



Monthly Program Staff Meeting - Training Record

Program: Pineview Date: 4/4/24

Trainer / Facilitator(s): Leisha Schwitzer, Sandy Phillips

Begin: \_\_\_\_\_ End: \_\_\_\_\_ Training Hours: \_\_\_\_\_

SUBJECT / TOPICS: \_\_\_\_\_  
Review 2024 PAPP - Pineview  
 \_\_\_\_\_  
 \_\_\_\_\_

Employees Attending:

<u>Leisha Schwitzer</u>	_____
<u>Arucna Shah</u>	_____
<u>Brook Peters</u>	_____
<u>Cory D. Pitt</u>	_____
<u>Paul Wilkinson</u>	_____
<u>Alon Duff</u>	_____

Employees not Attending:

Reason:

<u>Margaret Kardon</u>	<u>STD FMLA</u>	Excused <input checked="" type="checkbox"/>	Not Excused _____
<u>Larry Novak</u>	<u>working</u>	Excused <input checked="" type="checkbox"/>	Not Excused _____
_____	_____	Excused _____	Not Excused _____

done 4/18/24  
 done 4/17/24  
 forgot to list separately

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Designated Coordinator / DSSC / CSSC

**HEARTLAND HOMES INC.**  
**PROGRAM ABUSE PREVENTION PLAN**  
**(Same 4 clients have lived here since 2019)**

**Pine View**  
311 Birch Ave.  
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 Pine View is one man and three women. The man and 2 women sharing one side of the home each have their own bedrooms but share 2 bathrooms. The other female has a full apartment that can be accessed by all through a half door in each of the dining areas. They all have known each other a good share of their lives.

**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.
- Residents are encouraged and supported in maintaining relationships with family, friends and other interested persons. Visitation is open between the recommended hours of 10:00 am and 9:00 pm but not limited just to those hours. Heartland Home's clients reserve the right to limit visitations to 2 hours when requested by client.

**H: Staff training to meet needs:** Heartland Homes Inc. staff are trained to meet the needs of the individuals being served through seminars, in-service trainings, monthly program staff meetings and individual study. Annual training will include, but is not limited to, that listed above and vulnerable adult training regarding prevention, documentation and reporting. Other topics are based on individual needs and diagnoses.

**I. Knowledge of previous abuse issues:** Pertinent staff are made aware of knowledge of any previous abuse. This information is used for planning to minimize the risk of future incidents.

## **II. Assessment of physical plant and how the program will reduce the potential of abuse and/or harm:**

**A. Condition and design:** Pine View was constructed in 2005. It is considered a twin home with two individual sides connected by the laundry area which is shared. Pine View has an attached garage with a company vehicle to meet the transportation needs of its residents. All living space is on one level. The home has a crawl space used for weather emergency cover. One side has three bedrooms, two full bathrooms, a living area and a kitchen. The other side has two bedrooms (one used as a office), a full bathroom with deep soaker tub and a shower stall, a living area and a kitchen. Both sides have their own main entrance. Semi-annual household safety checks are conducted to ensure proper upkeep of the home. (Review checklist for details.)

**B. Areas difficult to supervise:** One bedroom (used as office) is down a short hallway and can be difficult to fully supervise, but hall is less than 6 feet long.

**C. Adaptions made to reduce the potential of abuse within the physical plant:** Both front entrances have two steps to the porch area. To accommodate physical disabilities a ramp has been built in the garage to enter the shared laundry area.

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

**A. Location and description of neighborhood/community:** Pine View is located in a residential area on the east side of the city of Park Rapids. There are no public sidewalks.

**B. Grounds and terrain:** Pine View is located on a large city lot with neighbors on both sides. There are several small gardening spots in the front yard. Both living areas open onto a patio area in the back yard. The backyard has a storage shed for seasonal outdoor items. The home is surrounded by trees.

**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.

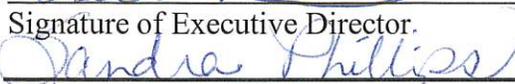
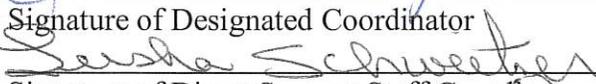
Staff will not employ, borrow money or items from, receive gifts, require assistance with personal projects, sell anything to of which staff would benefit or purchase personal items from a resident they provide services to.

**D. Program's staffing pattern:** Pine View 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. At times a second morning helper staff comes into for a couple of hours in order to assist clients with morning routines. Covid-19 pandemic had caused some adjustments to routine staffing patterns, but at no time are clients ever with out supporting staff.

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 in the laundry area and in the staff office at Pine View 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**

	3/29/24
Signature of Board Chair after Board Review	Date
	3/27/24
Signature of Executive Director.	Date
	3/27/24
Signature of Designated Coordinator	Date
	3/27/24
Signature of Direct Support Staff Coordinator	Date