



# A loss prevention checklist for providers of adult day services.

Adult day services centers present a unique set of risks involving clients and staff, facilities where clients gather, and vehicles used for transport.

## Check *all* the boxes to help keep your center safe for clients.

- Establish and enforce sign in/sign out procedures for all clients, and give your staff each client's authorized list for pickups and drop-offs
- Maintain adequate staffing levels for the number of clients you serve
- Have a policy for caring for clients who have Alzheimer's or dementia and may wander off
- Maintain a file with any client medical records provided by caregivers
- Require clients to put personal labels on any medication bottles, and maintain a log for all medications dispensed to them
- Keep all medications in a locked cabinet when not in use
- Obtain certificates of insurance, as evidence of medical malpractice coverage, for all employed/contracted/volunteer medical doctors
- Have a written program for monitoring staff interactions with clients, both on and off-premises
- Obtain criminal background checks on all employees and volunteers
- Conduct formal staff training on sexual and physical abuse prevention
- Have a written crisis plan in the event you have an incident of abuse
- Get caregiver permission when taking a client on an outdoor activity
- Direct your staff to take along a first aid kit for any outdoor activity
- Obtain motor vehicle records (MVR) for all drivers transporting clients
- Establish a driver safety program for all employee and volunteer drivers, with special training for operators of 15-passenger vans



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Providing solutions to help our members manage risk.<sup>SM</sup>



For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or [LCS@nationwide.com](mailto:LCS@nationwide.com).