HEARTLAND HOMES INC.

Monthly Program Staff Meeting - Training Record

Program: Spruce

Date: 3/28/24

Trainer / Facilitator(s): Jana Schweitzer, Sandy Phillips

Begin: _____ End: _____ Training Hours: _____

SUBJECT / TOPICS:

Spruce PAPA Review 2024

Employees Attending:

Ellen Albee
Rick Rouse
Ashley Nuppert
Jana Schweitzer
Gina Brown

Employees not Attending: Reason:

_____ _____ Excused _____ Not Excused _____

_____ _____ Excused _____ Not Excused _____

_____ _____ Excused _____ Not Excused _____

Print Name _____ Signature _____

Designated Coordinator / DSSC / CSSC

Posted to: ____ Database ____ Spreadsheet ____ Meeting Log

Filed: ____ Original

HEARTLAND HOMES INC.
PROGRAM ABUSE PREVENTION PLAN

Spruce 03/26/2024
13716 Ettenmoor Lane.
Park Rapids, MN 56470

I. Assessment of population receiving services and how the program will reduce the potential of abuse and/or harm:

A. Age:
Heartland Homes Inc. provides residential support services to those 18 years of age and older.

B. Gender:
Heartland Homes Inc. provides support services to both men and women. The current population at Spruce is one male and three females. The one male and 3 females have 2 full bathrooms and one half bath that they all share, but use individually. House is licensed for 4 people

C. Mental functioning:
Heartland Homes Inc. provides support services to those with no cognitive impairments to those diagnosed with severe cognitive impairments.

D. Physical:
Heartland Homes Inc. provides support services to individuals with no physical limitations/illnesses to those with physical disabilities/chronic illnesses including such diagnoses as blindness, deafness and cerebral palsy within the realm of direct support staff training. Heartland Homes Inc. does not employ a certified health care professional, but utilizes local health care professionals for consultation and staff teaching.

E. Emotional health:
Heartland Homes Inc. provides support services to individuals who may have a mental health condition and are able to function in a structured community setting without exhibiting behaviors which could jeopardize their health and safety or the health and safety of others. Heartland Homes Inc. does not employ a certified mental health care professional, but utilizes local mental health services for treatment, consultation and staff training.

F. Maladaptive behavior(s):
Heartland Homes Inc. provides support services to individuals that exhibit behaviors such as wandering and excessive slowness as long as they can safely spend time in group settings (without the need for continuous one to one staff attention). Positive practice approaches are used to teach behavior modification.

G. Specialized programs to reduce the potential of abuse in the population being served:

- Heartland Homes Inc. staff have been trained in and found to be competent in assisting with activities of daily living, supporting instrumental activities of daily living, service recipient rights, first aid, identifying & minimizing sexual abuse and medication administration.

detached storage shed is located off the side driveway and is kept locked and prevents clients from entering the shed without an accompanying staff person. A voice/sound monitoring system may be used in basement if client is utilizing the basement for periods of time without a staff also in basement. Door opening bells are attached to the four exits in the home, mainly as a help to alert staff that a door has been opened. A variance for an employee was applied for and granted for one year, the variance required the one staff non access to client funds., Funds are kept in a locked closet in locked money boxes. This practice will be in place until MDH drops the restriction.

III. Assessment of environment and how the program will reduce the potential of abuse and/or harm:

A. Location and description of neighborhood/community: Spruce is located in a residential area on the northwest outskirts of the city of Park Rapids. The home is one of seven (7) homes located off Ettenmoor Lane which a graveled loop road that enters and exits on Western Ave, a paved road. All neighborhood mail boxes are located on Western Avenue at the entrance/exit of the neighborhood. Of the seven (7) homes in the neighborhood two (2) are licensed daycares.

B. Grounds and terrain: Spruce is located on a large lot consisting of nearly 3 acres with neighbors on both sides but hundreds of feet away. There is a fenced in gardening spot in the back yard. The rear of home opens onto a patio area. The back of the home is surrounded by trees with a private hiking trail running through it. There are landscaped shrubbery areas surrounding the home. A flag pole and a 24 hour large yard light are located in the front portion of the yard.

C. Internal programming to reduce the potential of abuse: Heartland Homes Inc. provides supervision, training and assistance as outlined in each resident's Coordinated Service and Support Plan, Coordinated Service and Support Plan Addendum, Self Management Assessment and Individual Abuse Prevention Plan in accordance with the company's policies and procedures. Residents and/or their legal representative receive orientation to the Rights of Persons Served and Heartland Homes Inc. Grievance Procedures. Staff will not employ, borrow money or items from, receive gifts, require assistance with personal projects, sell anything to of which staff would benefit or purchase personal items from a resident they provide services to.

D. Program's staffing pattern: Spruce has a minimum of one staff available 24 hours a day seven days a week to meet the needs of its residents. A staff person is not necessarily on site when all clients are out of the facility for vocational training. A second staff can be available and is for the most of days after vocational programming until late evening Monday through Friday and during the day into late evening on weekends. Actual shift hours are adjusted to meet the needs and plans of the persons being served as possible. Due to covid-19 pandemic staffing hours have been adjusted to meet the changing hours and availability of DAC/client working hours.

1. People receiving services and/or their legal representative will be orientated to the Program Abuse Prevention Plan within 24 hours of admission (or within 72 hours for those which a later orientation would be more beneficial).
2. The board of directors will review the Program Abuse Prevention Plan a minimum of annually.