

Program Abuse Prevention Plan

Program:	Hope Haven, Inc. Edgerton
Address:	613 Trosky Rd West
	Edgerton, MN 56128
Date plan developed:	<u>7/1/2022</u>

POPULATION ASSESSMENT:

1. Age range of persons receiving services:

We are licensed as adult foster care and can serve up to four people; age range is over 18 years of age. Our current age range is 40's – 60's years old.

2. What specific measures has the program taken to minimize the risk of abuse to people as related to the age of people receiving services?

Staff persons are on the premises when individuals are present, except for team approved individual alone time. Staff have been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

3. Gender of persons receiving services:

There are four females.

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the gender of people receiving services?

All individuals have their own bedrooms. Staff persons are on the premises when individuals are present, except for team approved individual alone time. Staff persons are trained in and have responsibilities in several areas of residential care to assistance and / or teach individuals in appropriate boundaries. Training and implementation of appropriate boundaries include: not being outside of your personal bedroom without clothes on (either street clothes or a robe); close the bathroom door when using it; closing doors when needed for privacy and responding to someone knocking on the door, etc. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

5. Describe the range of mental functioning of persons receiving services

The individuals that we support have mild mental functioning.

6. What specific measure has the program take to minimize the risk of abuse to people as related to the mental functioning of people receiving services?

Staff persons are on the premises when individuals are present, except for team approved individual alone time. Staff persons have been trained on the degrees / levels of diagnoses of intellectual disabilities and what can be expected per diagnoses, in general, and specifically to each individual. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. Describe the range of physical and emotional health of people receiving services:

We support individuals with seizures; medication allergies, high cholesterol, impaired vision., tuberous sclerosis, down syndrome, hypothyroidism, diabetes, dementia, and obsessive compulsive disorder.

- 8. What specific measure has the program take to minimize the risk of abuse to people as related to the physical and emotional health of people receiving services served?**
Staff persons are on the premises when individuals are present, except for team approved individual alone time. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizures; medication allergies, high cholesterol, impaired vision., tuberous sclerosis, down syndrome, hypothyroidism, diabetes, dementia, and obsessive compulsive disorder, medication administration, first aid, CPR and their Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
- 9. Describe the range of adaptive/maladaptive behavior(s) of people receiving services:**
The individuals served have areas of need in self-care, communication and home living for adaptive behavior. We serve individuals with maladaptive behaviors of obsessive behavior, verbal aggression, isolation and anxiety.
- 10. What specific measures has the program taken to minimize the risk of abuse to people as related to the adaptive/maladaptive behavior(s) of the people receiving services served?**
Staff persons are on the premises when individuals are present, except for team approved individual alone time. Our individual is working on communication with staff on a daily basis, such as getting her to speak basic need words (such as: bathroom, drink, eat, etc). Staff encourage her to use her words and assist her by saying the words or commands before completing the task or request. Our individuals are also working on self-care, cooking and laundry skills on a daily basis. Staff encourage and provide step by instruction as needed with the tasks. Staff will also provide hand over hand assistance with tasks as needed. All staff at Hope Haven are trained on the individuals specific Positive Support Strategies. The Positive Support Strategies includes methods and actions that help support the individual in having positive outcomes. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
- 11. Describe the need for specialized programs of care for persons the program plans to serve:**
Other than the physical and emotional health areas mentioned above, we do not have an assessed need for any specialized programs of care.
- 12. What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specialized programs of care for people receiving services?**
Staff persons are on the premises when individuals are present, except for team approved individual alone time. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizure disorder, medication administration, allergies, first aid, CPR and their Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

13. **Describe the need for specific staff training to meet individual service needs:**
Based upon the assessed areas already mentioned and training staff in the items required by MN Statutes, Chapter 245D, there is not an additional staff training need.
14. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specific staff training designed to meet individual service needs?**
Staff persons are trained in the items required by MN Statutes, Chapter 245D, including their staff responsibilities and duties. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health; seizure disorder; medication administration; allergies; first aid; CPR and Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.
15. **Describe any knowledge of previous abuse that is relevant to minimizing the risk of abuse to people receiving services:**
There is no knowledge of pervious abuse.
16. **What specific measures has the program taken to minimize the risk of abuse to people as related to the knowledge of previous abuse?**
There is no knowledge of pervious abuse.

