



Administration Office
5650 Given Rd.
Cincinnati, OH 45243

Visit Us Online:
SteppingStonesOhio.org

ADULT DAY SERVICES

PROGRAM INFORMATION

1. PROGRAM SCHEDULE – ARRIVAL, DEPARTURE & ABSENCES

- **Allyn Campus:** 8:15 am – 2:15 pm
- **Drex & Parkcrest Sites:** 9 am – 2:30 pm
- Partial days in program are not available.
- In the event of an absence, planned or unplanned, please call (513) 831-4660 to notify program staff.
- Additional days may be added to an individual’s schedule as space allows.

2. TRANSPORTATION

- Stepping Stones **does not** provide transportation services to/from program. The participant’s SSA or family member must arrange transportation.
- Schedule transportation so the participant arrives no earlier than 30 minutes prior to program and departs no later than 30 minutes after the end of program.
- *Note: Stepping Stones does provide accessible transportation within program for community integration.*

3. WHAT TO BRING EACH DAY:

- Packed lunch and drink that does not require microwaving. Lunch should arrive according to the individuals’ My Plan (i.e. thickened, chopped, pureed, etc.). Refrigerators are available to chill food as needed.
- On days that community outings are scheduled, please pack a lunch, drink and money for the trip. Refrigeration is not available on outings.
- Any communication or mobility devices.
- All personal items, devices and lunches should be labeled with the participant’s first and last name.
- Note: Snacks are not provided during program hours.

4. NURSING & MEDICATION

- Med-Certified staff is available at all program locations.
- Any medication to be taken during program hours must arrive in its original container and delivered to delegated nursing staff.
- All medications are stored securely and administered per doctor’s order.

5. WHAT KIND OF ACTIVITIES OCCUR EACH DAY?

- Each program site offers a variety of engaging, participant-driven activity planning. Daily schedule includes Creative Expression, Continuing Knowledge, Community Outings and Wellness.

ALLYN CAMPUS

1414 Lake Allyn Road
Batavia, OH 45103

PROGRAM HOURS

8:15 am – 2:15 pm

DREX CAMPUS

2300 Drex Avenue
Norwood, OH 45212

PROGRAM HOURS:

9:00 am – 2:30 pm

PARKCREST CAMPUS

3330 Parkcrest Lane
Cincinnati, OH 45211

PROGRAM HOURS:

9:00 am – 2:30 pm

MAIN NUMBER

(513) 831-4660

PROGRAM QUESTIONS

Adult Day Program Director
Lisa Stevenson
(513) 389-2020



6. ILLNESS & EXTENDED ABSENCE FOR HEALTH REASONS

- The Dept. of Health considers the following signs to indicate communicable disease/illness: vomiting, a fever over 100°, diarrhea, sore throat, rash/swelling and red or running eyes.
- Ensure a participant is symptom free for 24 hours before returning to program.
- Participants who exhibit any of the above symptoms will be sent home to prevent the spread of infectious illness.
- Participants who are ill must be picked up within one hour of caregiver being contacted.
- Individuals who are absent for an extended period of time for illness or injury must provide a doctor's clearance before returning to program.
- **Bed Bugs:** If discovered on a participant, the individual will change into a spare set of clothes while their personal clothing is placed in a sealed plastic bag and ran through the dryer at high heat for at least 30 minutes. If noted to be a recurring issue, Stepping Stones reserves the right to discontinue services until the situation is fully resolved.

7. BEHAVIOR & DISMISSAL FROM SERVICES

- Program staff are highly trained in strategies to diffuse volatile situations and manage disruptive behaviors when they occur. Specific interventions are individualized to the participant's unique needs and history.
- If a challenging situation does occur, program staff, the participant's SSA and the guardian or caregiver behavior team from DDS may need to review strategies for future success. In the event that the above team determines that the Adult Day program is no longer a good match for the participant, services may end.

8. ADULT DAY SERVICES STAFF

- Stepping Stones does not provide 1:1 staffing support in Adult Day Services
- Agency staff respond to email at the end of the program day. Staff are not permitted to use their personal emails or cellphones to communicate for work purposes.
- In the event of an emergency, a participant's caregiver may contact our front desk at (513) 831-4660.

9. PROGRAM CLOSURES FOR HOLIDAYS AND INCLEMENT WEATHER

- A calendar of the agency and program closings is distributed to all program participants annually and is also available on our website at SteppingStonesOhio.org or by request.
- On inclement weather days, there will not be a receptionist available to respond to inquiries.
- In the event of bad weather, a participant's parent, guardian or caregiver may receive a text notification of agency closures. If you wish to participate in text notification for weather related closures, please contact Jeannie Ludwig in Client Services at (513) 965-5108. Families may also refer to local radio and TV stations for school and company closings listed under 'Stepping Stones'.

10. FUNDING AND PRIVATE PAY

- Stepping Stones accepts a variety of funding sources, including: Level One/IO and SELF waivers from the State of Ohio, local county contracts and private pay.
- Financial aid for the Adult Day Services program is not available.
- Individuals paying privately for services will be billed based on the number of days for which they've have registered, even if they did not attend all days.
- For more information, please contact the billing department at (513) 559-2442.

FOR QUESTIONS & MORE INFO:

Adult Day Services Director
Lisa Stevenson
(513) 389-2020
Lisa.Stevenson@SteppingStonesOhio.org