

**Region 9 Area Agency on Aging
General Assessment for All Services/Sites Adult Day Services**

Agency _____ Site _____

Agency Staff _____

AAA Staff _____ Date _____

Minimum Standards	Yes	No
1. Does the site have written eligibility criteria? (ACLS Standards pg #1 a-i)		
2. Does the site have uniform preliminary screening procedures and maintain consistent records? (ACLS Standards pg. #2 a. - f.)		
3. Does the site have a Comprehensive Needs Assessment? (ACLS Standards pg. #3 a. - f.) _____ Modified Caregiver Strain Index (Yearly) _____ NAPIS (Yearly)		
4. Does the site have a service plan of each individual admitted to an ADS program? (ACLS Standards pg. #4 a. - g.) _____ Reassessed every six months.		
5. Does the site maintain comprehensive and complete client files which include minimum requirements? (ACLS Standards pg. #5 a. - k.) _____ Confidential and Controlled Storage _____ Medication Documentation _____ Documentation of Services _____ Signed Release form _____ Recent Photograph _____ Monthly Progress Notes _____ Attendance Record		
6. Is there a plan for transportation, personal care, program/activities, nutrition, quality of life/enhancement? (ACLS Standards pg. #6 a. - e.) _____ Hot meal provided. _____ Snacks made available.		
7. Does the ADC provided directly or make arrangements for optional services? (ACLS Standards pg. #7 a. - e.)		

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<p>8. Are there written procedures to govern the assistance to be given participants in taking medications while at the ADC? (ACLS Standards pg. #8 a. – g.)</p> <p>_____ Medication Training _____ Written Consent _____ Verification and Instructions _____ Overseen by Licensed Nurse _____ Procedure for Medication Set-Up _____ Secure Medication storage</p>		
<p>9. Does the site have a written policy/procedure for discharging individuals from the program? (ACLS Standards pg. #9 a. – e.)</p>		
<p>10. Does the program employ a full-time program director/manager with a minimum of a bachelor’s degree or applicable knowledge and experience? (ACLS Standards pg. #10)</p>		
<p>11. Does the program have at least two staff members present on the premises whenever two or more participants are in the ADS facility? (ACLS Standards pg. #11)</p>		
<p>12. Does the program continually provide support staff at a ratio of no less than one staff person for each five participants? (ACLS Standards pg. #11)</p>		
<p>13. Was the Program staff provided with orientation training? (ACLS Standards pg. #12 a. – p., a. – f.) _____ Orientation Packet</p>		
<p>14. Are records maintained which identify the dates of training, topics covered and persons attending? (ACLS Standards pg. #12 a. – p., a. – f.)</p> <p>_____ Dementia Training _____ Additional In-Service Training</p>		
<p>15. If the program operates its own vehicles for transporting clients to and from the center, are</p>		

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<p>the transportation minimum standards being met? (ACLS Standards pg. #13 a. – c.)</p> <p>_____ Copies of Driver Licenses _____ Copies of Insurance _____ Transportation Standards _____ Written plan for Safe Transport</p>		
<p>16. Does the ADC provide a monthly calendar of activities and posted in a visible place? (ACLS Standards pg. #14)</p>		
<p>17. Do you have written procedures to address medical emergencies? (ACLS Standards pg. #15)</p>		
<p>18. Are first-aid supplies available and a staff person certified in first-aid procedures present at all times? (ACLS Standards pg. #15)</p>		
<p>19. Are procedures for emergency evacuation posted in each room of the center? (ACLS Standards pg. #16)</p>		
<p>20. Practice drills conducted once every six months with maintained record of drills? (ACLS Standards pg. #16)</p>		
<p>21. Are the required furnishings in a safe and functional condition? (ACLS Standards pg. #17 a. – i.)</p>		
<p>22. Does the center demonstrate that it is in compliance with fire safety standards and the Michigan Food Code? (ACLS Standards pg. #18)</p>		
<p>23. Optional: Does your ADC offer Hybrid Services/Activities? (ACLS Standards pg. #19 a.-f.)</p>		
<p>24. Is there a clear statement in the site’s cost sharing policy that services will not be denied to those who do not choose to participate in cost sharing? (OSA Cost Sharing Policy, Transmittal Letter #393 Section 2.h.)</p>		