

STANDARD DEFINITIONS FOR THE RESPITE PROGRAM

SERVICE NAME: Adult Day Services (Social Adult Day and Adult Day Health)

SERVICE DEFINITION:

There are two types of adult day services (ADS) – social adult day services (SADS) which do not include a medical component in the program and is regulated by the NYS Office for the Aging when funded with aging funds, and adult day health care (ADH) which includes a medical component and is regulated by the NYS Department of Health.

Social Adult Day Services

A structured, comprehensive program which provides functionally impaired individuals with socialization, supervision and monitoring, personal care and nutrition in a protective setting during any part of the day, but for less than a 24-hour period. Additional services may include and are not limited to maintenance and enhancement of daily living skills, transportation, caregiver assistance and case coordination and assistance. Programs must meet the NYSOFA Regulations for Social Day Care (Title 9, section 6654.20).

Adult Day Health Care

Health care services and activities provided to a group of registrants with functional impairments to maintain their health status and enable them to remain in the community. Programs are located at a licensed residential health care facility or an extension site. Programs are approved by the NYS Department of Health. (Note: regulations prohibit the use of EISEP funding for adult day health care.)

UNIT OF SERVICE: One hour of service provided to client.

SERVICE NAME: Caregiver Services

SERVICE DEFINITION:

Services designed to support caregivers and help sustain their efforts to provide care. Assistance may include support groups for caregivers; counseling on caregiver issues to help caregivers in making decisions and solving problems relating to caregiving roles; lending libraries; and training workshops.

UNIT OF SERVICE: One group or individual session.

SERVICE NAME: Case Management

SERVICE DEFINITION:

A comprehensive process that helps older persons with diminished functioning capacity, and/or their caregivers, gain access to and coordinate appropriate services, benefits and entitlements. Case management consists of assessment and reassessment, care planning, arranging for services, follow-up and monitoring and discharge. These activities must be

provided by or under the direction of the designated case manager or case manager supervisor.

Case Management activities for clients receiving community-based long term care services:

- A comprehensive assessment* is the collection of information about a person's situation and functioning, and that of his/her caregivers, which allows identification of the person's specific strengths and needs in the major functional areas.

* A comprehensive MDS-compliant assessment is recommended.

- A care plan is a formal agreement between the client and case manager and, if appropriate, the client's caregivers regarding client strengths and problems, goals and the services to be pursued in support of goals.
- Implementation of the care plan (arranging and authorizing services) includes contacting service providers, conducting case conferences and negotiating with providers for the delivery of needed services to the client as stated in the care plan.
- Follow-up and monitoring is ongoing and regular contact with the client and service providers to ensure that service delivery is meeting the client's needs and being delivered at the appropriate levels and quality.
- Reassessment is the formal re-examination of the client's situation and functioning and that of his/her caregivers to identify changes which occurred since the initial assessment/last reassessment and to measure progress toward goals outlined in the care plan. It is done at least annually and more frequently if needed. Changes are made to the care plan as necessary.
- Discharge is the termination of case management services. Reasons for discharge may include the client requesting discharge, the attainment of goals described in the care plan, the client needing a type of service other than case management or ineligibility for the service.

Case managers may also be functioning in the role of a support coordinator or consultant. In this role, the case manager may be acting as a teacher, networker, counselor and/or family guide.

UNIT OF SERVICE: One hour of service including travel time.

SERVICE NAME: Consumer Directed In Home Respite*

SERVICE DEFINITION:

Care or supervision provided in the home to frail or disabled adults by a person chosen and hired by caregivers for the purpose of providing caregivers with relief from the stress of caregiving.

UNIT OF SERVICE: One hour

* Consumer Directed In Home Respite may not be provided with the NYSOFA Respite Program grant funding unless the grantee has been pre-approval to do Consumer Directed In Home Respite by NYSOFA.

