

Hourly Adult Care Policy



This facility will abide by the following policies for Hourly Adult Care.

SERVICES OFFERED FOR HOURLY ADULT CARE:

Transportation for hourly care will be coordinated with resident or resident guardian. We can provide transportation but for a fee. This fee will be agreed upon and signed in the Hourly Care admission sheet.

Breakfast is served at _____ am; lunch is served at _____; and dinner is served at _____ pm. Meals will be provided for an hourly care individual during any of those times the resident is at the facility for hourly care. (If breakfast is needed, the individual must be at this facility by at least _____ AM.). Snacks will be provided and offered twice a day.

Activities will be offered and coordinated with the permanent residents of the home.

The Administrator or qualified personnel will be at the facility at all times to supervise and help the hourly day care individual.

ACCEPTABLE HOURLY CARE INDIVIDUALS:

Persons who are accepted must be able to ambulate freely, or with the help of a walker, cane, or wheelchair. No person will be accepted who is bed-ridden or who cannot help with his or her own transfer (in cases of persons in wheelchairs). Hourly care residents must follow the admissions agreement.

COST FOR HOURLY ADULT DAY CARE:

The cost for hourly adult care will be \$ _____ an hour. Hours and cost will be discussed at the time of admission.

HEALTH AND OTHER INDIVIDUAL NEEDED:

All persons admitted on an hourly day care basis must have the following:

- Physician's history and physical exam form
- Hourly Adult Care Admission record form
- Hourly Adult Care Service assessment form

MEDICATION AND TREATMENT ORDERS:

All medications and treatments must be ordered by a physician or authorized provider.

ASSISTANCE WITH MEDICATION:

Assistance with medications by unlicensed assistive personnel in the facility will follow IDAPA 23.01.01, "Rules of the Idaho Board of Nursing."

- a. Each hourly care individual is responsible for bringing appropriately labeled medications for the stay at this facility.
- b. The facility will safeguard the hourly adult care individual's medications while at the facility.

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If medications are taken, the following information is required:

- a. Name of the medication, dosage, frequency, route, time of day medication must be taken, reason for taking the medication, and name of the physician prescribing the medication.
- b. This facility will admit any hourly care individual who cannot administer his or her own medications. Each hourly care individual must bring his or her own supply of medication for the day, and the facility will safeguard the medications for the individual while the individual is at the facility.

RESTRICTIONS FOR HOURLY ADULT CARE:

This facility will assure that the restrictions in these policies for hourly adult care will be followed.

- a. Hourly adult care services will be provided to the number of individuals that the facility can handle without interference with the normal activities of the facility: staffing will be based upon the needs of all residents in the facility to include full-time residents and hourly adult care individuals.
- b. Time-appropriate accommodations will be available for each hourly care individual, including napping furniture for day time hours and will include lounge chairs, recliners, or couches.
- c. This facility will space napping furniture at least three (3) feet apart.
- d. Beds and bedrooms will be available for the sleeping hours when needed by the hourly adult care individual. This bed will not be counted as a licensed bed if the individual sleeps over.
- e. No hourly care individual will use the bed or bedroom of permanent residents.
- f. No hourly care individual will be admitted who requires skilled nursing or for whom the facility cannot provide services and supervision.

EMERGENCY INFORMATION:

Hourly adult care individuals will provide emergency telephone numbers of family members and the physician or authorized provider. Any other medical, identification, or necessary information will also be provided.

HOURS FOR CARE:

Persons may come to this facility any fourteen (14) hours of a day on a daily basis.

No person can stay more than one fourteen (14) hour period.

Arrangements may be made to accommodate individuals who need to sleep over, but the individual cannot stay more than one fourteen (14) consecutive hours in a twenty-four (24) hour period.

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HOURLY ADULT CARE LOG:

A log of hourly adult care individuals will be kept and maintained for three (3) years. Information will include: The amount of time the hourly care individual was at this facility, the date of service, the individual's name, and miscellaneous comments, if applicable.

ADULT HOURLY CARE RECORDS:

The administrator of this facility assures that if hourly adult care individuals are served in this facility, all hourly adult care records are maintained as follows:

1. Required Records for Each Hourly Adult Care Individual:

This facility will maintain a record for each hourly adult care individual, including the following:

- a. Admission identification information, including responsible party and emergency telephone numbers of family members and the physician or authorized provider.
- b. Pertinent health and social information relevant to the supervision of the individual.
- c. Care and services provided to the individual, including medication assistance.

2. Length of Time Records Kept for Adult Hourly Care:

Records of each adult hourly care individual served by this facility will be maintained and kept for three (3) years.