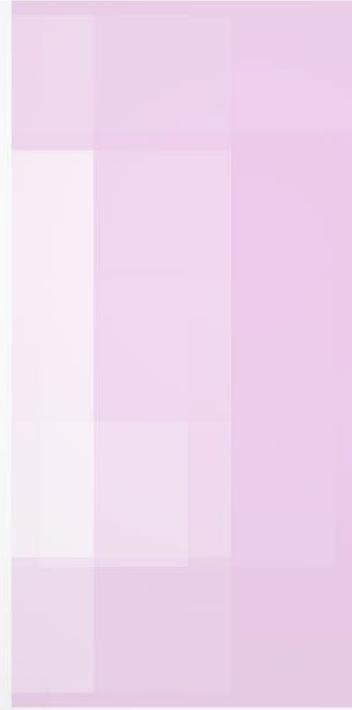


Motto – “Promoting Independent Lifestyles”



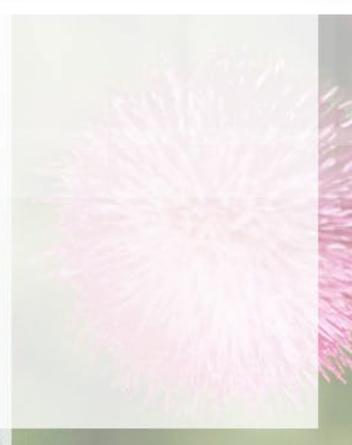
Pueblo of Isleta Elder Center



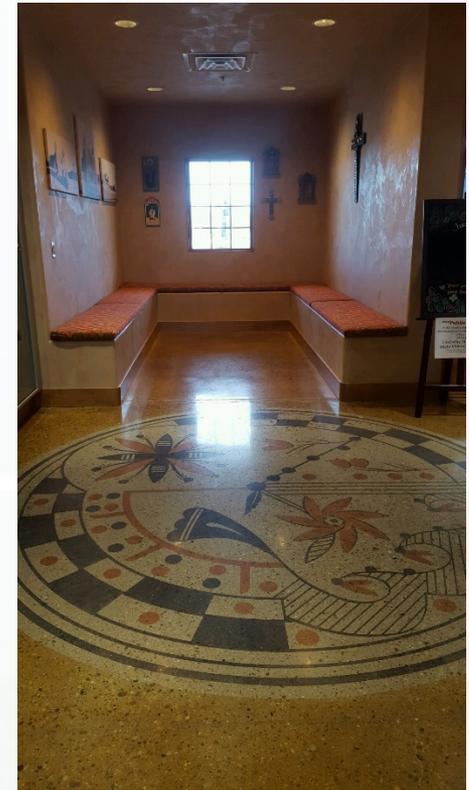
**Adult Day Care Services
Presentation
National TVI Conference
August 2018**



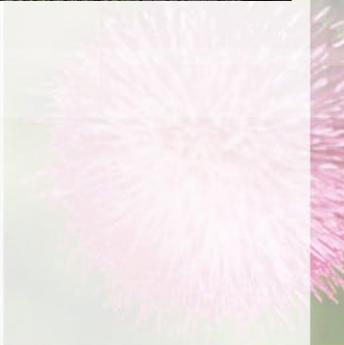
Elder Center A Place Where Everyone Is Welcomed and Families are Supported



Elder Center A Place Where Everyone Is Welcomed and Families are Supported



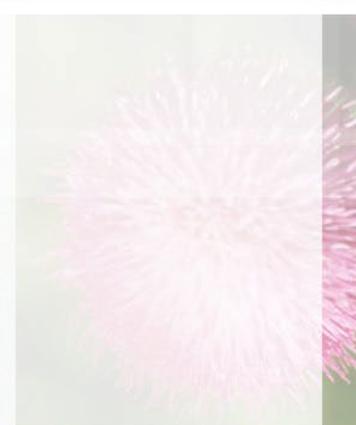
Elder Center A Place Where Everyone Is Welcomed and Families are Supported



