

WYOMING

Overview

The Wyoming Department of Health licenses adult day care (ADC) facilities. Medicaid covers ADC under its 1915(c) Long-Term Care waiver program for the Elderly and Physically Disabled and under the Wyoming Home Services program, which is funded solely with state funds. Both programs require ADC providers to be licensed.

Definitions

Adult day care facility means any facility, not otherwise certified by the Department of Health, engaged in the business of providing activities of daily living (ADLs) assistance and supervision services based on a social model to four or more persons age 18 years or older with physical or mental disabilities.

Adult day care is a community-based group program designed to meet the needs of adults with physical and mental disabilities through an individual care plan. It is a structured, comprehensive program that provides a variety of health, social, and related support services in a protective setting during any part of a day but for less than 24 hours. ADC helps its participants to remain in the community and prevents inappropriate or premature institutionalization, enabling families and other caregivers to continue caring for an impaired individual at home.

Medicaid defines **adult day care** as services encompassing both health and social needs to ensure the optimal functioning of the individual, which are furnished for 4 or more hours per day, on a regular schedule, for 1 or more days per week (as specified in an individual care plan) but for less than 24 hours each day.

Parameters for Who Can Be Served

The parameters for who can be served are contained within the state's definition of the target population: (1) adults who require assistance with ADLs and instrumental ADLs; (2) adult with physical problems that require health monitoring and supervision on a regular basis; (3) adults with significant memory loss and cognitive impairment; and (4) adults who require assistance in overcoming the isolation associated with functional limitations or disabilities.

A facility may refuse to serve adults with communicable disease, adults who are actively alcoholic or addicted to drugs, adults with a history of violence to self or others and/or whose behavior is not manageable within the group setting, and adults whose

need for care requires more time and skill than the individual program is able and qualified to provide. Providers may discharge participants if the program can no longer meet their needs.

Inspection and Monitoring

The Survey Division of the Wyoming Department of Health, Division on Aging, performs initial and annual renewal on-site licensure evaluation surveys to determine compliance with State of Wyoming rules and regulations for ADC facilities. The Survey Division may also conduct an on-site inspection at any time at its discretion, for example, in response to a complaint. Complaints are triaged to determine how quickly an inspection needs to be scheduled.

Licenses are normally issued for 1 year from July 1-June 30. If issued after July 1, they are in effect from the date of issue until the next June 30 date. New providers are initially given a provisional license until the Survey Division can conduct a survey, which may not occur for several months.

Required and Optional Services

All ADC programs furnish socialization, social activities, nutrition services, and supervision to ensure safety. They also monitor participants' health and functioning at a basic level to determine if the program can continue to meet participants' health and functional needs. The table below lists additional required and optional services.

Required and Optional Services	Adult Day Care	
	Required ¹	Optional
ADL Assistance	X	
Health Education and Counseling	X	
Health Monitoring		
Medication Administration		X
Nursing Services		
Physical Therapy, Occupational Therapy, or Speech Therapy		
Skilled Nursing Services		
Social Services		
Transportation		X
1. Additional required services are support and education for families and other caregivers.		

Medication Provisions

Participants may keep and take their own medicine provided that their physicians have deemed them capable of doing so and have authorized self-administration in writing. The facility must ensure that participants do not have access to other participants' medicine.

If a physician has deemed a participant incapable of self-administering medicine, each staff person who administers the medicine must be authorized to do so by the Wyoming Nurse Practice Act. To administer medicine means to read the label, to open the container of medicine, to remove the prescribed dosage, and to give it to the person for whom it is prescribed. Persons authorized to administer medicine under the Act include licensed physicians, registered nurses, licensed practical nurses, and physicians' assistants.

Staffing Requirements

Type of Staff. The *director*, or an adult appointed or designated by the director, is responsible for the day-to-day operation and management of the facility. The *program director* is responsible for the facility's program. If the program director is present in the facility fewer than 4 hours per day, there must be an officially designated assistant program director who will assume responsibility in the absence of the program director.

At least one staff person who has certification in first-aid issued within the past 3 years by an appropriate provider must be on the premises at all times during the hours of operation, and at least one employee or staff member who has current certification in cardiovascular pulmonary resuscitation (CPR) issued through the American Red Cross or the American Heart Association must be on the premises at all times during the hours of operation. The CPR certificate must be renewed every 2 years.

All volunteer personnel must be under the individual supervision of a director, program director, assistant program director, or designated staff person.

