



**State of Maryland
Department of Health & Mental Hygiene
Office of Health Care Quality**

**Adult Medical Day Care
Orientation For New Providers
2014**

Adult Medical Day Care

Day Care for the Elderly and Adults with a
Medical Disability
(COMAR 10.12.04)

What is the difference between Adult Medical Day Care and Senior Centers?

- ▶ **Social model** day programs provide supervision and socialization through therapeutic group activities such as discussion groups, arts and crafts, games and dancing, or services such as memory simulation exercises. Most of these programs do not have a medical component.
- ▶ **Medical model** day programs are designed for persons with medical problems (including dementia) who may require one or more of the following services: monitoring, nursing care, social work, occupational therapy, physical therapy, speech pathologist therapy, nutritional counseling, or recreational therapy, in addition to socialization.

The Services Provided Shall Reflect the Needs of Population(s) Served

- ▶ Developmentally Disabled
- ▶ Mentally Impaired
- ▶ Medically Disabled Elderly

What Is Adult Medical Day Care (AMDC)?

- ❑ AMDC is community-based
- ❑ It is designed to meet the needs of impaired adults
- ❑ It provides day care services in an ambulatory care setting to medically compromised adults who do not require 24-hour inpatient care, but due to their degree of impairment, are not capable of full-time independent living.
 - ❖ **Illness or disability does not require a 24-hour inpatient care**

The Services Provided include:

- ❑ Nursing Services under a registered nurse
- ❑ Consultation with physician
- ❑ Mental Health Services
- ❑ Emergency Services Medical Plan
- ❑ Observation and documentation
 - ❖ Health
 - ❖ Functional Status
 - ❖ Adherence to prescribed medical regimen

Registered Nurse

- ▶ COMAR requires an RN
 - To do comprehensive assessments
 - The RN must have three (3) years of experience as a Registered Nurse
 - The supervising registered nurse needs to be on-site and provide sufficient time to meet the needs of the participants.

Administrative Requirements

Goals and Philosophy

Adult Medical Day Care Center shall provide documentation of its philosophy, goals and services it provides. This can be included in the policy and procedure manual submitted to us for review.

Governing Body

- ▶ Director duties: Limited to administration and provision of services at the center
- ▶ Center licensed for 35 or more participants shall have a full-time director
- ▶ A center operating two centers within 50 miles of each other may utilize one on site manager instead of a director at one center
- ▶ (Manager qualifications to oversee administration and provision of services

The Environmentalist Review of the Physical Plant

Useful Website For Your Reference

- ▶ Use the website shown below as a guide to select a site for your center and obtain the required documentation for use and occupancy, zoning, & building permits, health department, food services, fire and sprinkler inspection reports, fire extinguisher tags / proof of purchase date, etc.
- ▶ **Use OHCQ Website for Application and links :**
DHMH.maryland.gov/ohcq

COMAR References (Regulations)

- ▶ COMAR 10.12.04 Day Care Regulations
- ▶ COMAR 10.12.04.28 Regulations for new centers
- ▶ COMAR 10.09.07 Regulations for Reimbursement
- ▶ COMAR 10.09.61 Regulations for waiver recipients
- ▶ American with Disabilities Act of 1990, 42 U.S.C.12101 et seq.

28 Physical Plant

- ▶ Whenever possible, a center should be located at street level
- ▶ Multi-Use Facilities (hospitals, religious structure, and schools, and assisted living programs).
- ▶ A written agreement allowing the center adequate separate space during hours of operation is needed.

Provider Contact for New Construction and Renovations

Office of Health Care Quality suggests contacting Mr.
Jim Soucy at Department of Health and
Mental Hygiene
General Services Administration
201 W. Preston Street
Baltimore, Maryland 21201
410-767-5925

All changes to centers, relocation of centers, and construction
of new centers are subject to review by this office

Physical Requirements

- ❑ A center must include all physical plant criteria as per regulations (COMAR 10.12.04.28)
- ❑ The capacity of a center depends upon the total square footage of areas provided for participant use (COMAR 10.12.04.28 (2))

Building Inspection

- ❑ Environmental/Physical Review
 - ❖ Visual inspection
 - ❖ Via blue prints
- ❑ Building Safety Issues
 - ❖ Equipped for emergency evacuation
 - ❖ Determines building capacity
 - ❖ Sufficient number of rest rooms
- ❑ Approval/Authentication
 - ❖ Letter to Provider
 - ❖ Letter to OHCQ

Environmental Pre-licensure Visit

- ▶ OHCQ Environmental Specialist/Sanitarian request to confirm that facility selection meets new center applicable for federal, State, and local codes and regulations for building, zoning, fire, food, safety, health, and other related codes and ordinances including requirements of the Americans with Disabilities Act.