PHYSICAL PLANT ASSESSMENT:

1. **Describe the condition and design of the facility as it relates to safety for the people receiving services:**
The home is considered a "single family dwelling". The house has 4 bedrooms and 3 bathrooms. The upstairs has two bedrooms and one bathroom that all open to the same hallway. The main floor has the living area, dining area, kitchen, bathroom and a bedroom. The bedroom on the main floor is located across from the bathroom and off of the kitchen. The bathroom on the main floor has been remodeled and meets ADA standards. The lower level has the staff office/ laundry area, a bedroom and a bathroom. The bedroom and bathroom are off of the same hallway. The basement has areas for storage. A ramp has also been built on the front of the house. The house has been inspected and approved for all building and fire codes.
2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the condition and design of the facility in terms of safety for people receiving services?**
There are handrails installed in all staircases leading up and down stairs. There are emergency exits located on the main floor as well as the lower level. A ramp has been built in the front of the house. The house has been inspected and approved for all building and fire codes.
3. **Describe any areas of the facility that are difficult to supervise:**
This home has four different levels and an attached garage. Because of these reasons, a staff person may not be able to see everyone all of the time.
4. **What specific measures has the program taken to minimize the risk of abuse to people as related to the areas of the facility that are difficult to supervise?**
Staff persons are on the premises when individuals are present. Staff has been trained and can implement their responsibilities and duties to check on each individual periodically and will know

the whereabouts of each individual. Staff have been trained on Maltreatment of Minors act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

ENVIRONMENTAL ASSESSMENT:

1. **Describe the location of the facility including information about the neighborhood and community that the facility is located:**

The home is located in a well-lighted residential area and does not present any specific risk of abuse as a result of location. The home is located on the Northwest side of Edgerton. To the north is a field and to the south there is a frontage road. To the east and west are other homes of residency.

2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the location of the facility, including factors about the neighborhood and community?**

Police and medical care would take at least five minutes before they would arrive. There is not a hospital located in Edgerton. If hospital services are needed, individuals would need to travel to Luverne, MN or Pipestone, MN. Staff persons have been trained on keeping people safe, first aid and CPR. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately support maltreatment.

3. **Describe the type of grounds and terrain that surround the facility:**

The property surrounding the house is fairly flat and has adequate trees for shade and creates a favorable impression. There is a patio area on the back of the house.

4. **What specific measures has the program taken to minimize the risk of abuse to people as related to the type of grounds and terrain that surround the facility?**

The stairs, sidewalks and driveway are kept clean of debris, snow/ice.

5. **Describe the type of internal programming provided at the program:**

We support people for whatever is necessary to meet their individual needs and preferences. In general, our internal programming is to provide residential skills training and activities of daily living, such as dressing, bathing, toileting, meal preparation, paying bills, shopping, community skills, etc.

6. **What specific measures has the program taken to minimize the risk of abuse to people through the type of internal programming provided at the program?**

Staff persons are trained on meeting each individual's needs, preferences and to ensure their health and safety. Staff persons will assist individuals in being as independent as possible in their activities of daily living. Staff persons have been trained on keeping people safe, first aid, and CPR. Staff has been trained on the Maltreatment of Minors Acts and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. **Describe the program's staffing pattern:**

There is one staff person for all hours on Saturday and Sunday and 12a-9a; 3p-12a for Monday through Friday and extended hours during the day if not all individuals attend work that day.

Staff are asleep for 5 hours a night at this program. A second staff is brought in as needed to assist with activities and medical appointments.

8. What specific measures has the program taken to minimize the risk of abuse to people through the program's staffing pattern?

Located by the telephone, there is an emergency list of phone numbers to call, if needed. This list also includes all of the telephone numbers / cell phones of all staff and supervisors. The program also has a verbal agreement with the day program that they will not leave the individuals at their home, until they have set their eyes on our staff member. The day program also has a list of our telephone / cell phone numbers of supervisors. Our staff do not leave their shift until the next staff person has arrived.

EACH PROGRAM MUST ENSURE THAT:

- A. People receiving services are provided with an orientation to the program abuse prevention plan. This orientation must be within 24 hours of admission or within 72 hours for individuals who would benefit from a later orientation.
- B. The license holder's governing body's delegated representative shall review the plan at least annually using the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review period. The governing body or the governing body's delegated representative shall revise the plan, if necessary, to reflect the review results.
- C. A copy of the program abuse prevention plan must be posted in a prominent place in the facility and be available, upon request, to mandated reporters, people receiving services, and legal representatives.
- D. The plan must include a statement of measures to be taken to minimize the risk of abuse to the vulnerable adult(s) or when the need for additional measures is identified. This includes identifying referrals that are made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services.
- E. 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 must document this determination.
- F. In addition to the program abuse prevention plan, an individual abuse prevention plan must be developed for each new person receiving services. A review of the individual abuse prevention plan must be done as part of the review of the program plan. The persons receiving services must participate in the development of the individual abuse prevention plan to the best of their abilities. All individual abuse prevention plans must be reviewed at least annually by the interdisciplinary team.

Amanda Russell, Designated Manager
Print name and title

Amanda Russell
Signature

7/1/2022
Date

Matt Buley, Executive Director
Print name and title

Matt Buley
Governing Body's Delegated
Representative Signature

7/1/2022
Date

Review:

Print name and title

Signature

Date

Print name and title

Governing Body's Delegated
Representative Signature

Date

The review occurred at least on an annual basis.

