

Day Habilitation Services Conditions of Participation

Day habilitation services may be provided to assist participants to acquire, retain, and improve the self-help, socialization, and adaptive skills necessary to live successfully in home and community-based settings. These services must provide supervision and a secure environment for participants, may be planned to reinforce skills or lessons taught in other settings, and may include both individual and group activities

While day habilitation services may be offered in a variety of settings in the community and are not limited to fixed-site facilities, the environment in which they are provided must be appropriate for delivery of the services in a manner that will contribute to accomplishing goals specified in the participant's service plan. These services must be provided in non-residential settings separate from the participant's private residence or another residential living arrangement unless the provider is granted a waiver regarding the setting.

The provider who chooses to offer day habilitation services must be certified as a provider of day habilitation services under 7 AAC 130.216 (b)(1)(D), meet with the requirements of 7 AAC 130.260, and operate in compliance with the following standards.

I. Program administration

A. Personnel.

1. Day habilitation services program administrator.

- a. The provider must designate a day habilitation services program administrator who is responsible for the day-to-day management of the program including the following:
 - i. orientation, training, and supervision of direct care workers;
 - ii. implementation of policies and procedures;
 - iii. intake processing and evaluation of new admissions to the services;
 - iv. participation in the development of service plans in collaboration with care coordinators and other providers of services;
 - v. ongoing review of the delivery of services, including
 - A) monitoring the amount, duration, and scope of services to assure delivery as outlined in the service plan;
 - B) assessing whether the services assist the participants to attain the goals outlined in service plans; and
 - C) evaluating the quality of care rendered by direct care workers;
 - vi. development and implementation of corrective action plans for identified problems or deficiencies; and
 - vii. submission of required reports to Senior and Disabilities Services, including critical incident reports and service evaluation reports.
- b. The provider may use a term other than program administrator for this position, e.g., program director, program manager or program supervisor.
- c. The program administrator must be at least 18 years of age, and qualified through experience and education in a human services field or setting.
 - i. Required experience:
 - (A) one year of full-time paid experience working with human services participants and their families, programs and grants administered by Senior and Disabilities Services, and providers of program and grant services; and
 - (B) one year (which may be concurrent) of full-time, paid experience, as a supervisor of two or more staff who worked full-time in a human services field or setting, in a position with responsibility for planning, development, and management or operation of programs involving service delivery, fiscal management, needs assessment, program evaluation and similar tasks.

- ii. Required education and additional experience or alternatives to formal education:
 - (A) Bachelor of Arts or Bachelor of Science degree from an accredited college or university in social work, psychology, rehabilitation, nursing or a closely related human services field; or
 - (B) Associate of Arts degree from an accredited college or university in psychology, rehabilitation, nursing or a closely related human services field, and two years of full-time, paid experience working with human services participants in addition to the required one year of experience as a supervisor; or
 - (C) four years of full-time paid experience working with human services participants in social work, psychology, rehabilitation, nursing, or a closely related human services field or setting; or
 - (D) certification as a rural community health aide or practitioner and one year of full-time, paid experience working with human services participants in addition to the required one year of experience as a supervisor.
 - d. In addition to meeting education and experience requirements, the administrator must possess the knowledge base and skills necessary to carry out the day habilitation services program.
 - i. The administrator knowledge base must include:
 - (A) the medical, behavioral, habilitative, and rehabilitative conditions and requirements of the population to be served; and
 - (B) the laws and policies related to Senior and Disabilities Services programs.
 - ii. The administrator skill set must include:
 - (A) the ability to evaluate, and to develop a service plan to meet, the needs of the population to be served;
 - (B) the ability to organize, evaluate, and present information orally and in writing; and
 - (C) the ability to supervise professional and support respite care services staff.
2. Day habilitation services direct care workers.
- a. Direct care workers must be at least 18 years of age; qualified through education or experience; and possess, or develop before providing services, the skills necessary to meet the needs of the participant population.
 - b. Required education and alternatives to formal education:
 - i. high school or general education development (GED) diploma; or
 - ii. demonstration to the program administrator of the ability to read written instructions and to make appropriate entries regarding services in the participant record or file.
 - c. Required skill set:
 - i. the ability to communicate with his/her supervisor and with the participant and the primary caregiver;
 - ii. the ability to understand the needs of, and to work with the participant population;
 - iii. the ability to be guided by the service plan; and
 - iv. the ability to handle household and medical emergencies.
- B. Staff-to-participant ratio.**
- 1. The provider may render
 - a. individual services on a one direct care worker to one participant basis, or
 - b. group services provided the number of staff on duty is sufficient to meet the needs of participants engaging in activities.
 - 2. The provider must meet the following staffing requirements during hours of operation:
 - a. at least two staff must be present when more than one participant is present; one must be certified in CPR and First Aid;
 - b. at least one staff for each eight moderately impaired participants; and
 - c. at least one staff for each four severely impaired participants.

