Evaluating Adult Day Programs

Southern Maine Agency on Aging can provide you with information about programs in York and Cumberland Counties. Contact a Resource Specialist or Family Caregiver Specialist at 1-800-427-7411 or send an email through the SMAA website (www.smaaa.org) Information and Resource department “request information” feature.

If you are considering an adult day program, you can use this worksheet to compare services. When visiting or interviewing each program, ask questions and take your time to look around. Not all programs will have all the possible features listed here, nor will all features be appropriate for your family member, so it will be important to decide what your priorities will be.

Information
Name of program: ____________________________________________
Administrator/Director: ________________________________________
Phone Number: ______________________ Email: ____________________
Address: ____________________________________________________
City: ______________________ State: _______ Zip Code: ____________

Overall Evaluation
Each facility should have:
- Buildings and grounds that are well cared for and attractive
- An interior that is clean, odor free, and welcoming
- Staff that is friendly and responsive
- Participants who socialize with each other and appear happy
- Staff that treats participants with respect and dignity
- A good reputation in the community
- Hours of operation that meet participant & family need

Participants
- Seem comfortable in their surroundings
- Appear to be engaged by staff and activities
- Are treated with respect and dignity

Questions to consider
- Is the program fully licensed / certified? _________________________
- What is the ratio of staff to participants? _________________________
- Is there a waiting list? _______________________________________
- Are there any eligibility requirements (age, residency)? ___________
- What happens if the situation changes and a participant’s needs no longer match the program services? _________________________
What is the cost of services? ____________________________________________
Is financial assistance available? ________________________________________
Can the program be paid for by long term care insurance or Veterans’ benefits? __________
If the participant is not able to attend at their scheduled time, what happens? ______________
How does the payment system work? ____________________________________________
What services / supports are offered to families? ________________________________
What is the mix of people attending? _________________________________________
Will your family member have an individualized care plan? ________________________
Will this be a good fit for your family member? _________________________________
How does the program deal with participants with behavior issues? ________________
Is the staff trained to help people with a variety of needs? ________________________
Is transportation to and from the program available? _______ What does it cost? ________

Physical Features

<table>
<thead>
<tr>
<th>Available</th>
<th>Not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>A floor plan that is well marked and easy to follow</td>
<td>❑</td>
</tr>
<tr>
<td>Doorways, hallways and rooms that accommodate walkers, wheelchairs, etc.</td>
<td>❑</td>
</tr>
<tr>
<td>Adequate lighting</td>
<td>❑</td>
</tr>
<tr>
<td>Exits that are clearly marked and unobstructed</td>
<td>❑</td>
</tr>
<tr>
<td>Outdoor activity areas that are pleasant and inviting</td>
<td>❑</td>
</tr>
<tr>
<td>Adequate space, furniture and equipment</td>
<td>❑</td>
</tr>
</tbody>
</table>

Staffing

<table>
<thead>
<tr>
<th>Available</th>
<th>Not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there specific qualifications/ licensures that staff must meet?</td>
<td>❑</td>
</tr>
<tr>
<td>Licensed nursing staff available (if appropriate)</td>
<td>❑</td>
</tr>
<tr>
<td>Staff trained in personal care (if appropriate)</td>
<td>❑</td>
</tr>
<tr>
<td>Staff trained in CPR and first aid</td>
<td>❑</td>
</tr>
<tr>
<td>Does the program do background checks before hiring?</td>
<td>❑</td>
</tr>
<tr>
<td>Are staff trained in working with people with cognitive issues and / or challenging behaviors?</td>
<td>❑</td>
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</tbody>
</table>

Services (as needed)

<table>
<thead>
<tr>
<th>Available</th>
<th>Not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individualized activity plan for each participant</td>
<td>❑</td>
</tr>
<tr>
<td>Personal assistance (bathing, dressing, transferring)</td>
<td>❑</td>
</tr>
<tr>
<td>Assistance with walking</td>
<td>❑</td>
</tr>
<tr>
<td>Assistance with toileting</td>
<td>❑</td>
</tr>
<tr>
<td>Medication reminders / administration</td>
<td>❑</td>
</tr>
<tr>
<td>Health monitoring services (blood pressure, weight)</td>
<td>❑</td>
</tr>
<tr>
<td>Assistance and supervision for people with dementia</td>
<td>❑</td>
</tr>
<tr>
<td>Management system for participants who wander</td>
<td>❑</td>
</tr>
<tr>
<td>Regular staff communication with caregivers</td>
<td>❑</td>
</tr>
<tr>
<td>Transportation to / from program</td>
<td>❑</td>
</tr>
<tr>
<td>Different functional levels addressed by programs</td>
<td>❑</td>
</tr>
</tbody>
</table>
Social and Recreational Activities

- Activities that match individual needs and interests
- Activities that are relevant and stimulating
- Tours, field trips and other outside events
- Connections with community groups and individuals for programs
- Participant input in planning programs
- Activities appropriate for participants with dementia

Available | Not Available
---|---

Nutrition

- Breakfast
- Lunch
- Dinner
- Snacks
- Assistance with feeding available
- Special dietary needs accommodated

Available | Not Available
---|---

Safety and Security

- A security checkpoint at the front entrance
- Outer doors that are securely locked
- Smoke detectors
- Staff trained in emergency procedures
- Fire extinguishers, alarms and sprinkler systems
- Perimeter alarms on all exits to prevent wandering

Available | Not Available
---|---

Suggestions

- Attend a function at the center
- Ask for a trial visit with your family member
- Give the participant time to adjust to the new setting / routine
- Communicate regularly with staff when your family member is involved in a day program

Available | Not Available
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Notes

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