FOOD SERVICES / CONGREGATE DINING



ACTIVITIES ROOM / RECREATION



POI-Elder Center Services



**Nutrition Program
Congregate and
Home Delivered**

**Adult Day
Services**

**Personal
Care
Services**

**Home Services &
Home Chores**

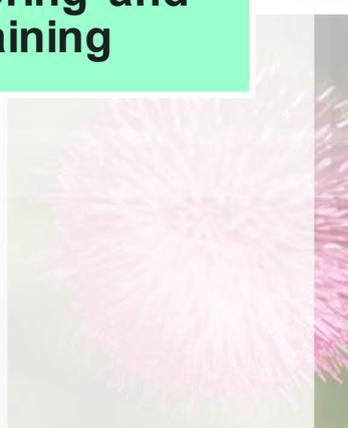
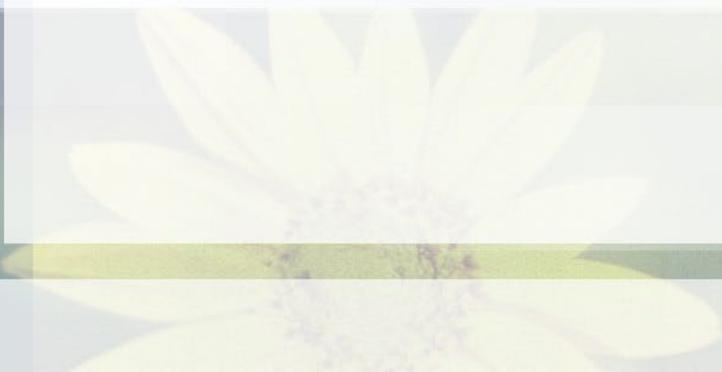
**Activities,
Exercise &
Recreation**

**Veteran
Services**

**Transportation,
Client Assessment,
Referrals, and
Service Tracking**

**Benefit Coordination
and Assistance**

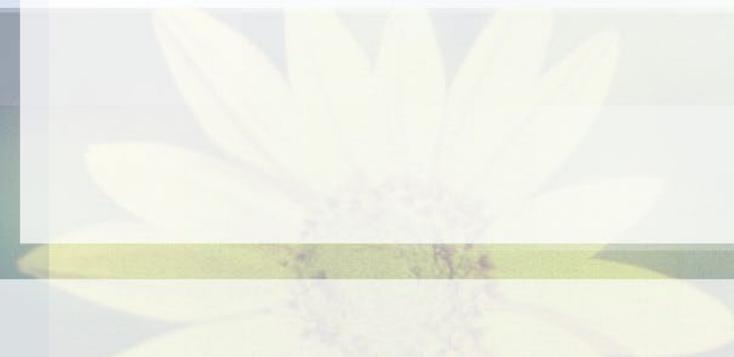
**Regulatory
Monitoring and
Training**



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**





Pueblo of Isleta Elder Center Adult Day Services

August

2018



Mon	Tue	Wed	Thu	Fri
<p>Emma Abeita 869-9770 Ext. 9022 Karla Trujillo 869-9770 Ext. 9333</p>	<p><i>Commodity Dates:</i> <i>August 14th</i> <i>August 30th</i></p>	<p>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</p>	<p>2 9:30-10:00 Social Time/Health Check 10:00-10:30 Chair Exercise 10:30-11:45 Sew Back Scarfs 1:00-2:00 Cont. w/ Activity</p>	<p>3 National Watermelon Day 10:00-2:00 Lunch/Wal-Mart Field Trip </p>
<p>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</p>	<p>7 Police Community Day 9:30-10:00 Social Time/Health check 10:30-11:30 IPD Officer Visit w/ ADS</p>	<p>8 9:30-10:00 Social Time/Health Check 10:30-11:45 Field Trip to CCD Bldg. 1:00-2:00 Exercise/Walk</p>	<p>9 9:30-10:00 Social Time/Health Check 10:00-11:00- Special Mass 1:00-2:00 Relax Watch TV</p>	<p>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 </p>
<p>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</p>	<p>14 Commodity Day 9:30-10:00 social Time/Health 10:00-11:45 Make Pillows 1:00-2:00 Cont. w/Activity</p>	<p>15 9:00-10:00 Friendship breakfast 10:00-12:00 General Meeting w/ Animal Control & Mosquitos 1:00-2:00 Play Card Games</p>	<p>16 Staff Meeting Early Release 9:30-10:00-Social Time/Health Check 10:00-11:00 Education training Personal Hygiene</p>	<p>17 National Thrift Shop Day Field Trip 10:00-2:00 Go thrift Shopping/ Have Lunch</p>
<p>20 9:30-10:00 Social Time/Health Check 10:00-10:30 Exercise 10:30-11:45 Make Colorful homemade soaps 1:00-2:00 Cont. w/Activity</p>	<p>21 9:30-10:00 Social Time/Health Check 10:00-11:45 Sew Back Scarfs 1:00-2:00 Cont. w/Activity</p>	<p>22 9:30-10:00 Social Time 10:00-10:30 Chair Exercise 10:30-11:45 Sew Pillows 1:00-2:00 Cont. Activity</p>	<p>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</p>	<p>24 Benefits & Resource Fair</p>
<p>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</p>	<p>28 St. Augustine Feast Elder Closed </p>	<p>29 9:30-10:00 Social Time/Health Check 10:00-10:30 Sew Dishes Towels 1:00-2:00 Exercise/Walk</p>	<p>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 Splits</p>	<p>31 9:30-10:00 Social Time/Health Check 10:00-11:00 Activity of Choice 1:00- 2:00 Movie & Relax</p>

