

Commonwealth of Pennsylvania Department of Aging

Pre-Application Checklist

This checklist provides the minimum areas to consider prior to submitting an Older Adult Daily Living Center (OADLC) application. Advance planning will help to ensure a successful OADLC.

1. Research OADLC Information

- Have you studied the Title 6, Chapter 11 regulations?
- Have you visited existing OADLCs to observe the program in action?
- Have you visited the websites of the National Adult Day Services Association www.nadsa.org and the Pennsylvania Adult Day Services Association www.padsa.org?
- Do you plan to be accredited by the Commission on Accreditation Rehabilitation Facilities? www.carf.org (Optional)

2. Assess Your Community's Need

- Are there existing OADLCs in your community? If so, would their location create competition for your OADLC?
- Have you spoken with or interviewed local agencies? (i.e. Alzheimer's Association, Area Agencies on Aging, Discharge Planners, etc)

3. Target Population

- What population(s) is the center planning to serve? (i.e. individuals with a dementia related disease such as Alzheimer's, individuals with physical disabilities, individuals with developmental disabilities, etc)
- Have you studied the demographics of the target population?

4. General Business Plan

- What is the center's philosophy?
- What services would the center offer? (i.e. bathing, medication administration, physical therapy, occupational therapy, counseling, etc)
- Have you completed a market analysis?
- Does the center have a marketing plan?
- What is the proposed start date?
- What are the planned days and hours of operation?

5. Financial Business Plan

- How will you fund the setup of your business? (i.e. grants, donations, private, etc)
- Have you determined the amount of money necessary to start your business?
- Is there a viable funding source for your target population? (i.e. Home & Community Based Waivers, Medicaid, Veteran's Administration, private, etc)
- What is your expected tax status? Will your business be for-profit or not-for-profit?
- Have you researched the cost of obtaining personal and professional liability coverage?

6. Site Selection

- Does your building have a Certificate of Occupancy that indicates a use group code of I-4?
- Is your building ADA compliant?
- Is your center co-located in a building housing another service? If so, does the center have its own separate identifiable space during the hours of operation?
- What are your geographic service boundaries?
- How will clients be transported to and from the center?