

# CareCertify LLC

## Adult Day Services Training Series

ADS-01

# Introduction to Adult Day Services & Licensing

*Participant Guide*

Adult Day Services Training Series · Audience: Direct-Contact Staff · Volunteers · Subcontractors · Aides · CE Hours: 1.0

## Safe, Engaged Days for Vulnerable Adults

Adult day services centers give adults — often older or living with disabilities — a safe, engaging place to spend the day, with supervision, activities, meals, and help as needed, while supporting family caregivers with respite. In Minnesota these centers are licensed under Minn. Rules 9555.9600 to 9555.9730 (Rule 223), authorized by Chapter 245A.

This guide introduces the service, the licensing standards, and the training every staff person and volunteer needs. Knowing the framework helps you keep participants safe and do your part well.

### Learning Objectives — by the end of this module you will be able to:

- Describe what adult day services are and who they serve
- Explain the licensing framework and standards
- Identify staff, volunteer, and training requirements
- Explain staffing ratios and self-preservation
- Describe person-centered care and your role on the team

## Section 1: What Adult Day Services Are

Adult day services centers provide supervised, community-based daytime care for adults — many older or living with physical disabilities, cognitive changes, or chronic conditions. They offer activities, socialization, meals, and assistance with daily needs, supporting participants' health, safety, and independence.

They also serve families: by caring for a loved one during the day, they give family caregivers respite and the ability to work or rest, helping people stay in their communities longer.

## Section 2: The Licensing Framework

Adult day services centers (and adult day care centers) are licensed under Minnesota Rules, parts 9555.9600 to 9555.9730 — often called Rule 223 — authorized by Chapter 245A, the Human Services Licensing Act. The Department of Human Services licenses and inspects them.

The stated purpose of these rules is to assure the health, safety, and rights of participants. Knowing the standards exist — and that DHS enforces them — is the foundation of your role.

### Section 3: Staff, Volunteers, and Subcontractors

People who provide direct contact with participants — staff, volunteers, and subcontractors — must meet requirements under the rules and Chapter 245A, including background studies. At least one person trained in basic first aid and certified in CPR and treatment of obstructed airways must be present at all times the center operates.

Everyone works within their role under the center's supervision. Volunteers and subcontractors support, but don't replace, the required trained staff.

### Section 4: Orientation and Annual Training

Orientation must include training related to the kinds of functional impairments of current participants and the center's safety requirements and procedures. Each center must provide at least eight hours of in-service training annually in areas related to participant care.

Annual training must include reporting of maltreatment of vulnerable adults and the license holder's requirements, and — when participants rely on medical equipment to sustain life or monitor a condition — training on that equipment. Your completed training is documented in your personnel record.

#### Know your participants

Orientation centers on the actual participants you serve — their impairments, needs, and safety procedures. Knowing the people in your care is the heart of safe service.

### Section 5: Staffing Ratios and Self-Preservation

When a center serves both participants who can take appropriate action for self-preservation under emergency conditions and those who cannot, it must maintain at least one staff member for every five participants who cannot self-preserve, and one for every eight who can. 'Self-preservation' means being able to respond to an emergency (like a fire) and exit safely without help. Proper ratios ensure everyone can be kept safe in an emergency.

### Section 6: Person-Centered Care

Adult day services are at their best when person-centered — built around each participant's needs, preferences, and abilities rather than a single routine. Support dignity, choice, and independence, and offer activities and care that fit the person. Person-centered care is how the rules' protection of participant rights becomes real in everyday moments (covered in depth in ADS-07).

### Section 7: Respite and the Bigger Picture

Adult day services don't only serve the participant — they support whole families. By providing safe, engaging daytime care, centers give family caregivers respite and the ability to work, rest, or attend to other responsibilities. This helps participants remain in their homes and communities longer. When you care well for a participant, you're also supporting the people who love them.

### Section 8: Where You Fit on the Team

You are a trained member of a team keeping vulnerable adults safe, engaged, and supported. Work within your role and the center's procedures, use supervision, and escalate beyond your scope. The standards in Rule 223 and Chapter 245A exist to keep participants safe and their rights protected — and your everyday care is where that protection actually happens.

## Key Terms

Term	What it means
Adult day services	Supervised community-based daytime care for adults needing support.
Rule 223 / 9555	Minnesota's licensing rules for adult day services centers.
Chapter 245A	The Human Services Licensing Act authorizing the rules.
Self-preservation	The ability to respond to an emergency and exit safely without help.
Staffing ratio	The required number of staff per participant, set by self-preservation ability.
Respite	Relief for family caregivers provided by daytime care.

## Check Your Understanding

1. What are adult day services and who do they serve?
2. Under what rules are adult day services centers licensed?
3. What must orientation and annual training include?
4. What are the staffing ratios, and what does self-preservation mean?
5. How do adult day services support family caregivers?

## What's Next

### Looking ahead

Next, ADS-02: Vulnerable Adult Protection & Reporting covers your duty to recognize and report maltreatment.