



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 4/2/24

Trainer / Facilitator(s): Sam, Sandy, Bill

Begin: 1:45 pm End: 2:00 pm Training Hours: .25

SUBJECT / TOPICS: Reviewed 2024 PAPP for Woodland

Employees Attending:

Jenny Phillips
Sam Kohrs
Cheryl Zuerke
Karen Dexter
McKuzie Gist
Karm Gist
Bill

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
(Same 4 clients have lived here since 2001)

Woodland
302 Lawn Avenue
Park Rapids, MN 56470

03/26/2024

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 Woodland is two men and two women. One of the females live a separate apartment located in the lower level of the home. The two males and the other female share the main portion of the home.

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.

- Heartland Homes Inc. encourages and supports community integration based on the desires and interests of the individuals being served.
- Heartland Homes Inc. assists and supports in health management including transportation to medical appointments, advocating with health care professionals and promoting follow through of medical orders.
- Heartland Homes Inc. supports open communication with other service providers to promote continuity of care.

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.

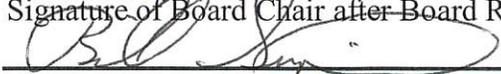
D. Program's staffing pattern: Woodland has a minimum of one staff available 24 hours a day, seven days a week to meet the needs of its residents. A staff person is not necessarily on site when all clients are out of the facility for vocational training. A second staff is on duty after vocational programming 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. During the Covid-19 pandemic staff hours have been altered to accommodate the continuous schedule changes and adjustments.

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.
3. A copy of the Program Abuse Prevention Plan will be posted on the staff bulletin board and in the staff office at Woodland and be made available upon request to mandated reporters, residents and legal representatives.
4. The Program Abuse Prevention Plan will include a statement of measures to be taken to minimize the risk of abuse to the people being served and when the need for additional measures is identified including referrals made when a vulnerable adult is susceptible to abuse outside the scope of the licensed services.
5. If the assessment indicates that the vulnerable adult does not need specific risk reduction measures in addition to those identified in the Program Abuse Prevention Plan, the Individual Abuse Prevention Plan will document this determination.
6. In addition to the Program Abuse Prevention Plan, an Individual Abuse Prevention Plan will be developed for each new resident and reviewed as part of the Program Abuse Prevention Plan. The person being served will participate in the development of their Individual Abuse Prevention Plan to the best of their ability. Both plans will be reviewed a minimum of annually by the interdisciplinary team.

**Heartland Homes Inc.
Program Abuse Prevention Plan**



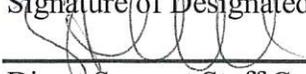
Signature of Board Chair after Board Review 3/24/24
Date



Signature of Executive Director 3/24/24
Date



Signature of Designated Coordinator 3/27/24
Date



Direct Support Staff Coordinator 3-28-24
Date