The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.

Program Abuse Prevention Plan

Program:	Hope Haven, Inc. Pipestone 1
Address:	913 3 rd Ave SW
	Pipestone, MN 56164
Date plan developed:	<u>7/1/2022</u>

POPULATION ASSESSMENT:

2. Age range of persons receiving services:

We are licensed as adult foster care and can serve up to four people; age range is over 18 years of age. Our current age range is 30s-60s.

2. What specific measures has the program taken to minimize the risk of abuse to people as related to the age of people receiving services?

Staff have been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

3. Gender of persons receiving services:

There are males living in this home.

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the gender of people receiving services?

All individuals have their own bedrooms. Staff persons are trained in and have responsibilities in several areas of residential care to assistance and / or teach individuals in appropriate boundaries. Training and implementation of appropriate boundaries include: not being outside of your personal bedroom without clothes on (either street clothes or a robe); close the bathroom door when using it; closing doors when needed for privacy and responding to someone knocking on the door, etc. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

5. Describe the range of mental functioning of persons receiving services

The individuals that we support have a mixture of mental functioning in the range of profound intellectual disability to mild intellectual disability.

6. What specific measure has the program take to minimize the risk of abuse to people as related to the mental functioning of people receiving services?

Staff persons have been trained on the degrees / levels of diagnoses of developmental disabilities and what can be expected per diagnoses, in general, and specifically to each individual. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. Describe the range of physical and emotional health of people receiving services:

We support individuals with seizures, medication and environmental allergies, high blood pressure and cholesterol, diabetes, and limited vision.

8. **What specific measure has the program taken to minimize the risk of abuse to people as related to the physical and emotional health of people receiving services served?**
Staff keep the furniture layout the same for those individuals with limited vision. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizure disorder, medication administration, allergies, first aid, CPR and their Individual Abuse Prevention Plans. Staff have been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

9. **Describe the range of adaptive/maladaptive behavior(s) of people receiving services:**
Three of the individuals at this site have good communication skills and advocate for their needs and rights. One of the individuals does have limited communication and adaptive behaviors. Individuals at this site do have limitations in their ability to handle frustration or anxiety due to their diagnoses. Maladaptive behaviors that may be displayed are verbal aggression that includes shouting, swearing, threats or name calling.

10. **What specific measures has the program taken to minimize the risk of abuse to people as related to the adaptive/maladaptive behavior(s) of the people receiving services served?**
The individual with limited communication skills is working on communication with staff on a daily basis, such as getting him to speak basic need words (such as: bathroom, drink, eat, etc). Staff encourage him to use his words and assist him by saying the words or commands before completing the task or request. Staff are trained in the emotional needs of each individual. Staff assist individuals to problem-solve stressful situations. Individuals choose to use their rooms to calm down away from others, as needed. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

11. **Describe the need for specialized programs of care for people receiving services:**
Other than the physical and emotional health areas mentioned above, we do not have an assessed need for any specialized programs of care.

12. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specialized programs of care for people receiving services.** *Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizure disorder, medication administration, allergies, first aid, CPR and their Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.*

13. **Describe the need for specific staff training to meet individual service needs:**
Based upon the assessed areas already mentioned and training staff in the items required by MN Statutes, Chapter 245D, there is not an additional staff training need.

14. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specific staff training designed to meet individual service needs?**

Staff persons are trained in the items required by MN Statutes, Chapter 245D, including their staff responsibilities and duties. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health; seizure disorder; medication administration; allergies; first aid; CPR and Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

15. **Describe any knowledge of previous abuse that is relevant to minimizing the risk of abuse to people receiving services:**

There is no knowledge of previous abuse.

16. **What specific measures has the program taken to minimize the risk of abuse to people as related to the knowledge of previous abuse?**

There is no knowledge of previous abuse.

PHYSICAL PLANT ASSESSMENT:

1. **Describe the condition and design of the facility as it relates to safety for the people receiving services:**

The home is considered a "single family dwelling". The house has 4 bedrooms and 2 bathrooms. The doors and the upstairs bathroom are wheelchair accessible. The upstairs bathroom has an accessible shower. The bedrooms are all at the back of the home, as well as the staff office. All bedrooms open to the main hallway. The front of the home has the kitchen and two living areas. Hand rails are installed in the kitchen and hallway. Grab bars are installed in one individual's bedroom as well as near the toilet, shower and tub in the upstairs bathroom. One individual does have a knife collection, which is kept in a locked cabinet. The basement has one bathroom and storage areas. The house has been inspected and approved for all building and fire codes.

