

## Integrated Community Supports (ICS) Program Abuse Prevention Plan (PAPP)

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| License Holder Name: Independent Living Services of Central Minnesota | 245D License Number: 1106251<br>(if applicable) |
| Program Address:<br>302 8 <sup>th</sup> Ave S<br>Saint Cloud MN 56303 | ICS License Number: 1106251<br>(if applicable)  |
|                                                                       | Date Developed/Revised: 7-9-2025                |

The Human Services Licensing Act (HSLA), Minnesota Statutes 245A.65, subdivision 2, governs what is required in the adult foster care (AFC) and community residential setting (CRS) program abuse prevention plan. License holders must develop and enforce a written program abuse prevention plan in accordance with the HSLA, and the Reporting of Maltreatment of Vulnerable Adults Act (VAA), Minnesota Statutes 626.557, subdivision 14.

### I. POPULATION ASSESSMENT

Describe the persons the program is planning to serve. Assess the possible risk of harm and/or abuse in each identified area.

Describe the program's plan to reduce the risk of harm and/or abuse to persons served in the assessed area.

| Describe the Persons the Program Plans to Serve                                                                        | Describe Any Possible Risks - if there are no risks in this area please state that there is no risk | Describe the Plan to Reduce the Risk to Persons Served by the Program                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>1. Age:</p> <p>Independent Living Services of Central Minnesota programs serve persons ages 18+</p>                 | <p>Increased risk of falling due to frailty of aging.</p>                                           | <p>All Independent Living Services of Central Minnesota staff receive training on the safety needs and requirements of the persons served.</p> <p>Building is equipped with handrails inside and outside along stairways to provide stabilization for individuals that may be at an increased risk of falling.</p>                                                                                                                                                                         |
| <p>2. Gender:</p> <p>Independent Living Services of Central Minnesota programs serve both male and female persons.</p> | <p>Increased risk of sexual misconduct between persons served.</p>                                  | <p>All Independent Living Services of Central Minnesota staff are trained on specific vulnerabilities of persons served. Staff are assigned based on their needs and vulnerabilities.</p> <p>Independent Living Services of Central Minnesota staff are trained on reporting maltreatment of vulnerable adults and can provide resources and training on sexual health to persons served.</p> <p>Concerns for gendered staff are noted in files and monitored by Coordinators ongoing.</p> |

### I. POPULATION ASSESSMENT continued

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| Describe the Persons the Program Plans to Serve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Describe Any Possible Risks - if there are no risks in this area please state that there is no risk                                                                                                                                                                                                                 | Describe the Plan to Reduce the Risk to Persons Served by the Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>3. Mental Functioning:</b></p> <p>Independent Living Services of Central Minnesota serves persons experiencing mild, moderate, and severe cognitive impairment.</p> <p>Diagnosis includes but are not limited to; Autism, Gender Dysphoria, Schizophrenia, Major Depressive Disorder, Bipolar I and II, Alcohol Abuse, Borderline Personality Disorder, Anxiety, Post Traumatic Stress Disorder, and Amphetamine Type Substance Use Disorder.</p> <p>Independent Living Services of Central Minnesota serves both persons that have court appointed guardians and persons that are their own guardian.</p> <p>Independent Living Services of Central Minnesota serves both persons that handle their own finances and persons that are assigned a REP PAYEE.</p> | <p>Increased risk for missed medication or medical appointments.</p> <p>Increased risk of isolation.</p> <p>Increased risk of suicidal ideation, attempts, and self-harm.</p> <p>Increased risk for drug / alcohol abuse.</p> <p>Increased risk for financial vulnerability inability to count or manage funds.</p> | <p>Independent Living Services of Central Minnesota provides training to assigned staff on specific vulnerabilities of persons served by providing the persons Individual Abuse Prevention Plan, Self-Management Assessment, Support Plan, Support Plan Addendum, Service Outcome, and Person-Centered Positive Support Strategies. These documents are provided to staff upon assignment and ongoing as changes are made. In person orientation is completed following the receipt of this information.</p> <p>All Independent Living Services of Central Minnesota staff are trained in medication management, isolation, mental health symptom management, safe money handling, via PSR training prior to hire. Staff will monitor behaviors and symptoms of persons served and document concerns and report as required.</p> <p>Independent Living Services of Central Minnesota provides all staff with access to the Community Resource Guide for their area. Staff are able to make suggestions for new resources to add to the guide as well as utilize those resources to make referrals to places in the community persons served may benefit from.</p> |



