

## Exhibit 4

**The Manor at Seneca Hill**  
Adult Day Health Services  
Policy and Procedure

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**To:** Adult Day Health Services  
**From:** Director of Adult Day Health Services  
**Subject:** Activity Services

**Statement of Policy:**

All participants will be encouraged to participate in the daily activities of the Manor at Seneca Hill Adult Day Health Services Program. The activity program is under the direction of the Manor Director of Adult Day Health Services and is suited to the needs of the individual participants.

**Procedure:**

1. A monthly activity calendar will be posted in the Adult Day Health Services main room for the participant's reference and information regarding scheduled activities.
2. Activities will vary from movies, to crafts, to music, etc. to provide a diverse range of opportunities for participants to enjoy.
3. At the time of admission to the program, the Activity Assistant will assess each participant to determine their preferences for activities, and physical abilities to perform different types of activities. This information will be documented on the interdisciplinary plan of care for each participant and will be re-assessed at least semi-annually.
4. Religious services will be available as requested by the participants.
5. Activities will be designed by the Activity Assistant to stimulate intellect, interest and motivation, and to encourage physical activity through individual and group activities.
6. The Adult Day Health Services Staff will be responsible for assisting the participants to participate in activities (of their choosing) to the best of their abilities.

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7. When appropriate, activities may be outside the Adult Day Health Services Program site. In those instances, transportation would be arranged through a designated company and extra staff assigned to the participants to ensure safety of the participants before, during, and after the activity.

6/10/11  
Date

  
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Director, Adult Day Health Services

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Rev: 2/10, 6/11  
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