

Silver City Adult Day Services

817 N. East Ave

Waukesha, WI 53186

PH: 262-362-0804

Daily Business Management of Adult Day Services (Outline)

1. Participant Care and Programming

- **Daily Schedule Implementation:**
 - Structured routine with personal care, activities, meals, and rest times based on participants' Individual Service Plans (ISPs).
 - **Supervision & Safety:**
 - Maintain proper staff-to-participant ratios as required for the level of care.
 - Ensure all areas are clean, safe, and accessible.
 - **Health Monitoring:**
 - Observe for signs of illness or behavioral changes.
 - Document concerns and notify caregivers/health providers when appropriate.
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2. Staffing & Supervision

- **Qualified Staff On Duty:**
 - All staff must be trained per DHS 105.14, including:
 - CPR and First Aid
 - Working with adults with developmental disabilities
 - Emergency procedures
 - Participant rights and confidentiality
 - **Daily Staff Assignments:**
 - Staff are scheduled to cover care, activities, meals, cleaning, and supervision across the facility.
 - **Team Communication:**
 - Daily staff meetings or shift handovers to review updates, needs, incidents, and care plans.
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3. Service Plan Implementation & Documentation

- **Individual Service Plan (ISP) Monitoring:**
 - Services and supports are delivered as outlined in each participant's ISP.
 - **Daily Documentation:**
 - Attendance records
 - Progress notes
 - Behavioral observations
 - Incident reports (if any)
 - **Periodic Reviews:**
 - Staff review and update ISPs at regular intervals or as participant needs change.
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4. Meals and Nutrition

- **Meal Preparation/Service:**
 - Serve meals and snacks according to dietary needs and program schedule.
 - Staff assist participants with eating as needed.
 - **Food Safety Compliance:**
 - Follow safe food handling, storage, and hygiene protocols.
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5. Facility and Safety Management

- **Daily Safety Checks:**
 - Emergency exits, equipment, and cleanliness are checked before opening.
 - **Infection Control:**
 - Clean and sanitize frequently used areas and materials.
 - Follow health guidelines for handwashing, PPE (if required), and illness prevention.
 - **Emergency Preparedness:**
 - Staff are aware of fire, medical, and emergency response procedures.
 - Emergency drills are conducted and documented per regulatory schedule.
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6. Administrative Tasks

- **Compliance and Recordkeeping:**
 - Maintain up-to-date records on:
 - Participant enrollment
 - Staff training and background checks
 - ISPs and care logs
 - Policies and procedures
- **Billing and Financial Management:**
 - Track service days for billing (private pay or Medicaid waiver programs).

- Process payments and manage operational expenses.
 - **Licensing and Quality Assurance:**
 - Ensure ongoing compliance with DHS 105.14 licensing requirements.
 - Conduct internal audits and prepare for DHS inspections.
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7. Communication and Family Involvement

- **Caregiver Updates:**
 - Daily or weekly communication with families about participant progress or concerns.
 - **Collaboration:**
 - Coordinate with case managers, health providers, and other services when needed.
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Key DHS 105.14 Requirements Supporting Daily Operations:

- Staff must follow written policies and procedures reviewed annually.
- Participant rights and confidentiality must be upheld at all times.
- Each participant must have a person-centered ISP, developed within 30 days of enrollment and reviewed at least every 6 months.
- Incident reporting, documentation, and safety protocols must be strictly followed.
- Centers must comply with all physical environment, sanitation, and training requirements.

Project Summary: Adult Day Services Center

Center Name: Spring Center Adult Day Services

Operating Hours: Monday – Friday, 7:00 AM – 7:00 PM

Location: 817 N East Ave, Waukesha WI 53186

Contact Information: Olethea Perkins-Weathersby

PH# 262-362-0804

Mission Statement

Our mission is to enhance the quality of life, independence, and personal development of adults with developmental disabilities through compassionate, person-centered daytime support services in a safe, inclusive, and structured environment. We strive to empower individuals aged 18 to 80 by fostering meaningful engagement, community involvement, and functional skill-building.