**4. Physical & Emotional Health:**

**Independent Living Services of Central Minnesota serves persons experiencing both physical and emotional health symptoms.**

**Independent Living Services of Central Minnesota serves both able bodied individuals and individuals with ambulatory risks. Independent Living Services serves persons that utilize canes and walkers.**

**Increased risk for isolation and self-neglect.**

**Increased risk for self-injurious behavior, suicidal ideation, and suicide attempts.**

**Increased risk for property destruction.**

**Increased risk for emotional aggression (yelling / swearing / crying)**

**Independent Living Services of Central Minnesota provides training to assigned staff on specific vulnerabilities of persons served by providing the persons Individual Abuse Prevention Plan, Self-Management Assessment, Support Plan, Support Plan Addendum, Service Outcome, and Person-Centered Positive Support Strategies. These documents are provided to staff upon assignment and ongoing as changes are made. In person orientation is completed following the receipt of this information.**

**All Independent Living Services of Central Minnesota staff are trained in recognizing abuse of a vulnerable adult. Staff will monitor behaviors and symptoms of persons served and document concerns and report as required.**

**Independent Living Services of Central Minnesota provides all staff with access to the Community Resource Guide for their area. Staff are able to make suggestions for new resources to add to the guide as well as utilize those resources to make referrals to places in the community persons served may benefit from.**

**Independent Living Services of Central Minnesota staff will provide education and training on communication with person served and work to de-escalate in situations that require it to assist the person served with appropriate behaviors.**

**Persons requiring permitted actions to assist in specific areas of need will be listed on the persons Support Plan Addendum.**

**Individuals served have access to primary care and specialty care for physical and emotional health issues they may have. While staff are providing services, they will monitor and consult with the person served to advocate for them based on individual needs and symptoms to receive the best possible care.**

**5. Behaviors:**

**Independent Living Services of Central Minnesota provides services to persons who exhibit behavioral concerns.**

Behaviors can include repetitious speech, picking of skin, self-injurious behavior, oversleeping or under sleeping, obsessive compulsive actions, verbal aggression, property destruction, legal and illegal substance abuse, verbal threats, false reporting, excessive eating, and isolation.

Increased risk of conduct against another person served.

Increased risk of property destruction.

Increased risk of self-neglect.

Increased risk for self-injurious behavior, suicidal ideation, and suicide attempts.

Increased risk for emotional aggression (yelling / swearing / crying)

All staff receive training in Positive Behavioral Supports per 245D training standards and training specific to what the person served needs.

Independent Living Services of Central Minnesota provides training to assigned staff on specific vulnerabilities of persons served by providing the persons Individual Abuse Prevention Plan, Self-Management Assessment, Support Plan, Support Plan Addendum, Service Outcome, and Person-Centered Positive Support Strategies. These documents are provided to staff upon assignment and ongoing as changes are made. In person orientation is completed following the receipt of this information.

All Independent Living Services of Central Minnesota staff are trained in medication management, isolation, mental health symptom management, safe money handling, via PSR training prior to hire. Staff will monitor behaviors and symptoms of persons served and document concerns and report as required.

Independent Living Services of Central Minnesota provides all staff with access to the Community Resource Guide for their area. Staff are able to make suggestions for new resources to add to the guide as well as utilize those resources to make referrals to places in the community persons served may benefit from.