Pueblo of Isleta Adult Day Services- Average Annual Service Unit Counts

Service Categories	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Total Units of Service Provided
Access Services											
Case Management		1	1	1	1	5	1	1	1	2	17 hrs.
Information & Assistance	1	2	1	1	3	3	1	2	2	2	22 contact
Interpreting/Translating	114	26	26	31	39	52	46	40	44		565 hrs.
Outreach/Client Finding				1	1	1	1	1			7 contact
In-Home Services											
Homemaker/Housekeeping				4			7.5				11.5 hrs.
Personal Care					20	13			15		50 hrs.
Home Visiting	1	1	6	2	21	13	1	2	2	3	57 visits
Telephoning	48	44	58	37	67	51	53	40	37	67	618 calls
Other Community Services											
Adult Day Care	699	655	705	823	1003	1189	1008	916	1036	755	10260 hrs.
Advocacy	10		11		15	16	15	19	20		132 contact
Recreation/Cultural Activities	16	18	6	20	16	24	7	50	36	39	281 contact
Health Promotion & Disease Prevention											
Physical Fitness/Exercise	37	48	48	55	67	50	8	41	42	21	515 contact
Health Screening	9	8	3	14	13	10	3	2	8	5	88 hrs.
Education/Training	8	16	5	7		16	25				88 part. hr.

Adult Day Care Center





Styling Salon



Craft Sales Counter



Resting Area





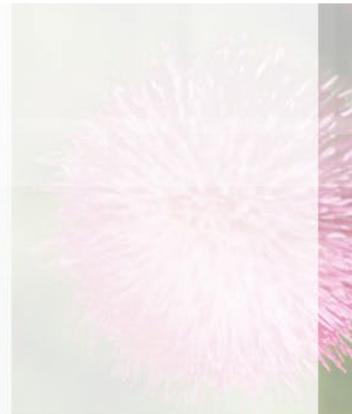
Sun Room



Shower

Staffing

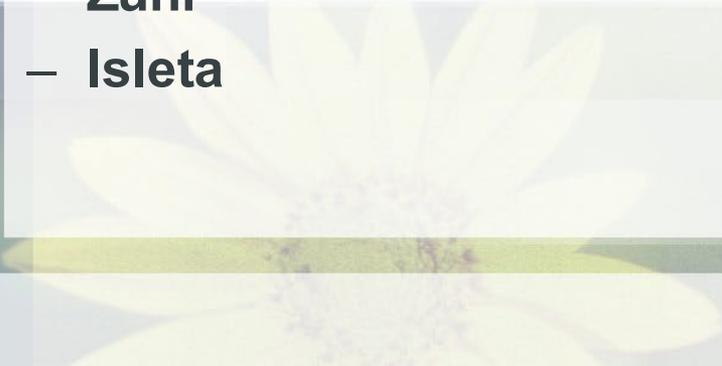
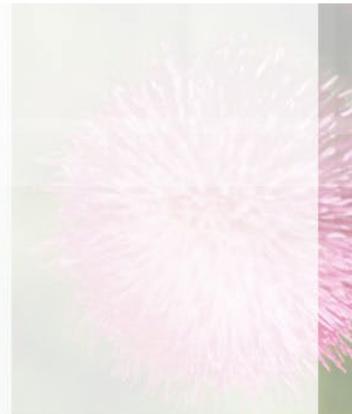
- **18 Registered Clients**
- **10-12 Clients Average Daily Attendance**
- **Required to Provide a 1/5 Staff/Client Ratio**
- **1 Manager**
- **1 Assistant**
- **1- 2 Volunteers Daily**