Target Population

This Adult Day Services Center is designed to serve adults aged 18 to 80 with developmental disabilities, amongst other conditions such as mental health issues and physical disabilities including but not limited to autism spectrum disorders, intellectual disabilities, Down syndrome, cerebral palsy, and other neurological conditions. Participants may live independently, with family, or in community-based residential settings.

We provide services to individuals who:

- Require supervision or assistance with activities of daily living (ADLs)
- Benefit from socialization, structured activities, and skill development
- Do not require 24-hour medical care
- Are not a danger to themselves or others in a group setting

Admission assessments are conducted to ensure each participant's needs can be safely and effectively met within our program structure.

Services Provided

Our program aligns with **Wisconsin DHS 105.14**, offering structured, nonresidential services designed to meet the individual needs of adults with developmental disabilities. Services include:

1. Personal Care & Support

- Assistance with ADLs: grooming, toileting, eating, and mobility
- Medication reminders (non-medical staff)
- Monitoring for health and behavioral changes

2. Health and Wellness Monitoring

- Nutritional meals and snacks
- Support with dietary needs and hydration
- Coordination with outside healthcare providers (as authorized)

3. Social and Recreational Activities

- Structured daily group and individual activities
- Arts and crafts, sensory development, music, games, and movement
- Community outings and volunteer opportunities

4. Life Skills Development

- Communication and interpersonal skill-building
- Money management and budgeting basics
- Meal prep, hygiene routines, and household skills

5. Behavioral Support Services

- Individual behavior management strategies (in coordination with care teams)
- Positive reinforcement and social-emotional learning
- De-escalation and redirection training for staff

6. Transportation Coordination (as applicable)

- Assistance with arranging transportation to/from the center
- Support for safe arrival and departure routines

Compliance and Quality Assurance

Our center strictly adheres to the **DHS 105.14** requirements for Adult Day Care Centers, including but not limited to:

- Staff-to-participant ratios appropriate for supervision and support

- Staff training in CPR, first aid, nonviolent crisis intervention, and working with individuals with developmental disabilities
- Maintenance of individual service plans and regular progress evaluations
- Safety protocols, emergency preparedness, and infection control policies
- Respect for participant rights, dignity, and cultural diversity

We conduct ongoing quality assurance reviews and participant feedback evaluations to ensure the highest standard of care and programming.

Conclusion

Spring City Adult Day Services is committed to providing a supportive, inclusive, and engaging environment for adults with developmental disabilities. Our comprehensive services are tailored to meet individual goals, enhance community involvement, and support caregivers through reliable daytime care options from 7 AM to 7 PM, Monday through Friday. Through meaningful engagement and compassionate support, we aim to help each participant reach their fullest potential.

Business Daily Operations for Spring City Adult Day Center (DHS 105.14 Compliant)

1. Opening Procedures (6:30 AM – 7:00 AM)

- **Staff Arrival & Setup**
 - Trained staff arrive before participants to prepare the facility.
 - Safety checks of the environment are completed (e.g., no trip hazards, clean bathrooms, emergency exits clear).
 - Materials for daily activities, meals/snacks, and individual supplies are organized.
 - **Health & Safety Review**
 - First aid kits, fire extinguishers, and emergency contacts are verified.
 - A brief staff meeting is held to review any medical updates, behavior support plans, or scheduled events for the day.
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2. Participant Arrival & Intake (7:00 AM – 9:00 AM)

- **Sign-In and Health Screening**
 - Participants are signed in by staff or guardians.
 - Staff conduct a visual health check (signs of illness, injury, or distress).
 - Any medication brought is recorded and stored appropriately (center staff may only **assist with medication reminders**, not administer, unless licensed).
 - **Transition Support**
 - Staff assist with coats, bags, and settling into the environment.
 - Light breakfast/snacks provided if part of the care plan.
 - **Documentation**
 - Attendance logs and health checks are documented per DHS 105.14.
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3. Morning Programming (9:00 AM – 11:30 AM)

- **Structured Activities Begin**
 - Activities are based on the individualized service plans (ISPs), which reflect participant interests, goals, and abilities.
 - Examples:
 - Cognitive games (puzzles, memory cards)
 - Arts & crafts
 - Light exercise or movement activities
 - Life skills practice (e.g., hygiene routines, communication exercises)
- **Adaptive Options**
 - Quiet spaces and sensory rooms are available for participants needing low-stimulation environments.

