

## **FAQs for Adult Medical Day Care Licensure**

### **Q. What is an Adult Medical Day Care Program?**

**A.** The Adult Medical Day Care Program provides health care oriented services such as: nursing, nursing supervision, assistance with activities of daily living, structured activities program, counseling and nutritional services for the elderly and for adults with a medical disability who require at least 1 day of care per week in a day care program. Services are designed and tailored to meet the needs of participants during the day, while allowing individuals to continue living with their families or in the community. Minimally, the following services shall be provided:

- Transportation to and from the center and for participation in outings.
- Contract with a supervising nurse.
- Nutrition services: meals and snacks to include special diets prepared in consultation with a registered dietician for participants with special dietary needs (e.g. diabetes).
- Group and individual activities program.
- Assistance and retraining in bathing, dressing, grooming, feeding and toileting.
- Emergency services.

### **Q. How do I apply for a license to be an adult medical day care provider?**

**A.** Persons interested in becoming an adult medical day care provider should contact the Program coordinator for the Adult Medical Day Care Unit at OHCQ to register for the New Provider orientation session.

### **Q. Are all providers required to attend the new provider orientation sessions?**

**A.** You must attend a new provider orientation session if you want to receive medical assistance funding, however all providers are strongly encouraged to attend the new provider orientation session, regardless of their funding source.

### **Q. How often are new provider orientations held.**

**A.** The orientation sessions are offered in June and December.

### **Q. How can I obtain medical assistance funding?**

**A.** If you wish to secure Medical Assistance funding for the individuals attending your center and advice regarding Medicaid's regulatory requirements for the Adult Medical Day Care Program, please contact Ms. Lynn Price, Office of Health Service, Medicaid.

### **Q. What information must I obtain from local government prior to completing an application?**

**A.** You must request and receive:

- Zoning approval from the local zoning authority,
- A foodservice permit prior to preparing or providing food on premises to participants, and
- A use and occupancy permit.

At the time of the pre-orientation meeting you may make arrangements for one of the environmental surveyors to visit your site or potential site. The environmental surveyor can provide information regarding the process of obtaining the required documentation from local government. Once copies of all approval letters and permits are submitted to the Office of Health Care Quality (OHCQ), a pre-opening survey is scheduled, prior to the applicant completing and submitting the application.

### **Q. How can I obtain a copy of the application packet?**

**A.** You can download a copy of the Pre-Licensure Checklist and application packet from the OHCQ website. However, do not submit the application form and fees until after the pre-opening survey.

**Q. Why do I need to wait until after the pre-opening survey before submitting my application?**

**A.** A pre-opening survey is conducted by a Registered Nurse and an Environmentalist. This survey will include: A review of employee records; verification that required medical components, nursing components, food service, activity and other equipment and supplies are present; verification of a safe and sanitary infrastructure, that the center is handicapped-accessible, and that provisions have been made to prevent the unobserved elopement of participants from the center. An Environmentalist will measure all spaces that are to be credited for participant use (administrative, storage, etc. are not applicable). Based upon the total square footage determined, the maximum daily capacity of the center will be established. Upon successful completion of the pre-opening survey, the facility will be deemed as acceptable for initial licensure. Once this survey is complete the applicant should submit the application packet and fees.

**Q. What are the fees for operating an adult medical day care program?**

**A.** There is a license fee of \$200.00, as well as an application fee that is determined by multiplying the number of participants you are licensed to serve by \$12.00.

The application fee covers a maximum of two pre-licensure visits by the Department. When additional site visits are required, before issuance of a license due to significant regulatory violations, the Department shall assess an additional fee of \$100.00 per site visit.