Adult Day Care Services in NM



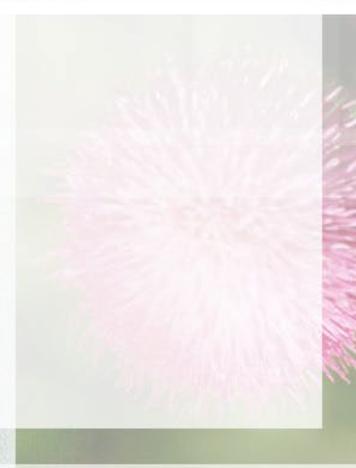
- **22 Tribes in NM**
 - **19 Pueblos**
 - **Mescalero Apache Nation**
 - **Jicarilla Apache Nation**
 - **Navajo Nation**
 - **3 Adult Day Care Centers in NM**
 - **Santa Clara Pueblo**
 - **Zuni Pueblo**
 - **Isleta Pueblo**
- **3 State Licensed Adult Day Care Facilities**
 - **Santa Clara**
 - **Zuni**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

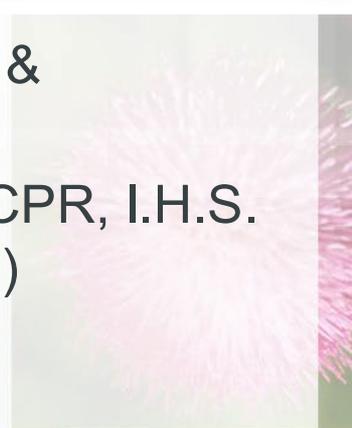


Steps to Obtaining State Licensure



- **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.)

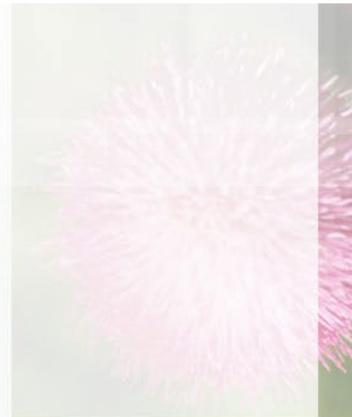


Steps to Obtaining State Licensure



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

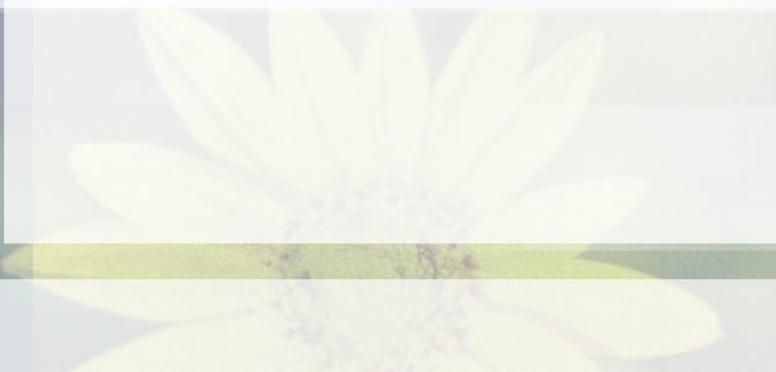
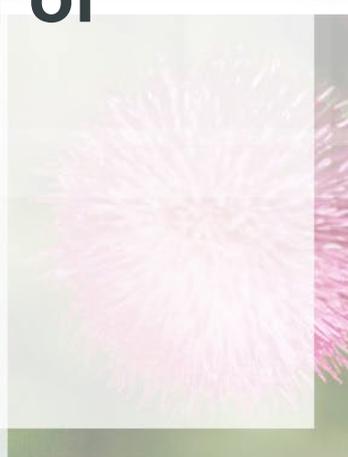
- Capacity of a facility
 - Type of Facility
 - Space requirement 40 square feet of activity for each adult (could serve 40 clients)
- Reporting of Incidents
- General Record Keeping
- Participant Record Keeping
- Staff Records
- Facility Rules
- Policies and Procedures
- General Building and Safety 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



