Attachment K

New York State Office for the Aging

Adequate Staffing in Social Adult Day Services (SADS)

Standards set forth in New York State Office for the Aging Social Adult Day Care regulation NYCRR Title 9 Subtitle Y Chapter II Section 6654.20 requires a program to, at a minimum, have two staff present during program hours when participant(s) are present, one of which must be a paid staff.  If non-paid staff are used to fill this requirement they must meet the health assessment and training requirements of service staff.

The program shall have an adequate number of qualified staff, which may include non-paid staff, to perform all of the functions prescribed in the regulation and to ensure the health, safety, and welfare of participants.  Many factors could be taken into consideration when determining "an adequate number of qualified staff".

* **Program design**:  This would include criteria as stated in the policy and procedures (required) for participant eligibility, and admission and discharge.   Specifically, identifying the needs of the participants for personal care (toileting, mobility, transfers and eating), nutrition, supervision and monitoring, and socialization. The levels of care of the participants and the attendance of participants per day that require higher levels of care should be reflected in the staffing plan policy and procedure (required).
* **Program hours**:  Staffing plan (required) should reflect the hours of operation and the average participants in attendance during the various hours of operation and the staff duties at various times of the day. Even if there is only one participant present early in the morning or later in the day the program must have two staff present.
* **Environmental design**:  The ability to provide secure, safe program space that is dementia capable and promotes independence for physically impaired adults.  (i.e. having a security system that prevents wandering out of the program area).
* **Program evaluation (required)**:  Regular review of participant incidents such as falls, wandering out of program space, incontinence and behavioral outbursts.  Review of staff training records. Feedback from participants and caregivers (required) as well as from staff regarding program satisfaction should be considered.  Review of job descriptions and time studies can be used to evaluate staffing needs. Conducting quality assurance/internal controls to ensure that the program is meeting the state requirements.

Staff to participant ratios of 1:7 is generally recognized as being adequate for SADS programs serving the physically frail. In dementia specific programs the ratio may be 1:5.