

**MONITORING REPORT
ADULT DAY CARE AND ADULT DAY HEALTH**

DATE OF VISIT: _____

I. PROGRAM: _____ COUNTY: _____

II. TYPE OF VISIT: () Announced () Unannounced TIME OF VISIT: _____

III. ENROLLMENT: # Full-time ___ # Part-Time ___ Month Reviewed _____
ATTENDANCE: # Participants at time of visit _____ # of Staff _____

IV. CONCERNS FROM PREVIOUS VISIT: _____

Have these concerns been resolved? () YES () NO (If no, complete DSS Form 6215)

V. AREA REVIEWED:

Governing Body [10A NCAC 06R .0301 and 06S .0201] – Standards, Pages 1 – 2

Yes No

Governing body or operator carries out responsibilities as specified, including:

- () () Approval of the organizational structure (Centers only).
- () () Adoption or development of annual budget.
- () () Regular review of financial status, including annual budget, monthly accounts of income and expenditures to reflect against budget, and annual audit for Centers; or maintenance of monthly accounts of income and expenditures for homes.
- () () Appointment of Program Director for Centers.
- () () Adoption of written policies regarding operation including:
 - Program Policies;
 - Personnel Policies;
 - Any other policies deemed necessary, such as arrangement with other agencies and organizations.

Program Policies [10A NCAC 06R .0302, .0501, .0505(e), .0506, and .0507 and 10A NCAC 06S .0202 and .0401,] – Standards, Pages 2-5

Yes No

- () () Program has goals in writing and consistent with the definition of adult day services.
- () () Enrollment policies in writing, define the population served and are specific to prevent enrolling people whose needs cannot be met by the planned activities.
- () () Program policies include the following:
 - Discharge policies outline criteria for discharge and notification procedures for discharge, the timeframe and procedures for notifying family or responsible person of discharge, and referral or follow-up procedures;
 - Medication policies regarding participant medication use, medication administration order changes and medical disposal;
 - Participant’s Rights description;

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Make copies for DSS file; Program Director, and State Adult Day Services Consultant.