Staffing Ratios. There must be a minimum of one staff person on duty providing direct care and supervision for every six participants. The number of additional staff persons required depends upon the program and services the facility provides and the functional level of the participants. If volunteers meet all the personnel and health requirements for staff persons, they may be counted in the staff-to-participant ratio.

Training Requirements

Before assuming job responsibilities or within 1 week of hire, all staff persons must receive job orientation training. The orientation must include training specific to the staff's assigned responsibilities, as well as training on more general topics, including: (1) the purposes of the ADC facility; (2) state procedures for addressing abuse and neglect; (3) confidentiality of personal information; (4) employee responsibilities; (5) capabilities and special needs of the elderly and disabled; (6) the facility activity schedule; and (7) record-keeping responsibilities.

All staff must be trained in the appropriate procedures for handling emergencies before job responsibilities are assumed, including, at least, fire, illness, or injury, and lost or missing person emergencies.

All staff primarily responsible for the direct care of participants must attend at least 8 hours of staff development activities annually, which must consist of in-service training programs, workshops, or conferences related to ADC or gerontology, provided that both subject areas are addressed during the year.

Location of Licensing, Certification, or Other Requirements

Wyoming Department of Health website: Adult Day Care Facility--Wyoming Licensure Information.

http://www.health.wyo.gov/ohls/Wyoming_Adult_Day_Care.html

Wyoming Rules and Regulations, Chapter 7: Rules and Regulations for Program Administration for Adult Day Care Facilities. Department of Health, Aging Division. [July 20, 1999]

<http://soswy.state.wy.us/Rules/RULES/3633.pdf>

Wyoming Rules and Regulations, Chapter 2: Rules and Regulations for Licensure of Adult Day Care Facilities. Department of Health, Health Quality Program. [April 20, 2000]

<http://soswy.state.wy.us/Rules/RULES/3979.pdf>

Information Sources

Tim Ernst
Deputy Administrator
Wyoming Department of Health
Aging Division, Community Living Section

Lee Grossman, MPA
Waivers and Home Care Services Coordinator
Wyoming Department of Health
Division of Healthcare Financing

REGULATORY REVIEW OF ADULT DAY SERVICES: FINAL REPORT, 2014 EDITION

Files Available for This Report

FULL REPORT

Executive Summary <http://aspe.hhs.gov/daltcp/reports/2014/adultday14es.cfm>
HTML <http://aspe.hhs.gov/daltcp/reports/2014/adultday14.cfm>
PDF <http://aspe.hhs.gov/daltcp/reports/2014/adultday14.pdf>

SEPARATE STATE PROFILES

[**NOTE:** These profiles are available in the full HTML and PDF versions, as well as each state available as a separate PDF listed below.]

Alabama <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-AL.pdf>
Alaska <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-AK.pdf>
Arizona <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-AZ.pdf>
Arkansas <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-AR.pdf>

California <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-CA.pdf>
Colorado <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-CO.pdf>
Connecticut <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-CT.pdf>

Delaware <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-DE.pdf>
District of Columbia <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-DC.pdf>

Florida <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-FL.pdf>

Georgia <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-GA.pdf>

Hawaii <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-HI.pdf>

Idaho <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-ID.pdf>
Illinois <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-IL.pdf>
Indiana <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-IN.pdf>
Iowa <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-IA.pdf>

Kansas <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-KS.pdf>
Kentucky <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-KY.pdf>

Louisiana <http://aspe.hhs.gov/daltcp/reports/2014/adultday14-LA.pdf>

Maine	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-ME.pdf
Maryland	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MD.pdf
Massachusetts	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MA.pdf
Michigan	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MI.pdf
Minnesota	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MN.pdf
Mississippi	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MS.pdf
Missouri	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MO.pdf
Montana	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-MT.pdf
Nebraska	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NE.pdf
Nevada	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NV.pdf
New Hampshire	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NH.pdf
New Jersey	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NJ.pdf
New Mexico	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NM.pdf
New York	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NY.pdf
North Carolina	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-NC.pdf
North Dakota	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-ND.pdf
Ohio	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-OH.pdf
Oklahoma	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-OK.pdf
Oregon	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-OR.pdf
Pennsylvania	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-PA.pdf
Rhode Island	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-RI.pdf
South Carolina	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-SC.pdf
South Dakota	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-SD.pdf
Tennessee	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-TN.pdf
Texas	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-TX.pdf
Utah	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-UT.pdf
Vermont	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-VT.pdf
Virginia	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-VA.pdf
Washington	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-WA.pdf
West Virginia	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-WV.pdf
Wisconsin	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-WI.pdf
Wyoming	http://aspe.hhs.gov/daltcp/reports/2014/adultday14-WY.pdf