SERVICE NAME: Group Respite

SERVICE DEFINITION:

Group respite is care or supervision provided in a group setting to frail or disabled adults on behalf of and in the absence of the caregiver, for the purpose of providing caregivers with relief from the stress of caregiving. Group respite programs may provide a variety of services but minimally must provide socialization and appropriate snacks in a protective setting.

UNIT OF SERVICE: One hour

SERVICE NAME: Friendly Visiting (Companion)

SERVICE DEFINITION:

Services and activities designed to provide support to older people who are isolated because of physical and/or cognitive limitations. Friendly Visiting is considered a scheduled visit to an older person to provide socialization, recreation and the opportunity to observe and report the person's condition and circumstances.

UNIT OF SERVICE: One contact

SERVICE NAME: Home Health Aide Service

SERVICE DEFINITION:

The provision of health care tasks, personal hygiene services, housekeeping tasks and other related support services essential to the client's health, including:

1. Assisting with tasks listed under Personal Care Level II services;
2. Performing simple measurements and tests to routinely monitor the patient's medical condition;
3. Preparing meals in accordance with modified diets or complex modified diets;
4. Performing a maintenance exercise program;
5. Using medical equipment, supplies and devices;
6. Changing dressings to stabilize surface wounds;
7. Caring for an ostomy after the ostomy has achieved its normal function;
8. Providing special skin care; and
9. Administering of medication.

UNIT OF SERVICE: One hour of service excluding travel time.

SERVICE NAME: Information and Assistance

SERVICE DEFINITION:

A service that:

1. Provides individuals with information on services available within the communities;

2. Links individuals to the services and opportunities that are available within the communities; and
3. Establishes adequate follow-up procedures, to the maximum extent practicable. Internet web "hits" are to be counted only if information is requested and supplied.

UNIT OF SERVICE: One contact.

SERVICE NAME: Overnight Respite

SERVICE DEFINITION:

Overnight adult home is considered to be a temporary stay in an adult care facility which includes spending the night.

Overnight nursing home is considered to be a temporary stay in a nursing home which includes spending the night.

Overnight other is considered to be a stay in another setting which includes spending the night.

UNIT OF SERVICE: One 24 hour period or any portion thereof.

SERVICE NAME: Personal Care Level I (Housekeeper/chore)

SERVICE DEFINITION:

A service that includes assistance with the following tasks on behalf of or to assist a person commensurate with the person's limitations in Instrumental Activities of Daily Living (IADLs):

1. Making and changing beds
2. Dusting and vacuuming the rooms which the person uses
3. Light cleaning of the kitchen, bedroom and bathroom
4. Dishwashing
5. Listing needed supplies
6. Shopping for the person
7. The person's laundering, including necessary ironing and mending
8. Preparing meals, including simple modified diets, as prescribed
9. Paying bills and other essential errands
10. Escorting to appointments and community activities

UNIT OF SERVICE: One hour of service.

SERVICE NAME: Personal Care Level II (Homemaker/personal care)

SERVICE DEFINITION:

A service that includes assistance with the following tasks on behalf of or to assist a client commensurate with the person's limitations in Activities of Daily Living (ADLs) or limitation in both ADLs and IADLs:

1. All the tasks listed under Personal Care Level I
2. Bathing of the person in the bed, tub or shower
3. Dressing
4. Grooming, including care of hair, shaving and ordinary care of nails, teeth and mouth
5. Toileting, including assisting the person on and off the bedpan, commode or toilet
6. Walking, beyond that provided by durable medical equipment, within the home and outside the home
7. Transferring to and from bed, chair or wheelchair
8. Providing routine skin care
9. Using medical supplies and equipment such as walkers and wheelchairs
10. The changing of simple dressings

UNIT OF SERVICE: One hour of service.

SERVICE NAME: Personal Emergency Response System (PERS)

SERVICE DEFINITION:

A service which utilizes an electronic device to alert appropriate people of the need for immediate assistance in the event of an emergency situation in an older person's home.

UNIT OF SERVICE: One unit for each month or part of a calendar month that the device is in the person's home.