### I. POPULATION ASSESSMENT continued

Describe the persons the program is planning to serve. Assess the possible risk of harm and/or abuse in each identified area.  
Describe the program's plan to reduce the risk of harm and/or abuse to persons served in the assessed area.

| Describe the Persons the Program Plans to Serve                                                                                                                                                                                                                                                                                                                       | Describe Any Possible Risks - if there are no risks in this area please state that there is no risk | Describe the Plan to Reduce the Risk to Persons Served by the Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>6. Need for Specialized Programs:</b></p> <p>Persons served have access to specialized programs as needed and referred.</p>                                                                                                                                                                                                                                     | <p>There are no risks.</p>                                                                          | <p>There are no risks.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>7. Specific Staff Training for Individual Needs:</b></p> <p>Independent Living Services may provide services to persons with specific needs not included in onboarding training.</p> <p>Specific individualized training required will be identified in the Support Plan Addendum. Each staff member is trained to the specific needs of the person served.</p> | <p>There are no specific risks in this area.</p>                                                    | <p>Independent Living Services of Central Minnesota provides training to assigned staff on specific vulnerabilities of persons served by providing the persons Individual Abuse Prevention Plan, Self-Management Assessment, Support Plan, Support Plan Addendum, Service Outcome, and Person-Centered Positive Support Strategies. These documents are provided to staff upon assignment and ongoing as changes are made. In person orientation is completed following the receipt of this information.</p> <p>Documentation of specific orientation and training is stored in the employee record.</p> <p>Staff are made aware of behavior patterns that may put a client at risk of abuse to self or others, as well as areas of vulnerability.</p> |



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| <p><b>8. Knowledge of Previous Abuse:</b></p> <p>Independent Living Services of Central Minnesota serves persons who have experienced abuse in the past.</p> <p>Abuse type may include.</p> <p>Sexual, Physical, Financial, and Self Neglect.</p> | <p>Increased risk for prior abuse to take place again.</p> | <p>Designated Coordinators are provided the Support Plan from the County which lists prior abuse. This document is used to develop the Individual Abuse Prevention Plan that is provided to staff prior to meeting with the person served.</p> <p>Staff are made aware of any pattern of behavior that puts an individual at risk of abuse to self or others, as well as areas of vulnerability. These patterns are addressed in a service plan, individually specific to everyone that resides in the program and receives services from Independent Living Services of Central Minnesota in the Individual Abuse Prevention Plan. This plan informs staff of what has been used previously to avoid situations with a negative outcome.</p> <p>All staff are mandated reporters and information regarding internal and external reporting procedures will be posted at the site, including phone numbers and websites. All staff will be trained in any known risk areas related to the person served as well as additional support needed to aid in the reporting process. The established staffing pattern will meet the needs outlined in the individuals Support Plan Addendum.</p> |
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## II. PHYSICAL PLANT

Describe the physical plant in which the program is located. Assess the possible risk of harm and/or abuse to persons served based on the physical plant.  
Describe the program's plan to reduce the risk of harm and/or abuse to persons served in the assessed area.

| Describe the Physical Plant                                                                                                                                                                                                                                                                                                                                                                                              | Describe Any Possible Risks - if there are no risks in this area please state that there is no risk | Describe the Plan to Reduce the Risk to Persons Served by the Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p><b>1. Condition and Design of the Physical Plant:</b></p> <p>Building 302 is a 16-unit apartment building. This building features single family units with a mixed variety of studio, and one-bedroom units. This property offers street parking and a parking lot. There are locked entrances on both the front and back of the building. Each person is provided a front door key and key to their rented unit.</p> | <p>There are no risks in this area.</p>                                                             | <p>Independent Living Services of Central Minnesota provides all snow removal, lawn care, as well as building maintenance.</p> <p>While providing services, staff can provide verbal reminders regarding personal safety as well as aid when advocating for themselves should the need arise during service periods. While services are not being provided, individuals have access to the 24-Hour on-call phone number and local and community emergency numbers.</p> <p>Any identified hazards are addressed through removal, repair, or the creation of a plan to mitigate or avoid them. This proactive approach ensures a safe working environment for consumers and staff and demonstrates the company's commitment to risk management and injury prevention.</p> |



**2. Areas Difficult to Supervise:**

**Independent Living Services of Central Minnesota does not provide a 24-Hour physical presence of staff but does have a 24 hour/ day on-call phone number available to all residents of Independent Living Services of Central Minnesota Integrated Community Support properties.**

**While not receiving In-person services, individuals have the right to privacy in their own apartment units. Staff will be present during service times that benefit the individual.**

**There are no risks in this area.**

**There are no risks in this area.**

### III. ENVIRONMENT and COMMUNITY

Describe the physical plant in which the program is located. Assess the possible risk of harm and/or abuse to persons served based on the physical plant.  
Describe the program's plan to reduce the risk of harm and/or abuse to persons served in the assessed area.