4. Lunch and Midday Routine (11:30 AM – 1:00 PM)

- **Meal Preparation & Assistance**
 - Lunch is served, ensuring dietary restrictions and preferences are honored.
 - Staff assist with eating as needed and promote independence.
 - **Social Interaction**
 - Mealtime is a structured opportunity to promote socialization and communication.
 - **Personal Care**
 - Staff assist with toileting, incontinence care, and hygiene as outlined in individual care plans.
 - All assistance follows privacy and dignity standards.
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5. Afternoon Programming (1:00 PM – 3:30 PM)

- **Skill Development & Community Integration**
 - Continued structured programming focused on:
 - Vocational training (e.g., sorting tasks, basic clerical skills)
 - Money skills
 - Safety education
 - Group projects
 - **Optional Outings or Guest Presenters**
 - Community engagement, music therapists, or pet therapy sessions.
 - Transportation for outings is pre-approved and planned per DHS guidelines.
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6. Quiet Time / Personal Choice Activities (3:30 PM – 4:30 PM)

- **Downtime**
 - Participants may choose quiet activities such as reading, puzzles, or resting.
 - Staff provide 1:1 or small group support based on needs.
 - **Documentation**
 - Staff document daily progress toward ISP goals, incidents, and behavioral observations.
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7. Departure & Pick-Up (4:30 PM – 7:00 PM)

- **Transition Support**
 - Staff assist with gathering personal items and prepare participants for departure.
 - Family/caregivers are updated on any issues or accomplishments.

- **Final Sign-Out**
 - Participants are signed out, and transportation logs (if applicable) are completed.
 - **End-of-Day Cleanup**
 - Sanitization of surfaces, bathrooms, and equipment per infection control policies.
 - Staff debrief, review next-day schedule, and secure the facility.
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Compliance with DHS 105.14 Requirements

To comply with **DHS 105.14**, the center ensures:

Staffing & Training

- Staff-to-client ratios are maintained according to care levels.
- All staff are trained in:
 - First aid & CPR
 - Client rights
 - Fire safety
 - Confidentiality (HIPAA)
 - Behavioral supports for adults with developmental disabilities

Individual Service Plans (ISPs)

- Developed for each participant within 30 days of enrollment.
- Reviewed and updated every 6 months (or as needed).
- Include goals, preferences, medical needs, behavioral strategies.

Safety & Environment

- Facility is clean, accessible, and hazard-free.
- Emergency plans and drills are in place and practiced.
- Infection control procedures align with DHS expectations.

Participant Rights

- All participants are treated with respect and dignity.
 - Activities and care are person-centered and promote autonomy.
 - Complaints or grievances are taken seriously and documented.
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Supporting Documentation

Daily operations are supported by:

- Daily attendance and activity logs
- Incident reports
- Medication reminder records
- Staff training files
- Monthly progress notes for each participant
- Quality assurance audits

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Below are the following services provided on a daily basis;

Supervision & Support:

Continuous oversight to ensure participant safety, including behavior monitoring and assistance with mobility.

Assistance with Activities of Daily Living (ADLs):

Help with personal care tasks such as eating, toileting, grooming, and dressing.

Health Monitoring (Non-Medical):

Observation for signs of illness or behavioral changes and communication with caregivers or health professionals as needed.

Social and Recreational Activities:

Structured programs that promote engagement, such as arts and crafts, music, exercise, games, and social interaction.

Life Skills and Functional Training: Support in developing or maintaining skills like communication, hygiene, budgeting, and cooking, based on individual goals.

Meals and Snacks:

Nutritional support in line with dietary needs, including assistance with eating as necessary.

Transportation Coordination (if provided):

Safe and accessible transportation to and from the center or for community outings.

1-100R PLAN

DOORS