Initial Interview – OHCQ

- ❑ Policy and Procedure Manual Review
- ❑ Pre-Licensure Checklist
- ❑ Obtain License Application
- ❑ Documentation submission
- ❑ Set date for Preliminary Review

I have completed the pre-licensure toolkit requirements. Now what do I do?

- ▶ Send in all supporting documents with application specific to physical plant , director, supervising nurse and full time activities director
- ▶ Schedule Pre-licensure survey
- ▶ The purpose of this survey is to verify that the center is ready to receive participants

Preliminary Review

- OHCQ Environmentalist and Nurse Surveyor
 - ❖ Personnel records are present
 - ❖ Adequate staffing
 - ❖ Suitable Nurses Suite
 - ❖ Safe smoking area
 - ❖ Laundry facility present
 - ❖ Proper Dining Area
 - ❖ On Site Operating Permit
 - ❖ Marked fire exit
 - ❖ Working alarm system

Receiving Your License

A person may not establish, operate, or continue the operation of a center without first obtaining a license from the secretary.

To obtain a license, a complete application form must be submitted with the licensure fee. An onsite re-licensure survey will be conducted.

Licensure Fees

- ▶ A non-refundable 2-year application fee is:
\$200 PLUS
- ▶ \$12 per participant
- ▶ The application fee must be submitted with the application. Make the business check, cashier's check, money order, or personal check payable to: "DHMH." Starter checks will not be accepted
- ▶ The application fee includes a maximum of two pre-licensure site visits by OHCQ.

Licensing fees continued...

When additional site visits are required before issuance of a license due to significant regulatory violations, the Department shall assess an additional fee of \$100 per site visit.

The Survey Process

Survey Process

- ❑ Surveys are unannounced
- ❑ Surveys are conducted during normal business hours
- ❑ Complaint surveys are conducted when a complaint is received
- ❑ Licensure surveys are driven by Licensure Expiration Date

Survey Process (contd.)

- ❑ Each survey will begin with an Entrance Conference
- ❑ OHCQ will provide a list of requested information needed to conduct the survey
- ❑ All findings of survey are explained to management prior to exiting the center
- ❑ All records must be maintained on site and available for surveyor to review upon request

Areas of review

- ❑ A tour of the center/facility
- ❑ Inspection of the nurses' office and a medication pass
- ❑ Observation of a meal service
- ❑ Inspection of the vans
- ❑ Observation of activities posted compared to activities in progress
- ❑ Staff & Participants May Be Interviewed
- ❑ A Group of Participants May Be Interviewed Privately

Adult Medical Day Care Centers Top Ten Citations

- ▶ 0570 – Comprehensive Assessments
- ▶ 0715 – Personnel Records
- ▶ 0320 – Training Records
- ▶ 0195 – Preadmission Assessment
- ▶ 0515 – First-Aid Supplies
- ▶ 0575 – Reassessment Upon Significant Change
- ▶ 0590 – Care Planning
- ▶ 0595 – Participants' Plan of Care
- ▶ 0735 – Participants in Transit
- ▶ 0190 – Preadmission Assessment

Funding

Funding

The Office of Health care Quality does not fund the costs associated with the facility.

Funding Advice

Initial provider application review and ongoing processing of claims for reimbursement for services provided is conducted by Office of Health Services (OHS), in cooperation with the Office of Health Care Quality

Provider Contact for Reimbursement and Funding

Maryland Department of Health and Mental
Hygiene

Office of Health Services (OHS)

201 W. Preston Street

Baltimore, Maryland 21201

410-767-1444

Ms. Evalyn Curry, Program Specialist.

Ms. Jo Milhous, Program Specialist.

Provider Contact for Licensing

**Maryland Department of Health and Mental Hygiene
Office of Health Care Quality (OHCQ)**

Bland Bryant Building – Spring Grove Center

55 Wade Avenue

Catonsville, MD 21228

410-402-8212

Mr. Shawn Settles, MBA, Program Manager

Ms. Stella Odunukwe, MPH, RD, LDN, Coordinator

Ms. Margaret Doherty, RN, BSc

Ms. Vivian Wiggins, RN, BSN

Mr. Richard H. Serra, Jr., RS

THANK YOU!

- ▶ Thank you for your attendance and participation in today's presentation.
 - ▶ QUESTIONS?
 - ▶ Stella Odunukwe, Coordinator
 - ▶ Adult Medical Day Care Program
 - ▶ (410)402-8142
 - ▶ Stella.odunukwe@maryland.gov
- 