1		SECTION .0600 – CERTIFICATION PROCEDURE
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3	10A NCAC 06I	R .0601 PROCEDURE
4	(a) All individu	als, groups or organizations operating or wishing to operate an adult day care program as defined by
5	G.S. 131D-6 sha	all apply for a certificate to the county department of social services in the county where the program
6	is to be operated	l.
7	(b) A social wor	ker shall provide technical assistance and shall conduct a study of the program using the <u>State</u> Division
8	of Aging and Ad	dult Services Form DAAS-1500 or DAA S S-6205.
9	(c) The county of	of social services shall submit the initial certification package to the State Division of Aging and Adul
10	Services. The n	naterials and forms to be included in the package are:
11	(1)	program policies;
12	(2)	organizational diagram;
13	(3)	job descriptions;
14	(4)	Form 732a-ADS (Daily Rate Sheet) or the equivalent showing planned expenditures and resources
15		available to carry out the program of service for a 12 month period;
16	(5)	a floor plan of the facility showing measurements, restrooms and planned use of space;
17	(6)	Form DOA-1498 (Fire Inspection Report) or the equivalent completed and signed by the local fire
18		inspector, indicating approval of the facility, no more than 30 days prior to submission with the
19		certification package;
20	(7)	Form DOA-1499 (Building Inspection Report for Adult Day Care Centers), DOA-1499a (Building
21		Inspection Form for Adult Day Care Homes), or the equivalent completed and signed by the local
22		building inspector indicating approval of the facility, no more than 30 days prior to submission with
23		the certification package;
24	(8)	Form DENR-4054 (Sanitation Evaluation Report) or the equivalent completed and signed by a local
25		sanitarian, indicating approval of the facility, no more than 30 days prior to the submission with the
26		certification package;
27	(9)	written notice and the effective date if a variance of local zoning ordinances has been made in order
28		for property to be utilized for an adult day care program;
29	(10)	a copy of the articles of incorporation, bylaws and names and addresses of board members for adul-
30		day care programs sponsored by a non-profit corporation;
31	(11)	the name and mailing address of the owner if a proprietary program;
32	(12)	a written medical statement from a physician, nurse practitioner or a physician's assistant, completed
33		within the 12 months prior to submission of the certification package, for each proposed staff
34		member certifying absence of a health condition that would pose a risk to others and that the
35		employee can perform the duties normally assigned on the job;
36	(13)	verification of standard first aid and cardio-pulmonary resuscitation certification (CPR) for each
37		proposed staff member who is physically able and who will have provide direct participant care

1 contact with participants. If a staff member is determined to be physically unable to complete this 2 training, a signature by a licensed physician, physician's assistant or nurse practitioner attesting to 3 such shall be provided indicating the time limit of such physical inability. The first aid and CPR 4 training shall be: 5 (A) taught by an instructor certified through the American Heart Association, American Red 6 Cross, National Safety Council, or American Safety and Health Institute; or Emergency 7 **Medical Services**; 8 (B) current, as determined by the organization conducting the training and issuing the 9 certification; and 10 (C) documented on an official attendance card issued by the organization certifying the 11 training, or documented by the attendance course roster, in which case the roster shall be 12 signed by the instructor, indicate pass or fail for each student, indicate the length of time 13 the training is valid and be accompanied by a copy of the instructor's certification; (14)14 evidence of the completion of a statewide criminal history records search for the past five years for 15 the program owner and each proposed staff member having direct contact with participants, 16 conducted by an agency approved by the North Carolina Administrative Offices of the Courts; and 17 DAAS-1500 (Adult Day Care Certification Report). This form must be submitted by the county (15)18 department of social services with a copy to the program. 19 (d) No more than 60 days prior to the end of the current period of certification, the county department of social 20 services shall submit to the State Division of Aging and Adult Services the following forms and materials which make 21 up a certification package for the renewal of a certification. 22 (1) Form DOA-1498 (Fire Inspection Report) or the equivalent completed and signed by the local fire 23 inspector, indicating approval of the facility, dated no more than 12 months prior to submission with 24 the certification package; 25 (2) Form DOA-1499 (Building Inspection Report for Adult Day Care Centers), DOA-1499a (Building 26 Inspection Form for Adult Day Care Homes), or the equivalent when structural building 27 modifications have been made during the previous 12 months, completed and signed by the local 28 building inspector indicating approval of the facility, within 30 days following completion of the 29 structural building modifications; 30 (3) Form DENR-4054 (Sanitation Evaluation Report) or the equivalent completed and signed by a local 31 environmental health specialist, indicating approval of the facility, no more than 12 months prior to 32 submission with the certification package; 33 (4) a written medical statement from a physician, nurse practitioner or physician's assistant for each 34 staff member hired subsequent to the previous certification or recertification expiration date, 35 certifying absence of a health condition that would pose a risk to others and that the employee can 36 perform the duties normally assigned on the job;

1 (5) an updated copy of the program policies, organizational diagram, job descriptions, names and 2 addresses of board members if applicable, and a floor plan showing measurements, restrooms, and 3 planned use of space, if any changes have been made since the previous certification package was 4 submitted; 5 (6) Form 732a-ADS (Daily Rate Sheet) or the equivalent showing planned expenditures and resources 6 available to carry out the program of service for a 12 month period; 7 verification of standard first aid and cardio-pulmonary resuscitation certification (CPR) for each (7) 8 proposed staff member who is physically able and who will have provide direct participant care 9 contact with participants. If a staff member is determined to be physically unable to complete this 10 training, a signature by a licensed physician, physician's assistant or nurse practitioner attesting to 11 such shall be provided indicating the time limit of such physical inability. The first aid and CPR 12 training shall be: 13 (A) taught by an instructor certified through the American Heart Association, American Red 14 Cross, National Safety Council, or American Safety and Health Institute; or Emergency 15 **Medical Services**; 16 (B) current, as determined by the organization conducting the training and issuing the 17 certification; and 18 (C) documented by an official attendance card issued by the organization certifying the 19 training, or documented by the attendance course roster, in which case the roster shall be 20 signed by the instructor, indicate pass or fail for each student, indicate the length of time 21 the training is valid and be accompanied by the instructor's certification. 22 (8) Evidence of the completion of a statewide criminal history records search for the past five years for 23 each staff member hired subsequent to the previous certification or recertification expiration date 24 having direct contact with participants, conducted by an agency approved by the North Carolina 25 Administrative Offices of the Courts; and 26 (9)DAAS-1500 (Adult Day Care Certification Report). This form must be submitted with the 27 certification package by the county department of social services to the Division of Aging and Adult 28 Services at least 30 days in advance of the expiration date of the certificate, with a copy to the 29 program. 30 (e) Following review of the certification package, a pre-certification visit may be made by staff of the State Division 31 of Aging and Adult Services. 32 (f) Within 14 business days, the State Division of Aging and Adult Services shall provide written notification to the 33 applicant and the county department of social services of the action taken after a review of the certification package 34 and visit, if made. 35

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Authority G.S. 131D-6; 143B-153;

Eff. January 1, 1986;

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History Note:

1	$Amended\ Eff.\ September\ 1,\ 2007;\ July\ 1,\ 2007;\ July\ 1,\ 2000;\ May\ 1,\ 1992;\ July\ 1,\ \underline{1990.1990;}$
2	Readopted Eff. July 1, 2019.
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