| Describe the Environment and Community                                                                                                                                                                                                                                                                                                                                                                                                                  | Describe Any Possible Risks - if there are no risks in this area please state that there is no risk                                                                                                       | Describe the Plan to Reduce Risk to Persons Served by the Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><b>1. Neighborhood and Community:</b></p> <p>302 8<sup>th</sup> Ave S is within blocks of the bus station, county buildings, DMV, college campus, banks, eateries, gas stations and job opportunities.</p> <p>The building is located roughly 7 city blocks from a laundromat, shopping stores, churches of multiple denominations, gyms, and smoke shops.</p> <p>The building is located on 8<sup>th</sup> Ave S which has a 30mph speed limit.</p> | <p>The road in front of the building has a 30MPH speed zone. The surrounding area is considered dangerous for persons who do not have street safety skills.</p>                                           | <p>While in the presence of staff during assigned service hours, Independent Living Services of Central Minnesota staff will provide verbal reminders to remain safe while near the roads.</p>                                                                                                                                                                                                                                                                                                                                       |
| <p><b>2. Grounds and Terrain:</b></p> <p>Building 302 features paved walkways connected from the city sidewalk to the front door facing 8<sup>th</sup> Ave. There is a paved parking lot to the left of the building and street parking is also available.</p>                                                                                                                                                                                          | <p>Ordinary hazards that exist for all Minnesotans during winter such as cold, snow, ice, etc. During the summer the walkways leading up to the home might be hot to touch in the sun and high temps.</p> | <p>Persons served will be assisted by staff according to their Support Plan Addendum. The sidewalks and parking lot are maintained by Independent Living Services for maximum safety during winter.</p> <p>Independent Living Services of Central Minnesota will conduct regular inspections of the property. These inspections will focus on ensuring that the terrain, grounds, and surrounding areas are clean, safe, and free from hazards, allowing persons served to enjoy the outdoors with confidence and peace of mind.</p> |

### III. ENVIRONMENT and COMMUNITY continued

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| Describe the Environment and Community                                                                                                                                                                                                                                                                                                                                                                                                         | Describe Any Possible Risks - if there are no risks in this area please state that there is no risk | Describe the Plan to Reduce Risk to Persons Served by the Program                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>3. Type of Internal Programming:</b></p> <p>Independent Living Services of Central Minnesota provides a comprehensive range of services designed to support persons served in regaining independence. These services include Household Management, community engagement, Coping Skills development, Adaptive Skills training, and Health and Wellness programs.</p> <p>On site program activities</p> <p>Offsite program activities.</p> | <p>No risks in this area.</p>                                                                       | <p>No risks in this area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>4. Staffing Pattern:</b></p> <p>Individuals set their own schedule and staffing is designed on the individual's preferences.</p> <p>The staffing ratio is 1:1, unless providing base rate services then there is no requirement for staffing ratio.</p>                                                                                                                                                                                  | <p>Risk of lack of supervision / Isolation</p>                                                      | <p>Independent Living Services always maintains an adequate ratio, ensuring that each person served receives appropriate support and supervision. This ratio is carefully managed to minimize the potential for abuse or harm.</p> <p>Coverage for scheduled shift will be provided as available. Coverage is not required in a semi-independent setting. No persons receiving services from Independent Living Services of Central Minnesota have a 24 hour plan of care / require 24 hour supervision.</p> |



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|  |  | In the event another member of staff is unable to fill the needed hours, the hours will be re-scheduled at the individual's earliest convenience. |
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This plan will be reviewed, signed, and dated annually by the governing body representative according to 245A.65, subdivision 2.

Breanna Ruchti, Designated Manager

7-15-2024

Print name of Governing Body Representative

Signature

Date

Breanna Ruchti, DM

Print name of Governing Body Representative

Signature

7-9-2025

Date

Print name of Governing Body Representative

Signature

Date

Print name of Governing Body Representative

Signature

Date

Print name of Governing Body Representative

Signature

Date

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.

Print name of Reviewer

Signature

Date

Print name of Reviewer

Signature

Date

Print name of Reviewer

Signature

Date