Motto – “Promoting Independent Lifestyles”

Pueblo of Isleta Elder Center

Adult Day Care Services Presentation
National TVI Conference
August 2018
Elder Center A Place Where Everyone Is Welcomed and Families are Supported
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FOOD SERVICES / CONGREGATE DINING
POI-Elder Center Services

- Nutrition Program
  - Congregate and Home Delivered
- Personal Care Services
- Adult Day Services
- Home Services & Home Chores
- Veteran Services
- Transportation,
  - Client Assessment,
  - Referrals, and
  - Service Tracking
- Activities, Exercise & Recreation
- Benefit Coordination and Assistance
- Regulatory Monitoring and Training

Client Assessment, Referrals, and Service Tracking

Service Tracking

Regulatory Monitoring and Training
Elder Center Staffing

• 43 Positions
  – Administration (Director, Business Manager, Regulatory Monitor & Receptionist)
  – 7 Program Managers
  – 28 In-Home Service Workers
  – 5 Kitchen staff
  – 1 Home Chores Worker
  – 2 Transporters
Adult Day Services Schedule

• Hours of Service Monday – Friday
• 8-9 Pick Up – Transport to Center
• 9 am Breakfast
• 9-12 pm Scheduled Activities
• 12-1 pm Lunch
• 1-2:30 pm Scheduled Activities
• 2:30 – 3pm Snack
• 3-4 pm Transport Back Home
<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
</table>
| **Emma Abeita 869-9770 Ext.9022**  
**Karla Trujillo 869-9770 Ext. 9333** | **Commodity Dates:**  
August 14th  
August 30th | 1  9:30-10:00 Social Time/Health Check  
10:00-10:30 Balloon Tennis Exercise  
10:30-11:45 Sew pillows  
1:00-2:00 cont. Activity | 2  9:30-10:00 Social Time/Health Check  
10:00-10:30 Chair Exercise  
10:30-11:45 Sew back/scarves  
1:00-2:00 cont. w/activity | 3 National Watermelon Day  
10:00-2:00 Lunch/Wal-Mart Field Trip |
| 6 Wiggle Your Toes Day  
9:30-10:00 Social Time  
10:00-11:45 Foot Care and Wiggle your toes exercise  
1:00-2:00 National Root beer day Make Root beer Floats | 7 Police Community Day  
9:30-10:00 Social Time/Health Check  
10:30-11:30 IPD Officer Visit W/ ADS | 8  9:30-10:00 Social Time/Health Check  
10:30-11:45 Field Trip to CCD Bldg.  
1:00-2:00 Exercise/Walk | 9  9:30-10:00 Social Time/Health Check  
10:00-11:00 Special Movie | 10 National Lazy Day  
9:30-10:00 Social Time/Health Check  
10:00-11:00 Education training w/ Tina 10 signs of Alzheimer  
1:00-2:00 Be LAZY |
| 13  9:30-10:00 Social Time/Health check  
10:00-10:30 Ball Toss  
10:30-11:45 Sew purses  
1:00-2:00 cont. Activity | 14 Commodity Day  
9:30-10:00 social time/Health  
10:00-11:45 Make Pillows  
1:00-2:00 cont. w/Activity | 15  9:00-10:00 Friendship breakfast  
10:00-12:00 General Meeting w/ Animal Control & Masquisas  
1:00-2:00 Play Card Games | 16 Stuff Meeting Early Release  
9:30-10:00 Social Time/Health Check  
10:00-11:00 Education training Personal Hygiene | 17 National Thrift Shop Day  
Field Trip  
10:00-2:00 Go thrift Shopping/Have Lunch |
| 20  9:30-10:00 Social Time/Health Check  
10:00-10:30 Exercise  
10:30-11:45 Make Colorful homemade soups  
1:00-2:00 cont. w/Activity | 21  9:30-10:00 Social Time/Health Check  
10:00-11:45 Sew back scarfs  
1:00-2:00 cont. w/Activity | 22  9:30-10:00 Social Time/Health Check  
10:00-10:30 Chair Exercise  
10:30-11:45 Sew Pillows  
1:00-2:00 cont. Activity | 23  9:30-10:00 Social Time/Health Check  
10:00-10:30 Yoga Exercise  
10:30-11:45 Community Drive  
1:00-2:00 Glamour’s nail | 24 Benefits & Resource Fair |
| 27  9:30-10:00 Social Time/Health Check  
10:00-10:30 Chair Exercise  
10:30-11:45 Make Fry bread  
1:00-2:00 Eat Enjoy Fry bread | 28 St. Augustine Feast  
Elder Closed | 29  9:30-10:00 Social Time/Health Check  
10:00-10:30 Sew dishes towels  
1:00-2:00 Exercise/Walk | 30 Commodity Day  
9:30-10:00 Social Time/Health Check  
10:00-10:30 Stretches  
10:30-11:45 Choice of Activity  
1:00-2:00 Make Banana Split | 31  9:30-10:00 Social Time/Health Check  
10:00-11:00 Activity of Choice  
1:00-2:00 Movie & Relax |
### Pueblo of Isleta Adult Day Services - Average Annual Service Unit Counts

