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Schofield Residence

Date January 2022

Replaced Policy/Procedure Dated 06/21

SUBJECT: Registrant's Rules and Regulations-Adult Day Health Care Program (ADHCP)

Policy

I. Financial Policy

- A. Each registrant or legal representative will be required to sign appropriate forms to be used in the future for proper processing of third party payor documents.
- B. If a registrant is private pay, the first invoice will include the charges from the day of admission through the end of the month and must be paid within five (5) business days of admission. Future billings will be from the beginning of each month and are due within twenty-five (25) days of the invoice date. If a balance exists at the end of a billing period, a two percent (2%) late charge will be assessed on the ending balance unless other arrangements have been made with finance.
- C. The Finance Department must be contacted for assistance with financial affairs pertaining to the registrant. Questions regarding billing and medical insurance can be answered by the finance department.

II. Visitation Policy

- A. To insure the safety and well-being of our registrants, all persons entering the facility must register at the Reception Desk.
- B. Registrants are free to have visitors of their choosing at any time.

III. General Information

A. Administration

Should a registrant encounter difficulties that he/she does not wish to discuss with the ADHCP staff, he/she may call the Administration Department to assist or direct him/her in resolving the difficulty.

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B. Social Services

1. Registrant will be admitted to ADHC if pre-registration evaluation determines that attending program can delay institutionalization and further deterioration and the program can adequately and appropriately care for the registrant.
2. Registrant/Representative will receive, read and sign Registrant Rules Regulations and Responsibilities, Registrant's Bill of Rights, and Articles of Agreement for admission. Registrant/representative will discuss questions/concerns with Social Worker.
3. Registrant has the right to express and have responded to, any grievances they may have with staff.
4. NYS patient abuse, mistreatment and neglect laws will be reviewed.
5. Registrant will be encouraged to be a registered voter. Social Worker will assist registration or absentee ballot as needed.
6. Social work will provide, upon admission, assessment for financial, family and emotional needs and concerns. Social worker will provide interventions as needed.
7. Social Worker will review, upon admission, advanced directives information and current status. This information includes Health Care Proxy, MOLST, and Do Not Resuscitate Order. Social worker will review advanced directives status annually. DNR information will be updated every 90 days. All advanced directives information will be in the registrant's medical record for all staff to have access to.

C. Nursing

Questions related to the registrant's condition will be answered by the staff of the ADHCP.

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1. A Pharmacy consultant will review each registrant's medication within the month following date of admission and every 180 days thereafter. Recommendations will be sent to the registrant's physician.
2. Only medications necessary to be taken during ADHCP visits may be brought to ADHCP. Medications must be in properly labeled containers with directions of use.
3. No applicant suffering from the infectious stages of a communicable disease may be registered or retained for services on the premises, unless a physician certified that registrant presents no significant hazard to any person.
4. All registrants must be free from infestations of any kind, i.e. bed bugs, roaches, lice, fleas, etc. No registrant will be retained for services until documented treatment is received by program.
5. An applicant who manifests behavioral or emotional disorders or suffers from substance addiction shall be registered or retained only if the ADHCP has the capability of adequately and appropriately managing the registrant's problems.
6. A complete change of clothes is encouraged to be brought to the ADHCP each day for any registrant that is not continent and for any registrant that is scheduled to receive a shower.
7. Designated representative may contact the Director of the ADHCP regarding progress in program.
8. All health and personal care activities, including discussions of health or personal matters are conducted in private.

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F. Religious Services

Registrants may attend services provided by the ADHCP Activity Department.

G. Dental Services

Dental appointments are scheduled and arranged as needed with a community dentist.

H. Podiatry Services

Podiatry appointments are scheduled and arranged as needed with a community podiatrist.

I. Physical and Occupational Therapy

These services are available if ordered by the registrant's physician.

J. Speech Therapy

This service is available if ordered by the registrant's physician.

K. Audiology

Audiology appointments are scheduled and arranged as needed with a community audiologist.

L. Ophthalmology

Ophthalmology appointments will be scheduled when ordered by PMD.

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9. Only nursing or other appropriately trained staff or volunteers will provide assistance to registrants who require it while eating.
10. Registrants requiring personal assistance will be ambulated only by nursing, other appropriately trained personnel, or family members at the discretion of the physical therapist.

D. Dietary

1. All registrants will be offered/served a meal during each visit, unless otherwise documented in the care plan.
2. Food/snacks are available in the ADHCP at any time upon request.
3. Nutritional services will be provided under the direction of a qualified dietitian.
4. Any questions may be directed to the Director of ADHCP.

E. Activities

1. Each registrant will be involved in planning programs of diverse meaningful activities with assistance provided, or adaptation made for those who require it. Special programs are also offered throughout the year, some with transportation provided.
2. Cost of equipment and supplies is provided by the ADHCP.
3. Community integrated programs are offered to all registrants.

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IV. General Information

A. All registrants must consider the rights of other registrants and staff at all times. It shall be the responsibility of all staff to ensure that all registrants' rights are protected.

B. The following areas are restricted to employees only:

- | | |
|------------------|---|
| -kitchen | -medication rooms |
| -utility rooms | (unless undergoing treatment) |
| -storerooms | -medical records areas |
| -laundry | -maintenance areas |
| -mechanical room | -employee lounge area |
| -linen rooms | -any other areas considered to be hazardous or restricted |

C. Schofield is a smoke free facility. No smoking on premises.

D. Medical services are provided by the registrant's personal physician and carried out under the direction of the Medical Director of the ADHCP.

E. Registrants are invited and encouraged to attend Registrant Council meetings which are held on a regular basis to express their concerns and/or suggestions.

F. Registrants are asked by each staff member conducting an initial interview, how they would like to be addressed while at program, and that information will be relayed to the other staff members.

G. The ADHCP will be open to registrants from 7:30 a.m. to 7:00 p.m. , Monday through Friday, and on Saturdays from 11:00 a.m. to 4:00 p.m. except for the following holidays:

- | | |
|-------------------|-------------------|
| -New Year's Day | -Labor Day |
| -Memorial Day | -Thanksgiving Day |
| -Independence Day | -Christmas Day |