

Steps for Adult Day Health Conversion for an Existing Adult Day Care Center

Adult Day Care Programs that wish to convert to an adult day care and adult day health combination or adult day health only program should consider the additional costs and certification requirements. Please note that the process of converting to add the health component requires a new certification, thus all of the required materials and steps for initial certification will have to be completed.

- Contact Glenda Artis at the Division of Aging & Adult Services, 919-733-0440, as well as the local Department of Social Services Adult Day Care Coordinator in your county regarding your plans. The coordinator will also need to contact the local health department regarding your request to add adult day health to your program. A nurse (RN) from the health department will share certification and monitoring responsibilities with the adult day care coordinator.
- Check with your local zoning board to determine if there are any concerns about the program changing its status by providing health services. The local zoning ordinance will affect whether there is the need for an additional zoning variance or if there are restrictions on providing day health services at the programs' present location.
- Contact building, fire, and sanitation inspectors to determine if any changes are needed in order to meet code with regard to the additional space requirements.
- Consider the possibility your program will need to make physical changes to the building in order to accommodate additional space and square footage requirements per certification. For example, programs with a day health component are required to have a separate treatment room and a minimum of one office. Programs serving more than 12 participants must also have a separate male and female bathroom.
- Review any additional staffing needs. Having a day health component requires programs to have a health care coordinator and a substitute for the health care coordinator. Furthermore, staff members who will be providing personal care are required to have additional training. The staff to participant ratio will change from 1 staff per 8 participants to 1 staff per 6 participants. Since staff needs are changing significantly, programs should consider the additional costs that this may entail.
- Remember the conversion is treated as an initial certification. Program policies, the organizational chart, budget, floor plan, and other items will generally need modification to accommodate the addition of the day health service.

If you have further questions about adult day health conversion process, please contact the Division of Aging and Adult Services at 919-733-0440