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<tr>
<th>Service Categories</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Total Units of Service Provided</th>
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<tr>
<td>Case Management</td>
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<td>1</td>
<td>1</td>
<td>5</td>
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<td>26</td>
<td>31</td>
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<td>52</td>
<td>46</td>
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<td><strong>In-Home Services</strong></td>
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<td>Homemaker/Housekeeping</td>
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<td>Adult Day Care</td>
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<td>655</td>
<td>705</td>
<td>823</td>
<td>1003</td>
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<td>1008</td>
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<td>Recreation/Cultural Activities</td>
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<td>6</td>
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<td>16</td>
<td>24</td>
<td>7</td>
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<td>281 contact</td>
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<td>Health Promotion &amp; Disease Prevention</td>
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<td>Physical Fitness/Exercise</td>
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<td>55</td>
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<td>Health Screening</td>
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<td>8</td>
<td>3</td>
<td>14</td>
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<td>10</td>
<td>3</td>
<td>2</td>
<td>8</td>
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<tr>
<td>Education/Training</td>
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<td>5</td>
<td>7</td>
<td>16</td>
<td>25</td>
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<td>88 part. hr.</td>
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</tbody>
</table>
Adult Day Care Center
Sun Room

Shower
Staffing

- 18 Registered Clients
- 10-12 Clients Average Daily Attendance
- Required to Provide a 1/5 Staff/Client Ratio
- 1 Manager
- 1 Assistant
- 1-2 Volunteers Daily
Adult Day Care Services in NM

- 22 Tribes in NM
  - 19 Pueblos
  - Mescalero Apache Nation
  - Jicarilla Apache Nation
  - Navajo Nation
- 3 Adult Day Care Centers in NM
  - Santa Clara Pueblo
  - Zuni Pueblo
  - Isleta Pueblo
- 3 State Licensed Adult Day Care Facilities
  - Santa Clara
  - Zuni
  - Isleta
State Licensure - Benefits

- **Deters liability issues**
  - Non-compliance

- **Consistent Programming**
  - Systems
    - (HR, Procurement, Record Keeping, Filing, etc.)
  - Policies and Procedures (do’s and don'ts)

- **Enhances Service Credibility**
  - Certified and Trained Staff
  - Ensures Consistent Implementation of Fire and Safety Plans (e.g. conducting monthly evacuation drills)

- **Provides for Funding**
  - State Aging and Long Term Services
  - Medicaid Eligible Clients
Steps to Obtaining State Licensure

• Research State Adult Day Care Regulations
  – NM Department of Health (DOH) Website
    • 7 NMAC 13.2. TITLE 7 HEALTH CHAPTER 13
    • ADULT DAY CARE PART 2 REQUIREMENTS FOR ADULT DAY CARE FACILITIES
  – Step 1
    • Application Forms (provided by department)
    • Fee of $150
    • Zoning and Building Approvals
    • Fire Authority Approvals for Fire, Safety & Evacuation Plans
    • Health Certificates (TB tests, first aide, CPR, I.H.S. Environmental Inspections Reports, etc.)
Steps to Obtaining State Licensure

Step 1 Continued - Contents of the ADC Service Proposal

- Capacity of Facility (e.g. 40 Sq. Feet / person)
- Reporting of Incidents
- General Records
- Participants Records
- Staff Records
- Facility Rules
- Floor Plans
- Policies and Procedures
- General Building, Grounds and Safety Requirements
- Space Requirements
- Maintenance of Building and Grounds
- Housekeeping

