

## **Day Habilitation Services Conditions of Participation**

*Day habilitation services may be provided to assist recipients 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 recipients, may be planned to reinforce skills or lessons taught in other settings, and may include both individual and group activities.*

*In addition, day habilitation services may be provided to assist recipients to participate in meaningful retirement activities, including hobbies, clubs, and other senior-related activities available in the community.*

*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 the recipient's accomplishing the outcomes and goals specified in the recipient's plan of care, and increasing participation in and access to community settings and resources. These services must be provided in non-residential settings separate from the recipient's private residence or another residential living arrangement, unless the provider is granted a waiver under 7 AAC 130.260 (d) 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 130.220 (a)(1)(D), meet with the requirements of 7 AAC 130.260, and operate in compliance with the Provider Conditions of Participation and 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 day-to-day management of the program, including the following:
  - i. orientation, training, and supervision of direct service workers;
  - ii. implementation of policies and procedures;
  - iii. intake processing and evaluation of new admissions;
  - iv. participation in the development of plans of care in collaboration with care coordinators and other service providers;
  - 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 plan of care;
    - (B) assessing whether the services assist the recipients to attain the outcomes and goals outlined in the plan of care; and
    - (C) evaluating the quality of care rendered by direct service 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.
- b. The provider may use a title other than program administrator for this position (e.g., program director, program manager, or program supervisor).
- c. The program administrator must
  - i. be at least 21 years of age;
  - ii. meet the following experiential requirements: one year of full-time or equivalent part-time experience providing services to individuals in a human services setting in a position with responsibility for planning, development, and management or operation of programs involving service delivery, fiscal management, needs assessment, program evaluation, or similar tasks; and

- iii. meet the following educational requirements:
    - (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, or equivalent part-time experience working with human services recipients; or
    - (C) four years of full-time or equivalent part-time experience working with human services recipients 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, or equivalent part-time experience working with human services recipients.
  - 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 applicable 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 plan of care to meet the needs of the population to be served; and
      - (B) the ability to supervise professional and support day habilitation services staff.
2. Day habilitation services direct service workers.
- a. Direct service 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 recipient 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 communicate in English, including reading and following written instructions and making appropriate entries regarding services in the recipient's record or file.
  - c. Required skill set:
    - i. the ability to communicate with his/her supervisor, the recipient, and the primary caregiver;
    - ii. the ability to understand the needs of, and to work with, the recipient population;
    - iii. the ability to be guided by the plan of care; and
    - iv. the ability to respond in case of medical or community emergencies.

### **B. Training.**

1. The provider must provide orientation and ongoing training to direct service workers to ensure they are qualified to perform day habilitation services for the recipient.
2. The provider must provide training to direct service workers in regard to the following at a minimum:
  - a. maintaining 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 service workers to notify the program manager, the supervisor, or the appropriate authority, when there is cause for concern about a recipient's health, safety, or welfare.

### **C. Monitoring services.**

1. The provider must monitor the delivery of day habilitation services by direct service 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 recipient's health, safety, and welfare;
  - c. the services are adequate to meet the recipient'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 services and activities

- A.** The providers must offer services and activities that
1. are habilitative and supportive of meaningful engagement by the recipient toward achievement of the outcomes and goals identified in the recipient's plan of care;
  2. are varied to meet the interests of the recipients, and to promote participation in both individual and group activities;
  3. are individually determined to foster independence and promote dignity; and
  4. are planned jointly by staff and recipients taking into consideration recipient health, abilities and disabilities, strengths and weaknesses, sensory challenges, interests and hobbies, culture, and life experiences and skills.
- B.** The provider must render any day habilitation activity planned as a group activity with a staffing ratio of at least one direct service worker to not more than 2 – 5 recipients in a group.
- C.** The provider must assist recipients with walking, eating, toileting, and personal hygiene as needed.

## 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 provider-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 recipients 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 recipients; and
- c. provides the following for recipients:
  - i. comfortable and safe furniture, and adaptive equipment adequate for activities;
  - ii. adequate and accessible toilet facilities; 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 recipient health, safety, and welfare is not at risk; and
2. is suitable for activities appropriate for each recipient.