2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the condition and design of the facility in terms of safety for people receiving services?**

When the house was built onto, the hallway was made wide enough for a wheelchair. When the bathroom was remodeled, it was remodeled with intentions of being wheelchair accessible. Grab bars were installed near the toilet, in the shower and tub to promote safety. Handrails were placed in the kitchen area as well as the hallway for individuals to use to assist with walking. The front and side entry of the home are off of the deck. These doors have access to the ramp to allow ease when gaining entry to the home as well as to the driveway. The knife collection is kept in a locked cabinet. Staff keep the key in the staff office. The house has been inspected and approved for all building and fire codes.

3. **Describe any areas of the facility that are difficult to supervise:**

This home is large and has a basement. Because of these reasons, a staff person may not be able to see everyone all of the time.

4. **What specific measures has the program taken to minimize the risk of abuse to people as related to the areas of the facility that are difficult to supervise?**

Staff has been trained and can implement their responsibilities and duties to check on each individual periodically and will know the whereabouts of each individual. Staff have been trained on Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

ENVIRONMENTAL ASSESSMENT:

- 1. Describe the location of the facility including information about the neighborhood and community that the facility is located:**

The home is located in a well-lit residential area and does not present any specific risk of abuse as a result of location. The home is located on the Southwest side of Pipestone. To the north and south are other homes of residency, to the east is the backyard and another home of residency. To the west is the front yard and the 3rd Ave road with home residences on the other side.

- 2. What specific measures has the program taken to minimize the risk of abuse to people as related to the location of the facility, including factors about the neighborhood and community?**

Police and medical care would take at least five minutes before they would arrive. An air ambulance is available, as needed, to transport to a major medical hospital. Staff persons have been trained on keeping people safe, first aid and CPR. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately support maltreatment.

- 4. Describe the type of grounds and terrain that surround the facility:**

The property surrounding the house is fairly flat and has adequate trees for shade and creates a favorable impression. There is a wrap around deck on the west and north sides of the home. There are two handicapped accessible entries on this deck. The driveway is paved to the ramp and side door of the house. There is an area of river rock in front of the driveway that runs until the backyard starts.

- 4. What specific measures has the program taken to minimize the risk of abuse as related to the type of grounds and terrain that surround the facility?**

The sidewalks and driveway are kept clean of debris, snow/ice. The individual using a wheelchair would have a difficult time getting through the river rock to get to the backyard area. Staff will be aware and assist him if he is requesting to go in the backyard. Because this had become a safety issue, his garden has been moved to a garden bed on the wrap around deck.

- 5. Describe the type of internal programming provided at the program:**

We support people for whatever is necessary to meet their individual needs and preferences. In general, our internal programming is to provide residential skills training and activities of daily living, such as dressing, bathing, toileting, meal preparation, paying bills, shopping, community skills, etc.

- 6. What specific measures has the program taken to minimize the risk of abuse to people through the type of internal programming provided at the program?**

Staff persons are trained on meeting each individual's needs, preferences and to ensure their health and safety. Staff persons will assist individuals in being as independent as possible in their

activities of daily living. Staff persons have been trained on keeping people safe, first aid, and CPR. Staff has been trained on the Maltreatment of Minors Acts and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. Describe the program's staffing pattern:

There is one staff person for all hours on Saturday and Sunday and 12a-9a; 3p-12a for Monday through Friday. Staff are asleep for 4 hours a night at this program. A second staff is brought in for 12 hours a week to assist with activities and medical appointments.

8. What specific measures has the program taken to minimize the risk of abuse to people through the program's staffing pattern?

Located by the telephone, there is an emergency list of phone numbers to call, if needed. This list also includes all of the telephone numbers / cell phones of all staff and supervisors. The program also has a verbal agreement with the day program that they will not leave the individuals at their home, until they have set their eyes on our staff member. The day program also has a list of our telephone / cell phone numbers of supervisors. Our staff do not leave their shift until the next staff person has arrived.

EACH PROGRAM MUST ENSURE THAT:

- A. People receiving services are provided with an orientation to the program abuse prevention plan. This orientation must be within 24 hours of admission or within 72 hours for individuals who would benefit from a later orientation.
- B. The license holder's governing body's delegated representative shall review the plan at least annually using the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review period. The governing body or the governing body's delegated representative shall revise the plan, if necessary, to reflect the review results.
- C. A copy of the program abuse prevention plan must be posted in a prominent place in the facility and be available, upon request, to mandated reporters, people receiving services, and legal representatives.
- D. The plan must include a statement of measures to be taken to minimize the risk of abuse to the vulnerable adult(s) or when the need for additional measures is identified. This includes identifying referrals that are made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services.
- E. 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 must document this determination.
- F. In addition to the program abuse prevention plan, an individual abuse prevention plan must be developed for each new person receiving services. A review of the individual abuse prevention plan must be done as part of the review of the program plan. The persons receiving services must participate in the development of the individual abuse prevention plan to the best of their

abilities. All individual abuse prevention plans must be reviewed at least annually by the interdisciplinary team.