- Survey for Fire and Safety and Indian Health Service
- Survey by NM DOH
Steps to Obtaining Licensure

Step 2 – Provide Full Requirements for Application by NM DOH

- Capacity of a facility
  - Type of Facility
  - Space requirement 40 square feet of activity for each adult (could serve 40 clients)
- Reporting of Incidents
- General Record Keeping
- Participant Record Keeping
- Staff Records
- Facility Rules
- Policies and Procedures
- General Building and Safety Requirements
- Space Requirements
- Maintenance of Building and Grounds
- Housekeeping
- Heating, Ventilation and Air Conditioning
- Water
- Water Heaters
- Sewage and Waste Disposal
- Lighting and Lighting Fixtures
- Electrical Systems
- Windows
- Exits
- Doors
- Outdoors Areas
- Toilet and Bathing Facilities
- Fire and Safety Compliance
- Fire Clearance and Inspections
- Staff Fire and Safety Training
- Provisions for Emergency Calls
- Smoking
- Carpets
- Access Requirements for Handicapped
- General Personnel and Staffing Requirements
- Qualifications for Directors
- Volunteers
- Staff Training
- Staffing Requirements
- Activities
- Schedule
- Equipment
- Linens
- First Aid Requirements
- Pets
- Food Service and Preparation
- Kitchens
- Food Temperatures
- Menus
- Notifiable Diseases
- Isolation
- Use of Physical Restraints
- Transportation
• Step 3 – NM DOH
  – Review
  – Approval by the Department of Health Deputy Secretary
  – Facility and Operations to be Surveyed for Annual Renewal of License
Policies and Procedures

Accident and Emergencies
Client-Participation Code of Conduct
Eligibility Criteria
Enrollment / Withdrawal
Required Facilities and Posted Notices
Fundraising Events and Activities
General Safety Rules
Handling of Donations or Contributions
Handling of Medications
Inclement Weather
Individual Rights
Missing Client-Participant
No Take Home Food
Program Code of Conduct
Participants Rights to Service Equal Opportunity
Political Policy
Prohibiting Acts
Records and Reports
Reporting Suspecting Abuse and Neglect
Services for Under Age
Statement of Safety
Smoke Free Building
Termination and Reinstatement
Vehicle Operation
Vehicle Utilization
Waiting List
OPERATOR'S LICENSE

2276

License Number

10/1/2017

Issue Date

100

Total Capacity

9/30/2018

Expiration Date

Ownership Name: PUEBLO OF ISLETA ELDER CENTER/ADULT DAY PROGRAM

is hereby licensed to maintain and operate an:

ADULT DAY CARE CENTER

under the name and in the location of:

Pueblo Of Isleta Elder Center

TRIBAL RD 40 BLDG 79

ISLETA NM 87022

NON-TRANSFERABLE

The authority to operate a health facility granted hereunder shall not be transferred to any other person or location.

RITA JOJOLA
Administration/ Director/ Operator

DIVISION OF HEALTH IMPROVEMENT
PROGRAM OPERATIONS BUREAU

Capacity Breakdown:

other 40

100

DOH Deputy Secretary
Adult Day Care Funding Contract

- NM Aging and Long Term Service Department
  - NM State Appropriations (Funding)
  - Indian Area Agency on Aging (IAAA)
    - Staff Training
    - Program/Facility Compliance
    - Monitoring
    - Annual Program Assessment
• Assessment Tool
  – Inspection Reports
  – Facility
  – Bathrooms
    – Mops and Cleaning
    – Food Service Area
  – Building
  – Lighting
  – Furniture
  – Parking
  – Walls
  – Other
### Program Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Tribal</th>
<th>State-IAAA</th>
<th>Federal</th>
<th>Fundraising</th>
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<td>Funding Sources</td>
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<td>$82,561</td>
<td>$1,628</td>
<td>$2,500</td>
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- **To defray costs**
- **In 2018 – POI Elder Center will add Respite and Adult Day Health Services to current Centennial Care Agency Based Community Benefit Program**
- **We will expand our current 3rd party billing to include Respite and AD Services (reimbursable by the State Medicaid Program for low income eligible clients)**