

## Adult Day Service

ADS

*Available under PathWays, Health and Wellness, and TBI*

### What is ADS?

ADS offers a social environment for older adults through planned program activities while providing professional care. Individuals will go to an ADS facility where they can socialize with other participants, participate in recreational activities, and be provided with supervision, support services, meals, snacks, and assistance with personal care. ADS facilities will operate during normal business hours and individuals will attend based on a days/week, hours/day schedule.

ADS providers may consider also applying for Transportation to be able to transport individuals from their home to the ADS and back.

### What is needed to provide ADS?

Each facility must have:

- 100 square feet/individual with office space or 60 square feet/individual without office space
- A dividable multipurpose room or area for group activities including dining
- Kitchen area
- Exam/medication room
- A quiet room
- Bathing facilities
- Toileting facilities
- Storage space
- Room for counseling/interviewing individuals and family members
- Reception area
- Outside space
- Furnishing
- Ensure all areas that individuals will be in are accessible

There are three different levels of ADS that have different requirements.

*Please note that agencies will be required to have staff hired at the time of certification, and the appropriate licensures of staff will be required to be uploaded.*

### Level 1 ADS:

Will monitor all ADLs and provide hands on assistance as needed, provide comprehensive therapeutic activities, and monitor medication or medication administration.

- Registered Nurse consultant to conduct health assessments and be available as needed
- Minimum staff ratio – 1:8

### Level 2 ADS:

Will monitor all ADLs and provide hands on assistance as needed, provide comprehensive therapeutic activities, and assist with medication.

- Registered Nurse consultant to conduct health assessments and be available as needed
- Minimum of 1 full-time LPN with monthly RN supervision
- Minimum staff ratio – 1:6

### Level 3 ADS:

Will monitor all ADLs and provide hands on assistance as needed, provide comprehensive therapeutic intervention, assist with medication, and provide direct health interventions as needed.

- Registered Nurse Consultant to conduct health assessments and be available as needed
- Minimum of 1 full-time LPN with monthly RN supervision
- Minimum of 1 qualified full time staff person to address individuals' psychosocial needs
- Rehabilitation and restorative services including physical therapy, speech therapy, and occupational therapy (coordinated or available)
- Minimum staff ratio – 1:4

### How to apply for ADS?

Prepare the following documents:

*\*Will require on site visit to verify compliance with the Settings Rule\**

#### Documents to Gather

- Background Check Results
- Negative TB Test or Chest X-Ray Results
- Proof of Liability Insurance
- Secretary of State Letter
- W-9 Tax Form/EIN Letter

#### Operations Manual

- Employee's Rights and Responsibilities
- File Retention Policy
- HIPAA Compliance Policy
- Incident Reporting Policy
- Job Descriptions
- Job Performance Evaluation Policy
- Organizational Chart
- Personnel Policy
- Quality Assurance/Quality Improvement Policy
- Transfer of Information Policy

### Resources

- [OMPP HCBS Waiver Manual](#)

- [DDRS HCBS Waiver Manual](#)
- [Aging Rule](#)
- [Settings Rule](#)
- Optional to join the Indiana Association of Adult Day Services: <https://www.iaads.net/>