Amanda Russell, Designated Manager
Print name and title

Amanda Russell
Signature

7/1/2022
Date

Matt Buley, Executive Director
Print name and title


Governing Body's Delegated
Representative Signature

7/1/2022
Date

Review:

Print name and title

Signature

Date

Print name and title

Governing Body's Delegated
Representative Signature

Date

The review occurred at least on an annual basis.
The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.

Program Abuse Prevention Plan

Program:	Hope Haven, Inc. Pipestone 2
Address:	703 3 rd Street SW
	Pipestone, MN 56164
Date plan developed:	<u>7/1/2022</u>

POPULATION ASSESSMENT:

3. Age range of persons receiving services:

We are licensed as adult foster care and can serve up to four persons. . Current ages range from 20s to 40s.

2. What specific measures has the program taken to minimize the risk of abuse to people as related to the age of people receiving services?

Staff have been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

3. Gender of persons receiving services:

There are four males.

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the gender of people receiving services?

All individuals have their own bedrooms. Staff persons are trained in and have responsibilities in several areas of residential care to assistance and / or teach individuals in appropriate boundaries. Training and implementation of appropriate boundaries include: not being outside of your personal bedroom without clothes on (either street clothes or a robe); close the bathroom door when using it; closing doors when needed for privacy and responding to someone knocking on the door, etc. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

5. Describe the range of mental functioning of persons receiving services

The individuals that we support have a mixture of mental functioning. We support individuals in the range of severe DD and moderate DD.

6. What specific measure has the program take to minimize the risk of abuse to people as related to the mental functioning of people receiving services?

Staff persons have been trained on the degrees / levels of diagnoses of developmental disabilities and what can be expected per diagnoses, in general, and specifically to each individual. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. Describe the range of physical and emotional health of people receiving services:

We support individuals with seizures, medication allergies, Autism Spectrum Disorder, Attention Deficit Disorder, Angelman Syndrome, spina bifada, and cerebral palsy.

8. **What specific measure has the program taken to minimize the risk of abuse to people as related to the physical and emotional health of people receiving services served?**
Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizures, medication allergies, Autism Spectrum Disorder, Attention Deficit Disorder, Angelman Syndrome, spina bifida, and cerebral palsy, first aid, CPR and their Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
9. **Describe the range of adaptive/maladaptive behavior(s) of people receiving services:**
The individuals served have areas of need in communication for adaptive behavior. We serve individuals with maladaptive behaviors of verbal aggression, physical aggression and agitation.
10. **What specific measures has the program taken to minimize the risk of abuse to people as related to the adaptive/maladaptive behavior(s) of the people receiving services served?**
Individuals with maladaptive behaviors have a behavior management plan in place and staff are trained in this plan prior to working with individuals. All staff at Hope Haven are trained on the individuals specific Positive Support Strategies. The Positive Support Strategies includes methods and actions that help support the individual in having positive outcomes. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
11. **Describe the need for specialized programs of care for people receiving services:**
Other than the physical and emotional health areas mentioned above, we do not have an assessed need for any specialized programs of care.
12. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specialized programs of care for people receiving services.**
Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizure disorder, medication administration, allergies, first aid, CPR and their Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
13. **Describe the need for specific staff training to meet individual service needs:**
Based upon the assessed areas already mentioned and training staff in the items required by MN Statutes, Chapter 245D, there is not an additional staff training need.
14. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specific staff training designed to meet individual service needs?**
Staff persons are trained in the items required by MN Statutes, Chapter 245D, including their staff responsibilities and duties. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health; seizure disorder; medication administration; allergies; first aid; CPR and Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

15. **Describe any knowledge of previous abuse that is relevant to minimizing the risk of abuse to people receiving services:**

There is no knowledge of pervious abuse.

16. **What specific measures has the program taken to minimize the risk of abuse to people as related to the knowledge of previous abuse?**

There is no knowledge of pervious abuse.

PHYSICAL PLANT ASSESSMENT:

1. **Describe the condition and design of the facility as it relates to safety for the people receiving services:**

The home is a single family dwelling. The house has 4 bedrooms and 2 bathrooms. The doors and the upstairs bathroom are wheelchair accessible. The upstairs bathroom has an accessible shower. Three bedrooms are on the main level of the home as well as the staff office. All bedrooms open to the main hallway. The front of the home has the kitchen, dining area and living area. Hand rails are installed in the dining area and hallway. Grab bars are installed n the upstairs bathroom near the toilet, shower and tub. The basement has one bedroom, bathroom, living area and storage areas. There is a single attached garage on the house as well. The house has been inspected and approved for all building and fire codes.

