

**Care Plan Procedure**  
**COVID-19 Appropriate**  
**Regulation #11.104 – Regulation #11.109: Regulation # 11.123**

**Purpose**

To establish a COVID-19 Appropriate Care Plan.

**Procedure**

Adult Day Services shall act in compliance with Title 6, Chapter 11, Older Adult Daily Living Centers regulations, as defined by the Commonwealth of Pennsylvania, Department of Aging, in the development of a COVID-19 appropriate individualized care plan for each participant. (Regulation #11.104 - #11.109 and #11.123). Centers will update care plans for all individuals and incorporate information to address high-risk clients with any additional measures that might be necessary to reduce the risk of infection of COVID-19. High risk clients include people of any age who have serious underlying medical conditions including the following:

- Chronic lung disease
- Serious heart condition
- Immunocompromised
- Severe obesity
- Diabetes
- Chronic kidney disease/undergoing dialysis
- Liver disease

**1. Development of the individual care plan: (Regulation #11.104)**

- a. An individualized care plan will be updated for the client upon re-admission.
- b. The care plan will be developed by center staff persons, the client, and/or the responsible party, and other stakeholders as appropriate.
- c. The care plan will contain at a minimum the following:
  - (1) Client needs that can be addressed at the center.
  - (2) Goals to be achieved.
  - (3) Methods and activities to reach goals.
  - (4) Time frame to achieve goals.
  - (5) Documentation of the client's progress.
  - (6) The next review date.
  - (7) Staff person responsible for the implementation of the plan
- d. The following core services will be addressed in the care plan. These services can be offered or arranged through the center programs: These services may be impacted by COVID-29 in the following ways:

**Personal care:**

All participants will be asked to wear a face mask / cloth face covering at all times, except when meals are served, while at the center.

Participants will have their hands washed frequently with an approved alcohol based product.

The staff will provide information about COVID-19, emphasizing the importance of social distancing, hand hygiene and tissue and cough etiquette

**Nursing services:**

Participants will receive a daily health check on arriving at the day program.

Should the participant develop any symptoms relate to COVID-19 while at the center, they will be placed in an isolation area until transported from the center.

Should emergent symptoms arise while at the center, participant will be placed in an isolation area until transported from the center via 911.

**Social services:**

Social services visits will be completed virtually as indicated.

**Therapeutic activities:**

Activities will be modified to allow for social distancing.

**Nutritional and therapeutic diets:**

The dining process will be affected by social distancing. And by the usage of disposable dishes and flatware.

Diets may be modified to diminish risk of contamination while retaining nutritional standards.

**Emergency care:**

Review with responsible party current emergency contact information.

Educate staff to signs and symptoms of COVID-19, infection control, and social distancing.

**2. Review and revision of the care plan: (Regulation #11.105)**

- a. A review of the client's progress on the care plan will be completed at least every six (6) months. At that time the care plan will be revised as necessary.
- b. The center staff, the client, and/or the responsible party, and other stakeholders as appropriate will be included in the care plan process.
- c. When the client, and/or the responsible party are not able to be present at the center to review the plan, the care plan can be discussed with them by telephone. These discussions will be documented. This documentation will be kept in the client's record.
- d. When in the opinion of the center director, discussion of portions of the care plan with the client, the responsible party, or other parties would be potentially harmful to the health, safety, or welfare of the client, center may refrain from this discussion. Center will address these situations in accordance with Regulation # 11.16.

**3. Implementation of the care plan: (Regulation #11.106)**

- a. The center will implement the client's plan as written.

**4. Copies of individual care plan: (Regulation # 11.107)**

- a. A written copy of all care plans and revisions will be kept in the client's record.
- b. The client and the responsible party will upon request receive a current copy of the care plan.
- c. When in the opinion of the center director, discussion of portions of the care plan with the client, the responsible party, or other parties would be potentially harmful to the health, safety, or welfare of the client, the center staff will refrain from providing them.

**5. Coordination of care: (Regulation # 11.108)**

As it relates to the care plan process, the need for coordination of care will be considered for each client. The center staff will, with the client's and/or the responsible party's permission, refer the client to the appropriate agency providing care management.

**6. Service documentation: (Regulation # 11.109)**

- a. Progress notes will be written at least monthly for each client.
- b. Progress notes will reflect a review of the care plan progress
- c. Goals and objectives will be reflected in light of the client's status.
- d. Progress toward goals will be reflected utilizing the SMART method of documentation:
  - (1) **S specific**
  - (2) **M measureable**
  - (3) **A attainable**
  - (4) **R realistic**
  - (5) **T timely**
- e. Progress notes will be recorded according to professional standards.