C. Training.

1. The provider must orient and train direct care workers to ensure they are qualified to perform the services planned for participants.
2. The provider must train direct care workers in regard to the following at a minimum:
 - a. maintaining of a safe environment while providing services;;
 - b. universal precautions and basic infection control procedures;
 - c. cardiopulmonary resuscitation (CPR) and first aid; and
 - d. understanding the needs of the population to be served.
3. The provider must instruct direct care workers to notify the program manager, the supervisor, or the appropriate authority, when there is cause for concern about a participant's health, safety, or welfare.

D. Monitoring services.

1. The provider must monitor the delivery of day habilitation services by direct care workers as frequently as necessary to evaluate whether the following conditions are met.
 - a. The services are furnished in accordance with the plan of care and in a timely manner.
 - b. The services are delivered in a manner that protects the participant's health, safety and welfare.
 - c. The services are adequate to meet the participant's identified needs.
2. The provider must act to ensure substandard care is improved or arrange for service delivery from other direct service workers.

II. Program operations**A. Program services and activities.**

1. The providers must offer services and activities that
 - a. are therapeutic and supportive of meaningful engagement by the participant toward achievement of the outcomes and goals identified in the service plan;
 - b. are varied to meet the interests of the participants and to promote participation in both individual and group activities;
 - c. are age appropriate to foster independence and promote dignity; and
 - d. are planned jointly by staff and participants taking into consideration participant health, abilities and disabilities, strengths and weaknesses, sensory challenges, interests and hobbies, ethnicity, and life experiences and skills.
2. The provider must assist participants with walking, eating, toileting, and personal hygiene as needed.
3. The provider must develop and provide a monthly activity calendar to participants, and for facility-based services, post the calendar at a location that is readily accessible to participants.

B. Transportation.

1. The provider must transport participants to all settings at which activities are offered, but may not consider transportation to be an activity that meets service requirements.
2. Transportation provided by the day habilitation services program must comply with the *Transportation Services Conditions of Participation* regarding driver qualifications, policies, training, assessment of participant needs, and vehicle requirements.

III. Site requirements**A. Facility-based services.****1. Days and hours of operation.**

The provider must offer services four hours or more per day for one or more days per week and on a regularly scheduled basis with the following exceptions:

- a. the facility may open or close at hours other than those regularly scheduled in the event of hazardous weather conditions or other emergencies, and
- b. services need not be offered on designated holidays.

2. Facility requirements.

The provider must operate its day habilitation program in a facility that

- a. is at ground level unless the local fire department has approved an evacuation plan that provides for rapid removal of participants from a higher level in the facility;
- b. is clean and hazard free, and includes the following safety features:
 - i. two exit routes, one of which is a door with direct access to the outside,
 - ii. fire extinguishers, inspected annually by a qualified agent, in accessible locations on each level of the facility and
 - iii. heating, cooling, and ventilation adequate to maintain a temperature appropriate for the comfort and health of participants; and
- c. provides the following for participants:
 - i. comfortable and safe furniture, and adaptive equipment adequate for activities;
 - ii. for every 10 participants, at least one toilet and one sink for hand washing in a location accessible to participants with limited mobility; and
 - iii. adequate storage space, and closets or lockers for outer garments and possessions.

B. Community-based services.

The provider must ensure that the setting where services will be provided

1. is an environment in which participant health, safety, and welfare is not at risk; and;
2. is suitable for activities appropriate for each participant.