for each involved professional discipline to indicate when the service of such discipline should be included in the registrant assessment;
3. Ensure that professional personnel are fully informed of, and encouraged to refer registrants to , other health and social community resources that may be needed to maintain the registrant in the community;
4. Establish and implement written policies for the storage, cleaning and disinfection of medical supplies, equipment and appliances;
5. Establish and implement written policies and procedures concerning refunds and prepayment for basic services in accordance with existing rules and regulations,
6. Establish and implement written policies and procedures concerning transfer and affiliation agreements covering registrants that are consistent with the standards specified in section 400.9 of the Subchapter; and
7. Provide in such agreement(s) reasonable assurance of assistance to each registrant in transferring to inpatient or resident status in a residential health care facility whenever the registrant is deemed by a practitioner to be medically appropriate for such care.

SECTION	DATE	SUPERSEDES	PAGE
ADULT DAY SERVICES 8350-10-12	5-12	NEW	2-2