2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the condition and design of the facility in terms of safety for people receiving services?**

When the house was built onto, the hallway was made wide enough for a wheelchair. When the bathroom was remodeled, it was made wheelchair accessible. Grab bars were installed near the toilet, in the shower and tub to promote safety. Handrails were placed in the dining area as well as the hallway for individuals to use to assist with walking. The front entry of the home are off of the deck. This doors has access to the ramp to allow ease when gaining entry to the home as well as to the driveway. The house has been inspected and approved for all building and fire codes.

3. **Describe any areas of the facility that are difficult to supervise:**

This home is large, has a basement and an attached garage. The home also has a back deck area. Because of these reasons, a staff person may not be able to see everyone all of the time.

4. **What specific measures has the program taken to minimize the risk of abuse to people as related to the areas of the facility that are difficult to supervise?**

Staff has been trained and can implement their responsibilities and duties to check on each individual periodically and will know the whereabouts of each individual. Staff have been trained on Maltreatment of Minors act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

ENVIRONMENTAL ASSESSMENT:

1. **Describe the location of the facility including information about the neighborhood and community that the facility is located:**

The home is located in a well-lighted residential area and does not present any specific risk of abuse as a result of location. The home is located on the Southwest side of Pipestone. To the north of the home is our backyard as well as our neighbors' backyards. To the south of the home there is the front yard and the 3rd Street with home residences on the other side. On the west and east are home residences as well.

2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the location of the facility, including factors about the neighborhood and community?**

Police and medical care would take at least five minutes before they would arrive. An air ambulance is available, as needed, to transport to a major medical hospital. Staff persons have been trained on keeping people safe, first aid and CPR. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately support maltreatment.

5. **Describe the type of grounds and terrain that surround the facility:**

The property surrounding the house is fairly flat and has adequate trees for shade and creates a favorable impression. There is a deck on the front of the home as well as the back of the home. There is a handicapped accessible entry on the front deck. The driveway is paved to the ramp and the garage entry of the house.

4. **What specific measures has the program taken to minimize the risk of abuse as related to the type of grounds and terrain that surround the facility?**

The sidewalks and driveway are kept clean of debris, snow/ice.

5. **Describe the type of internal programming provided at the program:**

We support people for whatever is necessary to meet their individual needs and preferences. In general, our internal programming is to provide residential skills training and activities of daily living, such as dressing, bathing, toileting, meal preparation, paying bills, shopping, community skills, etc.

6. **What specific measures has the program taken to minimize the risk of abuse to people through the type of internal programming provided at the program?**

Staff persons are trained on meeting each individual's needs, preferences and to ensure their health and safety. Staff persons will assist individuals in being as independent as possible in their activities of daily living. Staff persons have been trained on keeping people safe, first aid, and CPR. Staff has been trained on the Maltreatment of Minors Acts and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. **Describe the program's staffing pattern:**

There is one staff person for all hours on Saturday and Sunday and 12a-9a; 3p-12a for Monday through Friday. Staff are asleep for 5 hours a night at this program. A second staff is brought in for 15 hours a week to assist with activities and medical appointments.

8. **What specific measures has the program taken to minimize the risk of abuse to people through the program's staffing pattern?**

Located by the telephone, there is an emergency list of phone numbers to call, if needed. This list also includes all of the telephone numbers / cell phones of all staff and supervisors. The program also has a verbal agreement with the day program that they will not leave the individuals at their home, until they have set their eyes on our staff member. The day program also has a list of our telephone / cell phone numbers of supervisors. Our staff do not leave their shift until the next staff person has arrived.

EACH PROGRAM MUST ENSURE THAT:

- A. People receiving services are provided with an orientation to the program abuse prevention plan. This orientation must be within 24 hours of admission or within 72 hours for individuals who would benefit from a later orientation.
- B. The license holder's governing body's delegated representative shall review the plan at least annually using the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review period. The governing body or the governing body's delegated representative shall revise the plan, if necessary, to reflect the review results.
- C. A copy of the program abuse prevention plan must be posted in a prominent place in the facility and be available, upon request, to mandated reporters, people receiving services, and legal representatives.
- D. The plan must include a statement of measures to be taken to minimize the risk of abuse to the vulnerable adult(s) or when the need for additional measures is identified. This includes identifying referrals that are made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services.
- E. 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 must document this determination.
- F. In addition to the program abuse prevention plan, an individual abuse prevention plan must be developed for each new person receiving services. A review of the individual abuse prevention plan must be done as part of the review of the program plan. The persons receiving services must participate in the development of the individual abuse prevention plan to the best of their abilities. All individual abuse prevention plans must be reviewed at least annually by the interdisciplinary team.

