

# New York State Department of Health

## Social Adult Day Care (SADC) Virtual On-Site Review Preliminary Information Checklist

**Please submit the following documents from your Managed Long Term Care (MLTC) plan's contracted SADC site listed in the email, in preparation for the upcoming virtual on-site review:**

**Important:** Ideally, all documentation submitted would include updated processes, policies, and procedures that demonstrate compliance with the Home and Community Based Services (HCBS) Final Rule since March 17, 2023.

**Please label the documents as written here:**

**Member's Rights Document**

The member's rights document or policy should include all rights afforded to a member of the SADC site. Please ensure the document includes the following or include the separate policy/procedure as applicable, ***labeled accordingly***.

- Handling of a member's personal money/funds.
- Choice of activities, outings, community integration opportunities, etc.
- The Person Centered Planning (PCP) process and Person Centered Service Plan (PCSP) creation.

**PCP Policy/Procedure**

The policy or procedure documentation that is followed when creating the SADC PCSP.

**SADC PCSP Template**

The SADC PCSP Template should be blank and not filled out. (*Note: Completed SADC PCSPs are requested separately.*)

**Transportation Support**

Documentation that shows how SADC members are assisted with transportation and may access or obtain transportation. (Ex. Photos of posted maps, transportation contacts, copies of bus/ train schedules, etc.)

**Visitor Policy**

In lieu of a formal policy, a clear photo of signage showing the SADC's visitor policy may be sent.

**Activity Calendar / Listing of Events**

The calendar would contain program options and activities available at the SADC as well as off-site activities and events.

**Community Integration Opportunities**

Picture, calendar, etc. indicating what community integration opportunities are currently available to members. (Ex. a bulletin board with local events, volunteer and employment opportunities, etc.)

**Meal Menu**

Please include any accompanying policies, meal schedules, or alternative meal options if available.

**SADC Staff / Volunteer Training Verification**

Please include all that apply: new hire/volunteer training requirements and annual training topics for all SADC staff.

Documentation can include onboarding checklist, training policies, handbook, etc.

***Please label these accordingly.***

**SADC Facility Photos**

Please include photos of the following areas of the SADC site, ***and label them accordingly:***

- Private dining space(s).
- Areas used to have private conversations and/or to host visitors.
- Location where confidential member information is kept according to HIPAA compliance.

**Confirmation of Annual SADC Certification (OMIG)**

- Please provide a copy of the Confirmation Page generated from submitting the SADC certification through OMIG.

**Verification of Registering with New York City Department for the Aging**

- Please provide a copy of the current registration or other confirmation provided after registering.
- NOTE: This applies only to SADCs in the five boroughs of NYC.

**Other Required Documentation:**

Any of the documentation that was not included above that demonstrates the following HCBS Final Rule requirements, ***and labeled accordingly:***

- How individuals can make a request to change activities or services in their SADC PCSP, including community integration opportunities they are interested in.
- How to request a specific staff to assist with member needs if they prefer. (Ex. Female member requests assistance from a female staff for personal care like toileting.)
- Documentation showing how members with varying abilities may participate in chosen activities, including individuals with physical or developmental needs.
  - This may be clear signage or other documentation noting if activities can be adapted for any participant requiring modifications.
  - Signage or minutes from member/ participant council meetings where their ideas and preferences are discussed and noted.

- Documentation related to member schedule control. This would include any policies, posted signage, etc. that indicate any rules or policies that relate to a member's activity schedule, access to food or visitors, activity schedules, and/or outing/community integration schedules.