

ADULT DAY PROGRAM POLICY

I. **Purpose:** It is the intent of San Andreas Regional Center to encourage adult individuals to maximize their independence and to integrate within the community. There are various options available to achieve this objective, by using generic services and by purchasing adult day program services. San Andreas Regional Center intends to achieve this objective through the most appropriate and cost effective method possible. The regional center shall implement this policy in compliance with all existing federal and state laws and regulations (e.g. California Welfare & Institutions Code §§4512(b), 4648(a)(6)(D), and 4648.55).

II. **Definitions:**

- **Consumers, Individuals served by the regional center and Persons we serve are terms that are used interchangeably throughout the San Andreas Purchase of Service policies to refer to those individuals who receive services from the regional center. These same terms are used throughout the Lanterman Developmental Disabilities Services Act.**
- Adult Day Programs are programs that offer a structured, comprehensive, community-based service for persons with developmental disabilities. Adult Day Programs may provide training in skills leading to employment, interaction in meaningful community-based activities, social-recreational activities, independent living and/or behavior modification.

A. Generically Funded Adult Day Programs

- *The Department of Education* funds school districts that are required by the Individuals with Disabilities Education Act (IDEA) to provide each student with a disability with a free, appropriate education in the least restrictive environment possible. Children who have a disability that causes them to need specialized educational services to benefit from their education are entitled to receive special education and related services. Individuals between 19 and 21 years of age who are enrolled in or are eligible for a special education program prior to their 19th birthday and who have not completed their prescribed course of study (or who have not met prescribed proficiency standards) are eligible for special education. Any individual between the ages of 18-22 who has completed his or her course of study, with proof of graduation, is eligible to transition to adult services.

- *Community-Based Adult Services (CBAS)* are organized day programs of therapeutic, social and health activities and services provided to persons 55 years or older or other adults with functional impairments, either physical or mental, for the purpose of restoring or maintaining optimal capacity for self care. These centers target adults who are at the institutional level of care or at risk of institutional placement. The state Department of Aging administers the program and the centers are licensed by the State Department of Health Services and funded by Medi-Cal.

B. San Andreas Regional Center-Funded Adult Day Programs

- *Activity Centers* are community-based day programs that serve adults who generally have acquired most basic self-care skills, have some ability to interact with others, are able to make their needs known, and respond to instructions. Activity center programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration and employment.
- *Adult Development Centers* are community-based day programs that serve adults who are in the process of acquiring self-help skills. Individuals who attend adult development centers generally need sustained support and direction in developing the ability to interact with others, to make their needs known, and to respond to instructions. Adult development center programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration, employment, and self-care.
- *Behavior Management Programs* are community-based day programs that serve adults with severe behavior disorders and/or dual diagnosis who, because of their behavior problems, are not eligible for or acceptable in any other community-based day program. Behavior Management Programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration, employment, and self-care.
- *Community Integrated Day Programs* are programs which occur in the community with participation of individuals in naturally occurring community opportunities with non-disabled peers. This program utilizes transportation provided by the vendored agency and with a staff ratio of 1:3 individuals.

- *Participant-Directed Community-Based Training Service for Adults* is an individualized adult day program service that assists the adult individual in the development of skills required for community integrated employment and/or participation in volunteer activities and to secure employment and/or volunteer positions or pursue secondary education. This service shall be provided in natural environments in the community, separate from the individual's residence. This service is limited to 150 hours per quarter. The vendor of this service can be either the adult individual, family member or conservator. However the direct support staff cannot be any of the previously mentioned individuals. The service is delivered by a skilled person chosen by the individual/family.
- *Tailored Day Service for Adults* is an individualized adult day program that encourages opportunities to further the development or maintenance of employment, volunteer activities, or the pursuit of postsecondary education; maximize the individual's direction of the service and increase the individual's ability to lead an integrated and inclusive life. This service is delivered by a vendored agency of the regional center. The service design may include but not be limited to, fewer days or hours than in the program's existing design. This service also may not exceed the equivalent cost of eighty percent (80%) of the current vendor rate, either hourly or daily.

III. **Policy:** San Andreas Regional Center shall inform adult individuals and/or their authorized representatives of available appropriate day programs. San Andreas Regional Center shall advocate for the availability of appropriate day programs for its adult individuals. This shall include advocating with other agencies for the development of and accessibility to generic services when they are the responsibility of those agencies to provide. It shall also include the development of San Andreas Regional Center funded Adult Day Programs when these are the most appropriate to meet this need.

IV. **Purchase of Service Standard:** San Andreas Regional Center shall purchase the services of an Adult Day Program for an individual when the planning team has determined that:

- The individual has graduated from the special education generic program and is at least 22 years of age; or is between the age of 18 and 22 years and has received a certificate of completion and/or diploma from their school district and where the individual program planning team has determined that the individual's needs cannot be met in the educational system.

- An adult day program service is the most appropriate service that will meet the needs of the individual.
- There is no generic service available that will meet the individual's needs.
- There is an adult day program available that can appropriately meet the individual's needs.
- The program is the closest to the individual's residence of those programs that are appropriate to meet the individual's needs.
- The individual agrees to attend the adult day program.
- San Andreas Regional Center may purchase up to five days per week of adult day program services for an adult individual. The amount purchased shall be based on the needs of the individual as determined through the planning team process.

V. **Exception Process:** The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director's stead; these individuals are referred to as director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director's exception review is set by agreement between the individual/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director's exception may be warranted. At the scheduled planning team meeting the decision will be made. The director's designee will attend the planning team meeting if necessary. If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the individual/family, and gives a copy of the amended plan to the individual/family.

- VI. **Notice of Action:** If the exception is not granted, the service coordinator promptly informs the individual/family that it has not been granted, informs the individual/family of their appeal rights, and sends a notice of action and a fair hearing form.

Adopted 12/21/2015