Steps to Obtaining State Licensure



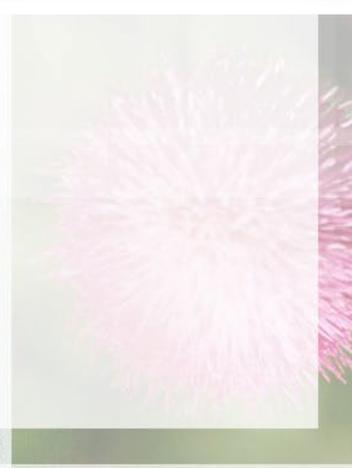
- **Step 3 – NM DOH**
 - Review
 - Approval by the Department of Health Deputy Secretary
 - Facility and Operations to be Surveyed for Annual Renewal of License



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

Capacity Breakdown:

License Number: 2276 Issue Date: 10/1/2017 Total Capacity: 40 other 40
 Expiration Date: 9/30/2018

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

is hereby licensed to maintain and operate a/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-TRANSFERRABLE
The authority to operate a health facility granted hereunder shall not be transferred to any other person or location.

RITA JOJOLA
Administration Director/Operator

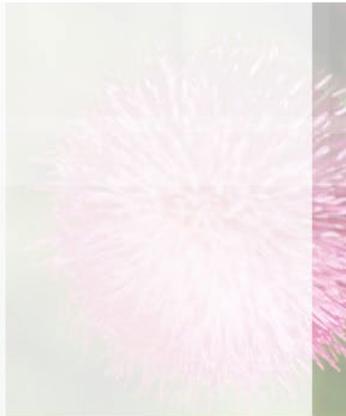
DOH Deputy Secretary

**DIVISION OF HEALTH IMPROVEMENT
PROGRAM OPERATIONS BUREAU**

Adult Day Care Funding Contract



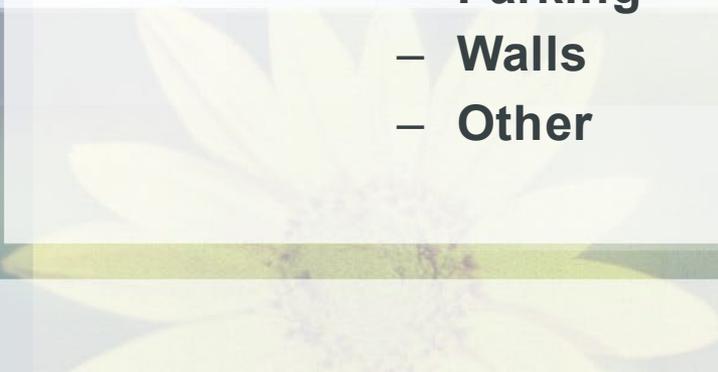
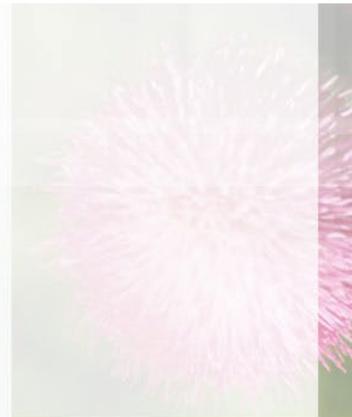
- **NM Aging and Long Term Service Department**
 - **NM State Appropriations (Funding)**
 - **Indian Area Agency on Aging (IAAA)**
 - **Staff Training**
 - **Program/Facility Compliance**
 - **Monitoring**
 - **Annual Program Assessment**



Adult Day Care Funding Contract *continued*



- **Assessment Tool**
 - **Inspection Reports**
 - **Facility**
 - **Bathrooms**
 - **Mops and Cleaning**
 - **Food Service Area**
 - **Building**
 - **Lighting**
 - **Furniture**
 - **Parking**
 - **Walls**
 - **Other**



Program Costs

Description	Tribal	State-IAAA	Federal	Fundraising	Total Program Cost
Funding Sources	\$8,500	\$82,561	\$1,628	\$2,500	\$95,189

➤ **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)**

Activities

