



# Stepping Stones Adult Day Program

*McKee Medical Center*

## General Information

## ***Stepping Stones- About Us***

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The mission of Stepping Stones Adult Day Program is to provide quality respite services to caregivers in the community while maintaining their loved ones level of functioning through stimulation and supervision. These tasks are accomplished through compassion, understanding the needs of caregivers and their loved ones and providing a seamless continuum of care for people dealing with issues of later life.

Stepping Stones Adult Day Program is a service of McKee Medical Center and is supported by the McKee Foundation. Banner Health, a non-profit organization, is the parent company of McKee Medical Center. Partial funding for the program is also provided by the Larimer County Office on Aging and the City of Loveland. Stepping Stones participates in the Colorado Adult and Child Food Program.

## ***Program Days and Hours***

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Stepping Stones operates from **7:30 AM to 5:30 PM, Monday through Friday**. Members can select full day or half day programming, one to five days per week. Drop in scheduling is offered as space permits and with 24 hour notice. Stepping Stones will be closed on the following holidays: **New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day**. If a holiday falls on a **Saturday**, the **Friday** before the holiday, Stepping Stones will be closed. If the holiday falls on a **Sunday**, the following **Monday** Stepping Stones will be closed.

**\*Please note Stepping Stones closes at 4 p.m. the last Thursday of each month for staff meetings.**

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## ***Inclement Weather***

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Stepping Stones staff will make every effort to operate the facility during extreme weather conditions. In the event of hazardous road conditions or unsafe traveling, the Program Manager will close the facility for the day. The Program Manager will contact scheduled participants and their families by phone at least one hour before the scheduled arrival time to notify them of the closure. You may also call the program directly and a voicemail message will alert you to any closures.

After participants have arrived for the day, Stepping Stones staff may determine inclement weather conditions as hazardous and call to ask caregivers to return earlier than planned. If a closure is deemed necessary by the Program Manager within the first three hours of operation, no charges will be billed to the participant or the family members.

## ***Program Fees***

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Fees are charged for each day or half-day the participant attends Stepping Stones. A half-day charge is for five hours or less and any stay over five hours will be charged at the full day price. The price includes lunch, activities, nursing assessments, and supplies. Members will be billed on a monthly basis through the billing office of McKee Medical Center.

## ***Absences***

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If a participant will not be attending the program, please call Stepping Stones (669-7069). Please call the program AT LEAST 24 HOURS in advance of absence to avoid incurring the daily fee. If the program is not notified in advance, members will be responsible for paying the daily fee. This does not apply to absences due to inclement weather conditions, or unanticipated illness.

## ***Transportation***

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Arrangements for transportation to and from Stepping Stones must be made by the responsible party. The City of Loveland Transportation Department (962-2700) can be contacted to schedule rides to and from the program as space permits.

Please notify staff of changes in transportation arrangements, including changes in providers. This allows us to ensure the safety of our participants.

## ***Nutrition Program***

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Good nutrition is an important part of maintaining physical health and stamina. Lunch and snacks are provided at Stepping Stones during the program day. Food is prepared by an on-site private caterer, *Catering to You By James*. Limited special diets/considerations may be ordered with advanced notice. Snacks are sometimes prepared by participants to encourage everyday activities.

## ***Medication***

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Medication Qualified staff at Stepping Stones may administer medication to participants **ONLY** as ordered by a physician and listed on the medication form. This **does** include both over-the-counter and prescription medications. The participant or responsible party will need to have the physician complete a medication form that will list all medications and conditions of administration. Medications cannot be given until this form is completed. **All medications must be labeled with the name of the participant, medication, dose and time of administration.** The prescription bottle is preferred, but medications can be brought in a “pill box” if properly labeled. Medications in any other form will be sent home and not accepted until properly labeled. All medications need to be stored in the locked med box during the day, including self-administered medications. This is to ensure the safety of other participants.

## ***What to Bring***

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Participants need to bring a change of clothing, and personal items that would be needed during the day. These items will be stored in a secure place. This includes incontinent pads, socks, pants, shirts, underpants. If these items are sent home soiled, please return them promptly so that we can use them again if needed. Please label all items with participant's name.