Amanda Russell, Designated Manager
Print name and title

Amanda Russell
Signature

7/1/2022
Date

Mattt Buley, Executive Director
Print name and title

Mattt Buley
Governing Body's Delegated
Representative Signature

7/1/2022
Date

Review:

Print name and title

Signature

Date

Print name and title

Governing Body's Delegated
Representative Signature

Date

The review occurred at least on an annual basis.

The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.

Program Abuse Prevention Plan

Program:	Hope Haven, Inc. Pipestone 1
Address:	913 3 rd Ave SW
	Pipestone, MN 56164
Date plan developed:	<u>7/1/2022</u>

POPULATION ASSESSMENT:

4. Age range of persons receiving services:

We are licensed as adult foster care and can serve up to four people; age range is over 18 years of age. Our current age range is 30s-60s.

2. What specific measures has the program taken to minimize the risk of abuse to people as related to the age of people receiving services?

Staff have been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

3. Gender of persons receiving services:

There are males living in this home.

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the gender of people receiving services?

All individuals have their own bedrooms. Staff persons are trained in and have responsibilities in several areas of residential care to assistance and / or teach individuals in appropriate boundaries. Training and implementation of appropriate boundaries include: not being outside of your personal bedroom without clothes on (either street clothes or a robe); close the bathroom door when using it; closing doors when needed for privacy and responding to someone knocking on the door, etc. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

5. Describe the range of mental functioning of persons receiving services

The individuals that we support have a mixture of mental functioning in the range of profound intellectual disability to mild intellectual disability.

6. What specific measure has the program take to minimize the risk of abuse to people as related to the mental functioning of people receiving services?

Staff persons have been trained on the degrees / levels of diagnoses of developmental disabilities and what can be expected per diagnoses, in general, and specifically to each individual. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. **Describe the range of physical and emotional health of people receiving services:**
We support individuals with seizures, medication and environmental allergies, high blood pressure and cholesterol, diabetes, and limited vision.
8. **What specific measure has the program taken to minimize the risk of abuse to people as related to the physical and emotional health of people receiving services served?**
Staff keep the furniture layout the same for those individuals with limited vision. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizure disorder, medication administration, allergies, first aid, CPR and their Individual Abuse Prevention Plans. Staff have been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
9. **Describe the range of adaptive/maladaptive behavior(s) of people receiving services:**
Three of the individuals at this site have good communication skills and advocate for their needs and rights. One of the individuals does have limited communication and adaptive behaviors. Individuals at this site do have limitations in their ability to handle frustration or anxiety due to their diagnoses. Maladaptive behaviors that may be displayed are verbal aggression that includes shouting, swearing, threats or name calling.
10. **What specific measures has the program taken to minimize the risk of abuse to people as related to the adaptive/maladaptive behavior(s) of the people receiving services served?**
The individual with limited communication skills is working on communication with staff on a daily basis, such as getting him to speak basic need words (such as: bathroom, drink, eat, etc). Staff encourage him to use his words and assist him by saying the words or commands before completing the task or request. Staff are trained in the emotional needs of each individual. Staff assist individuals to problem-solve stressful situations. Individuals choose to use their rooms to calm down away from others, as needed. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.
11. **Describe the need for specialized programs of care for people receiving services:**
Other than the physical and emotional health areas mentioned above, we do not have an assessed need for any specialized programs of care.
12. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specialized programs of care for people receiving services.** *Staff persons have been trained on their responsibilities to address each individual's physical and emotional health: seizure disorder, medication administration, allergies, first aid, CPR and their Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.*
13. **Describe the need for specific staff training to meet individual service needs:**
Based upon the assessed areas already mentioned and training staff in the items required by MN Statutes, Chapter 245D, there is not an additional staff training need.

14. **What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specific staff training designed to meet individual service needs?**

Staff persons are trained in the items required by MN Statutes, Chapter 245D, including their staff responsibilities and duties. Staff persons have been trained on their responsibilities to address each individual's physical and emotional health; seizure disorder; medication administration; allergies; first aid; CPR and Individual Abuse Prevention Plans. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

15. **Describe any knowledge of previous abuse that is relevant to minimizing the risk of abuse to people receiving services:**

There is no knowledge of previous abuse.

16. **What specific measures has the program taken to minimize the risk of abuse to people as related to the knowledge of previous abuse?**

There is no knowledge of previous abuse.

PHYSICAL PLANT ASSESSMENT:

1. **Describe the condition and design of the facility as it relates to safety for the people receiving services:**

The home is considered a "single family dwelling". The house has 4 bedrooms and 2 bathrooms. The doors and the upstairs bathroom are wheelchair accessible. The upstairs bathroom has an accessible shower. The bedrooms are all at the back of the home, as well as the staff office. All bedrooms open to the main hallway. The front of the home has the kitchen and two living areas. Hand rails are installed in the kitchen and hallway. Grab bars are installed in one individual's bedroom as well as near the toilet, shower and tub in the upstairs bathroom. One individual does have a knife collection, which is kept in a locked cabinet. The basement has one bathroom and storage areas. The house has been inspected and approved for all building and fire codes.

