

1 10A NCAC 14D .0301 is proposed for adoption as follows:
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3 **SECTION .0300 - PROGRAM MANAGEMENT**
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5 **10A NCAC 14D .0301 PLANNING PROGRAM ACTIVITIES**

6 (a) Each adult day care program offering overnight respite care services shall have enrollment policies.
7 Enrollment policies shall be in writing as a part of the program policies and shall define the population served.
8 These policies shall serve as the basis for determining who will be accepted into the program and for planning
9 activities appropriate for the residents. The policies shall prevent enrolling people whose needs cannot be met by the
10 planned activities and shall provide for discharge of residents whose needs can no longer be met or who can no
11 longer be cared for safely. If an adult day care program offering overnight respite care services serves
12 semi-ambulatory or non-ambulatory persons, it shall be stated in the enrollment criteria.

13 (b) Prior to enrollment, the applicant, family members or other caregiver shall have a minimum of one personal
14 interview with a minimum of one program staff member. During the interview, the staff shall complete initial
15 documentation identifying social and medical care needs; any designated spiritual, religious or cultural needs; and a
16 determination of whether the program can meet the individual's expressed needs. The staff person doing the
17 interviewing shall sign the determination of needs and the applicant, family member or other caregiver shall sign
18 the application for enrollment. These signed documents shall be obtained before the individual's first day of
19 attendance as a resident in the program.

20 (c) A medical examination report signed by a physician, nurse practitioner or physician's assistant, completed
21 within the prior three months, shall be obtained by the program at the time of enrollment. The report must be
22 updated annually no later than the anniversary date of the initial report.

23 (d) At enrollment or in the initial interview, the program policies shall be discussed with the applicant, family
24 member or other caregiver and a copy of the program policies shall be provided.

25 (e) Documentation of receipt of and agreement to abide by the program policies by the applicant, family member or
26 other caregiver shall be obtained by the program and kept in the resident's file.

27 (f) The program policies shall contain:

28 (1) a discharge policy outlining:

29 (A) the criteria for discharge;

30 (B) notification procedures for discharge;

31 (C) the timeframe and procedures for notifying the applicant, family member or other
32 caregiver of discharge;

33 (D) referral or follow-up procedures; and

34 (2) a medication policy as specified in Section .0600 of this Subchapter;

35 (3) a description of resident's rights;

36 (4) grievance policies and procedures for families;

37 (5) the advance directives policy;

- 1 (6) non-discrimination policies;
- 2 (7) the procedure to maintain confidentiality;
- 3 (8) the policy on reporting suspected abuse or neglect;
- 4 (9) the policy on reporting of resident accidents or incidents to family members or medical providers;
- 5 (10) the policy on infection control and universal precautions;
- 6 (11) a description of the geographical area served by the program; and
- 7 (12) inclement weather policies.

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9 *History Note: Authority S.L. 2011-104;*
10 *Temporary Adoption Eff. January 1, 2012;*
11 *Eff. October 1, 2012.*

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