## ***Advanced Directives***

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Upon enrolling at Stepping Stones Adult Day Program, an information brochure is given to each new participant. Participants are not required to choose any of the advanced directives, however it is encouraged. Advanced directives include:

- DURABLE POWER OF ATTORNEY FOR HEALTH CARE
- POWER OF ATTORNEY
- SUBSTITUTE DECISION MAKER (MEDICAL PROXY)
- GUARDIANSHIP
- COLORADO "DO NOT RESUSCITATE" ORDER

Any advanced directive information should be copied and given to the Program Manager to keep in the participant's file. All steps will be taken by staff members to ensure that an advanced directive is followed. A "Do Not Resuscitate" order can not be honored unless a copy of the directive is on file at Stepping Stones. Any questions regarding advanced directives should be forwarded to the Program Manager.

## ***Illness***

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For the protection of other participants, staff and volunteers, we ask that participants not attend if they have symptoms of an infectious illness.

Symptoms of an infectious illness include:

- elevated temperature (101° F oral), in combination with other symptoms
- vomiting, with other signs of illness
- diarrhea, three (3) or more times
- sore throat and swollen glands
- undiagnosed rash
- red and draining eyes

If a participant becomes ill during the day, the primary caregiver or emergency contact will be notified and asked to take the participant either home or to seek medical care. Program staff will always attempt to reach the primary caregiver before calling the emergency contact.

## ***Injuries / Emergencies***

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- If an injury occurs while a participant is at the program, first aid will be administered. The participant's responsible party and the participant's physician will be immediately notified.
  - In case of an emergency, the appropriate emergency service will be called (e.g. medical emergency = ambulance; fire = fire department).
  - If a participant has an advanced medical directive in place and there is a medical emergency, this directive will be provided to the emergency team.
  - In an emergency resulting from fire or inclement weather, participants will be evacuated as directed by Stepping Stones' staff emergency policies and professional emergency response personnel. Caregivers will be notified as soon as it is prudent to do so, regarding the status of the emergency.
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## ***Notice of Privacy Practices***

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Stepping Stones is committed to protecting the confidentiality of information regarding each participant. Please refer to the brochure *Notice of Privacy Practices for Banner Health*. This brochure describes how a participant's medical information may be used and disclosed. Please contact the Program Manager if you have questions or concerns regarding this information.

### ***Grievances***

Any concerns or grievances not resolved through the program manager or grievance process through McKee Medical Center can be further pursued by contacting:

Colorado Department of Human Services  
State Unit on Aging  
1575 Sherman St. 10<sup>th</sup> Floor  
Denver, CO 80203  
1-888-866-4243

### ***Calendar***

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The monthly calendars will include activity schedules and the lunch menu. The calendar will be sent home with participants on the first week of the month. Any suggestions or contributions are welcome. Please refer to the calendar to ensure preparation for trips or special events. Written authorization for participation is obtained when participants enter the program.

### ***Activities***

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Stepping Stones provides many activities including intergenerational programs with children from McKee's Children's Center, and students from local area schools. Other types of programs/activities include pet therapy, musical performances, baking, exercise, games, arts & crafts, bible study, manicures, and discussion groups to mention a few. Participants are also encouraged to engage in individual activities as well.

## ***Participant and Caregiver Adjustment***

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Every participant can be expected to experience a period of adjustment when she/he enters the program. Some people adjust very easily, and some require more time and effort, depending upon their experiences with people and their reaction to the program. Communication between staff, participant, and family is especially important during this time. We urge you to visit the program as often as you wish, talk with the staff and share your at-home experiences that may be helpful with the adjustment process. We are your partners in caregiving.

If at all possible, the participant's first few visits should be no longer than 5 hours. This helps the participant with the adjustment process and increases the probability of positive experience.

If you are concerned about the adjustment of a loved one, do not hesitate to call and get a report from the staff. Communication is everything! Stepping Stones also has a caregiver support group the 3<sup>rd</sup> Thursday of each month from 1:30-3. We encourage you to attend for support and education from other family caregivers.

## ***Suggestions***

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Some final suggestions that we have for new participants and families:

- Please be aware of the activity schedule. It may be helpful to bring the participant shortly before an activity may start so that it is not disruptive to the group.
- It is beneficial for participants if the caregiver assists in making 'drop off' and 'pick up' quick and efficient. This gives staff members the ability to greet incoming participants and make them feel welcome and at home. It also helps ease the distractions for other participants.
- If you have questions or concerns regarding your family member, you may want to call ahead and let a staff member know that you would like to speak with them. It is best to meet outside an activity room to discuss any concerns as discussing these matters in front of the participant can cause anxiety and frustration for the participant.