2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the condition and design of the facility in terms of safety for people receiving services?**

When the house was built onto, the hallway was made wide enough for a wheelchair. When the bathroom was remodeled, it was remodeled with intentions of being wheelchair accessible. Grab bars were installed near the toilet, in the shower and tub to promote safety. Handrails were placed in the kitchen area as well as the hallway for individuals to use to assist with walking. The front and side entry of the home are off of the deck. These doors have access to the ramp to allow ease when gaining entry to the home as well as to the driveway. The knife collection is kept in a locked cabinet. Staff keep the key in the staff office. The house has been inspected and approved for all building and fire codes.

3. **Describe any areas of the facility that are difficult to supervise:**

This home is large and has a basement. Because of these reasons, a staff person may not be able to see everyone all of the time.

4. **What specific measures has the program taken to minimize the risk of abuse to people as related to the areas of the facility that are difficult to supervise?**

Staff has been trained and can implement their responsibilities and duties to check on each individual periodically and will know the whereabouts of each individual. Staff have been trained on Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action and immediately report maltreatment.

ENVIRONMENTAL ASSESSMENT:

- 1. Describe the location of the facility including information about the neighborhood and community that the facility is located:**

The home is located in a well-lit residential area and does not present any specific risk of abuse as a result of location. The home is located on the Southwest side of Pipestone. To the north and south are other homes of residency, to the east is the backyard and another home of residency. To the west is the front yard and the 3rd Ave road with home residences on the other side.

- 2. What specific measures has the program taken to minimize the risk of abuse to people as related to the location of the facility, including factors about the neighborhood and community?**

Police and medical care would take at least five minutes before they would arrive. An air ambulance is available, as needed, to transport to a major medical hospital. Staff persons have been trained on keeping people safe, first aid and CPR. Staff has been trained on the Maltreatment of Minors Act and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately support maltreatment.

- 6. Describe the type of grounds and terrain that surround the facility:**

The property surrounding the house is fairly flat and has adequate trees for shade and creates a favorable impression. There is a wrap around deck on the west and north sides of the home. There are two handicapped accessible entries on this deck. The driveway is paved to the ramp and side door of the house. There is an area of river rock in front of the driveway that runs until the backyard starts.

- 4. What specific measures has the program taken to minimize the risk of abuse as related to the type of grounds and terrain that surround the facility?**

The sidewalks and driveway are kept clean of debris, snow/ice. The individual using a wheelchair would have a difficult time getting through the river rock to get to the backyard area. Staff will be aware and assist him if he is requesting to go in the backyard. Because this had become a safety issue, his garden has been moved to a garden bed on the wrap around deck.

- 5. Describe the type of internal programming provided at the program:**

We support people for whatever is necessary to meet their individual needs and preferences. In general, our internal programming is to provide residential skills training and activities of daily living, such as dressing, bathing, toileting, meal preparation, paying bills, shopping, community skills, etc.

- 6. What specific measures has the program taken to minimize the risk of abuse to people through the type of internal programming provided at the program?**

Staff persons are trained on meeting each individual's needs, preferences and to ensure their health and safety. Staff persons will assist individuals in being as independent as possible in their

activities of daily living. Staff persons have been trained on keeping people safe, first aid, and CPR. Staff has been trained on the Maltreatment of Minors Acts and the Maltreatment of Vulnerable Adults Act and can take steps to prevent abuse, take corrective action, and immediately report maltreatment.

7. Describe the program's staffing pattern:

There is one staff person for all hours on Saturday and Sunday and 12a-9a; 3p-12a for Monday through Friday. Staff are asleep for 4 hours a night at this program. A second staff is brought in for 12 hours a week to assist with activities and medical appointments.

8. What specific measures has the program taken to minimize the risk of abuse to people through the program's staffing pattern?

Located by the telephone, there is an emergency list of phone numbers to call, if needed. This list also includes all of the telephone numbers / cell phones of all staff and supervisors. The program also has a verbal agreement with the day program that they will not leave the individuals at their home, until they have set their eyes on our staff member. The day program also has a list of our telephone / cell phone numbers of supervisors. Our staff do not leave their shift until the next staff person has arrived.

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abilities. All individual abuse prevention plans must be reviewed at least annually by the interdisciplinary team.

Amanda Russell, Designated Manager
Print name and title

Amanda Russell
Signature

7/1/2022
Date

Matt Buley, Executive Director
Print name and title


Governing Body's Delegated
Representative Signature

7/1/2022
Date

Review:

Print name and title

Signature

Date

Print name and title

Governing Body's Delegated
Representative Signature

Date

The review occurred at least on an annual basis.

The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.