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TO: Service Coordination Supervisors

FROM: Jacob Chorey, MR/RD Waiver Program Coordinator *JCC*

DATE: 21 December 2010

RE: Adult Day Health Care Services

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Adult Day Health Care (ADHC) services are only available to MR/RD Waiver participants if they have a medically complex condition and/or if they require extensive assistance with functional activities/tasks, as determined by DDSN assessment. The ADHC Assessment of Need (MR/RD Form AA) must be used. Service Coordinators authorizing ADHC must assure that the assessment is current and valid at all times and that ADHC services are authorized only when the assessment supports the need for the service.

As noted on the Assessment of Need, to be determined to need ADHC services, one must either have:

- a functional deficit which prevents him/her from benefiting from Day Activity, Community Services, Career Preparation or Employment Services, **OR**
- a need for skilled services due to his/her complex medical needs.

To be determined to have a **functional deficit** which may qualify someone for ADHC, two components must be present:

1. The person requires extensive assistance with specified functional activities/tasks. "Extensive assistance" is defined as the need for hands-on assistance with at least 50% *of the task* (not 50% of the time). That is, if a task analysis were completed, the person would require hands-on assistance with 50% or more of its components. To qualify, extensive, hands-on assistance must be required at all times with:
  - locomotion or transfer: moving from one place to another; must always require physical assistance from another person to complete. **OR**
  - dressing and toileting and eating: must always require physical assistance (not verbal or gestural prompts or encouragement) from another person to complete. This degree of assistance must be required for all three (3) tasks, which constitutes one deficit. **OR**

**DISTRICT I**

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- bladder and/or bowel incontinence care; or catheter or ostomy care: must always rely on another person for hands-on assistance.

AND

2. Because of the degree of the assistance needed with the specified functional activities/tasks, the person cannot benefit from any of the following:

- training to develop, improve or enhance self help, socialization or adaptive skills (i.e. cannot benefit at all from Day Activity or Community Services)
- interventions designed to prevent loss of previously learned self help, socialization or adaptive skills (i.e. cannot benefit at all from Day Activity or Community Services)
- training or interventions designed to prepare him/her for paid or unpaid employment (i.e. cannot benefit at all from Career Preparation or Employment Services)

To be determined to need skilled services due to a complex **medical condition** which may qualify someone for ADHC, he/she must require one of the categories of skilled care listed on the Assessment of Need. Furthermore, as ADHC services are intended for waiver participants who require such extensive support that traditional Day Service options cannot meet their needs, the required skilled care must be care that could be provided during the hours that the ADHC center is open. That is, required treatments/interventions that can be provided only outside of the hours of operation (e.g. use of an oxygen tank while sleeping at night) do not indicate a need for ADHC services. Please note that, as indicated on the Assessment of Need form, copies of the professional reports substantiating the information on the assessment are to be attached.

Please ensure that Service Coordinators complete a new – or update the existing – ADHC Assessment of Need (MR/RD Form AA) as soon as possible for any MR/RD Waiver participants on their caseloads who are currently receiving ADHC but for whom an Assessment of Need has not been completed/updated in the last twelve (12) months. Thereafter, a new assessment should be completed at least annually and, depending upon the results of the assessment, the Support Plan amended as needed. Should ADHC be determined to no longer be needed, the Service Coordinator must give the waiver participant his/her appeal rights when terminating the service and offer other service options available through the waiver. If you have any questions concerning this guidance, please contact your District Waiver Coordinator. Thank you for your attention to and assistance with this matter.

JLC

cc: Service Coordination Provider Executive Directors  
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