



Program Abuse Prevention Plan

Location: Brooklyn Park Community Activity Center **Date Revised:** December 27, 2024
5600 85th Ave. N.
Brooklyn Park, MN 55443

Procedure:

- People receiving services are provided with an orientation to the program abuse prevention plan within 24 hours of admission or within 72 hours for individuals who would benefit from a later orientation.
- Lifeworks Services, Inc.'s governing body, or delegate, reviews the program abuse prevention plans annually.
- A copy of the program abuse prevention plan is posted in our facilities and is available upon request.
- Any additional measures taken to minimize the risk of abuse to the vulnerable adult(s) will be identified even if the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services.
- An individual abuse prevention plan is required for each new person receiving services and needs to be reviewed annually by the interdisciplinary team. A review of the individual abuse prevention plan must be done as part of the review of the program plan.

Population Assessment:

- **Age: 18 years and older.**
Lifeworks provides staffing that is adequate to meet the supervision needs of adults. Lifeworks Services, Inc. employees are mandated reporters, trained in maltreatment of vulnerable adults. Our volunteers/interns/guests/service learners/community service workers attend our volunteer/guest orientation session that includes training on vulnerable adults reporting.
- **Gender: Male, female, non-binary.**
Lifeworks provides staffing to minimize the risk of sexual exploitation and abuse.
- **Mental Functioning: Mild to profound.**
Staff receives training in interacting with caring for and teaching people with intellectual disabilities. Our employees (staff) that work directly with the clients complete the required training, which includes, but is not limited to health and safety, positive supports, emergency use of a manual restraint (Lifeworks does not allow the use of manual restraints), first aid, emergency procedures as well as additional Lifeworks policies and procedures ensure the health and safety of all clients.
- **Physical, Emotional, Behavioral Health: No assistance to total assistance with daily living skills. No emotional or behavior issues to people with positive support plans or positive support transition plans.**
Staff receives training in how to assist people with their daily living needs.

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- **Adaptive/Maladaptive Behavior:** People with mild maladaptive behaviors. Staff receives training in positive supports, first aid, emergency procedures as well as additional Lifeworks policies and procedures to ensure the health and safety of all clients. At orientation and at annual refresher training sessions.
- **Training:** Newly hired staff need training in Lifeworks policies and procedures, positive support strategies, first aid, emergency procedures, sexual abuse, as well as additional Lifeworks policies and procedures to ensure the health and safety of all clients. In addition, they need to become familiar with meeting the needs of the specific clients they will be working with prior to working alone with the client. Lifeworks staff need refresher courses to maintain their knowledge in all of the above.

Lifeworks employees are mandated reporters, trained in maltreatment of vulnerable adults and minors, and Global Harmonization Standards (GHS). Our volunteers/interns/service learners/community service workers attend an orientation session that includes training on vulnerable adults and minor reporting. Our employees (staff) that work directly with the clients complete the required training, which includes, but is not limited to health and safety, positive supports, emergency use of a manual restraint policy (Lifeworks does not allow the use of manual restraints), first aid, emergency procedures as well as additional Lifeworks policies and procedures to ensure the health and safety of all persons served. Our staff review the client's required plans prior to working alone with the client. Our Human Resources department maintains records of employee trainings and works with a nurse consultant for additional training required for a client.

- **Staffing:** Each staff has a group binder with a recurring weekly schedule. The schedule list which clients are scheduled to have services each day of the week. Each instructor (staff) is responsible for knowing the location of the clients on their list. When activities are not in session or not assigned, staff are diligent in attending to the whereabouts of each client. We provide staffing according to the needs of the facility, the needs determination of the clients, licensed capacity, and in accordance with the requirements of MN Statutes 245D.

History:

- No previous substantiated abuse relevant to reducing the risk of abuse to clients.

Physical Plant Assessment:

- **The condition of the building:** Lifeworks license space will be in a room in the Brooklyn Park Community Activity Center (BPCAC). There are multiple entrances and exits to the BPCAC building. Exits, entrances, and hallways are clean, free of debris, and maintained by the building. Persons will come in through door #23 and proceed to the licensed space. This licensed space is down a long hallway and leased to the open space, which has three doors to access the space.

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- The design of the facility as it relates to safety: The licensed space Lifeworks will use is open and allows for staff in the room to see all clients while in the room. However, to access restrooms, they are located in the hall outside of the licensed space.
- Areas of the facility difficult to supervise: The long hallway to the licensed room, both men and women's restrooms, and the amenities Lifeworks will have access to in the BPCAC.

Environment Assessment:

- Neighborhood or community the facility is located in: The licensed space is in a room at the BPCAC, which includes a gym, ice rink, banquet room, classroom, weight room and locker rooms. The BPCAC building itself is in a business area of Brooklyn Park and next to a police station.
- Type of grounds and terrain that surround the facility: Busy streets, highway, businesses, parking lot and grass.
- Type of programming provided at this facility: Day Services, 1:1 service, and individual class opportunities.
- Programs staffing pattern: We provide staffing according to the needs of the facility, the needs determination of the clients, licensed capacity, and in accordance with the requirements of MN Statutes 245D.

Physical Plant & Environment:

- The BPCAC maintains the facility maintenance, which has onsite maintenance staff. Additionally, the building is well maintained, free of debris, and clean.
- Lifeworks staff will maintain their cell phones with them while they are providing services onsite. Lifeworks staff are trained on Maltreatment of a minor or vulnerable adult.
- Our toxic substances and dangerous items are locked in cabinets and/or storage closets for the safety of all individuals. Any flammable chemicals are locked in an approved fireproof cabinet.
- The National Guard has space in the building however it is inaccessible to clients.
- Our space will have an end of day procedures and are equipped with weather radios, first aid kits, flashlights, fire alarms, sprinklers, and fire extinguishers. (Maintained by the

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building). Our facilities conduct drills on a quarterly basis for preparation for an actual emergency.

Delegation:

- On October 8, 2015, the Lifeworks Board of Directors authorized future plans to be approved by the Lifeworks Compliance Committee.

Reviewer Name: Andrea Lang Signature _____ Date: 03/23/2023

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.

Review: Name Julie Windisch Signature Julie Windisch Date 12/27/2024

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.