HERE ARE 10 THINGS TO LOOK FOR WHEN TOURING PROGRAMS:

1. What is the priority of the program: academics, employment, organized recreational activities, pre-employment preparedness?

2. Does the program have a welcoming environment? Are individuals following structured and organized training activities?

3. What is the average age of consumers already in the program?

4. How are consumer rights taught and built into the program? Are the rights and grievance procedures posted in a place where I can see them?

5. What are the hours of service? What are the attendance requirements?

6. Does this program help prepare individuals for adulthood? How?

7. If this program helps secure employment, what is the earning's potential?

8. Is confidential information kept in a secure place so that my information is safe?

9. What communication styles are used at this program? Are staff using them with others during the tour?

10. Does the staff seem trained and equipped to do their job? When you speak with them, are the willing to work as a team and help find solutions?

Types of Day Programs

055 – Community Integration Training Program
Typically a variable ratio, community based (no licensed site), day program that may have a program emphasis on serving consumers with very specialized need who may not be an appropriate match for service options provided via Service code 505, 510, or 515.

505 – Activity Center
An adult day program that serves adults who generally have acquired most basic self-care skills, have some ability to interact with others, are able to make their needs known, and respond to instructions. Activity center programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration and employment. Typically supervised at a staff to client ratio of 1:6 (with provision within regulation for approval to staff at 1:7 or 1:8).

510 – Adult Development Center
An adult day program that serves adults who are in the process of acquiring self-help skills. Individuals who attend adult development centers generally need sustained support and direction in developing the ability to interact with others, to make their needs known, and to respond to instructions. Adult development center programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration, employment, and self-care. Typically supervised at a staff to client ratio of 1:4 (with provision within regulation for approval to staff at 1:3).

515 – Behavior Management Program
A community-based day program that serves adults with severe behavior disorders and/or dual diagnosis who, because of their behavior problems, are not eligible for or acceptable in any other community-based day program. Supervised at a staff to client ratio of 1:3.

063 – Community Activities Supported Services
Typically a variable ratio, time limited, community based adult service that may have a program emphasis on serving consumers with very specialized need. CASS programs may or may not be structured to provide adult day program services (e.g., Transitional housing programs, Wraparound services, etc).

QUESTIONS TO ASK

Here are some questions to ask while visiting Adult Day Service Programs to learn more about each one. Then determine which one you think will best meet your child's needs.

I live in _____(area), what communities does your program serve?

Program Demographics:
1. What is the average age of participants in the program?
2. What percentage of your participants live at home with family?
3. What percentage of your participants live in care homes?
4. What percentage of your participants live independently?
5. What languages are spoken at the program?
6. What type of clientele does your program accommodate? (i.e., employment, education, community access, behaviors, self-care, forensic, etc.)

NOTES:

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Program Services:
7. How long have you been in business?
8. What is the size of your program?
9. How do you communicate change to care takers, as applicable?
10. What activities of daily living are you able to provide services for (e.g. feeding, toileting, changing clothes, and opening doors)?
11. Do you assist with the administration of medications during program time?
12. Is the program going to collect money for activities? How will my money be kept safe?

NOTES:

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Program Curriculum and Activities:
13. Does the program offer community integrated activities?
14. Does the program have a site in which activities are offered?
15. Does the program offer employment training?
16. Does the program offer employment in which participants are making at least minimum wage?
17. Is the program able to work with participants with various levels of developmental disabilities?
18. Does the program offer a variety of activities throughout the day that are interesting and engaging?
19. How do you decide what activities are going to be offered?
20. What types of things do participants like to do? Will I fit in?
21. What methods are used to communicate – pictures, adaptive sign?

NOTES:

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Program Staff:
22. What are the staff qualifications and experience requirements?
23. What is the program manager/director's qualifications and experience requirements?
24. How do you prepare new staff to work with program participants?
25. Is there on-going training to staff on a regular basis?
26. How will staff be trained to meet my individual needs?
27. What is the staffing ratio?
28. How are participants grouped together?
29. Does staff work with the same participants on a daily basis?

NOTES:

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Accessibility:
30. Is there transportation to and from this program available from where I live?
31. Are there bus routes nearby for participants to get to and from program if they rode Regional Transit public transportation?
32. Will the program offer to train participants on how to ride public transportation?
33. How do you monitor the maintenance of vehicles used for transportation?

NOTES:

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Program Requirements:

34. What is required to enroll? Do I meet this requirement?

35. Do the attendance requirements seem fair?

36. What are the hours of service?

37. Is transportation included in the hours of service?

38. If this is an employment program, what are the employer's expectations?

39. How does this program evaluate its own performance?

40. How does this program use my feedback and input?

What behavioral interventions and techniques does the program follow:

1. _____
2. _____
3. _____
4. _____

NOTES:

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After visiting the different programs, take a minute to think about the things you liked best about the program, areas you would like to follow up on, or questions you have for your planning team to consider. Please write down your notes below to help you remember.

Program Name:

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Program Name:

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Program Name:

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Program Name:

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Program Name:

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