

## SECTION .0300 - PROGRAM MANAGEMENT

### 10A NCAC 14D .0301 PLANNING PROGRAM ACTIVITIES

#### Enrollment Policies and Procedures:

- (1) Each adult day care program offering overnight respite care services shall have enrollment policies. Enrollment policies shall be in writing as a part of the program policies and shall define the population served. These policies shall serve as the basis for determining who will be accepted into the program and for planning activities appropriate for the residents. The policies shall prevent enrolling people whose needs cannot be met by the planned activities and shall provide for discharge of residents whose needs can no longer be met or who can no longer be cared for safely. If an adult day care program offering overnight respite care services serves semi-ambulatory or non-ambulatory persons, it shall be stated in the enrollment criteria.
- (2) Prior to enrollment, the applicant, family members or other caregiver shall have a minimum of one personal interview with a minimum of one program staff member. During the interview, the staff shall complete initial documentation identifying social and medical care needs, any designated spiritual, religious or cultural needs, and a determination of whether the program can meet the individual's expressed needs. The staff person doing the interviewing shall sign the determination of needs and the applicant, family member or other caregiver shall sign the application for enrollment. These signed documents shall be obtained before the individual's first day of attendance as a resident in the program.
- (3) A medical examination report signed by a physician, nurse practitioner or physician's assistant, completed within the prior three months, shall be obtained by the program at the time of enrollment. The report must be updated annually no later than the anniversary date of the initial report.
- (4) At enrollment, or in the initial interview, the program policies shall be discussed with the applicant, family member or other caregiver and a copy of the program policies shall be provided.
- (5) Documentation of receipt of and agreement to abide by the program policies by the applicant, family member or other caregiver shall be obtained by the program and kept in the resident's file.
- (6) The program policies shall contain:
  - (A) a discharge policy outlining the criteria for discharge and notification procedures for discharge, the timeframe and procedures for notifying the applicant, family member or other caregiver of discharge, and referral or follow-up procedures;
  - (B) a medication policy as specified in Section .0600 of this Subchapter;
  - (C) a description of resident's rights;
  - (D) grievance policies and procedures for families;
  - (E) advance directives policy;
  - (F) non-discrimination policies;
  - (G) procedure to maintain confidentiality;
  - (H) policy on reporting suspected abuse or neglect;
  - (I) policy on reporting of resident accidents or incidents to family members or medical providers;
  - (J) policy on infection control and universal precautions;
  - (K) description of the geographical area served by the program; and
  - (L) inclement weather policies.

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