

COORDINATED SERVICE AND SUPPORT PLAN (CSSP) ADDENDUM – INTENSIVE SERVICES

Name of person served: Nicholas Kessler

Date of development: 1.27.2021

For the annual period from: January 2021 to January 2022

Name and title of person completing the *CSSP Addendum*: Emily Elsenpeter, Designated Coordinator

Legal representative: Vicki and Roger Kessler

Case manager: Laura Baker

The license holder must provide services in response to the person's identified needs, interests, preferences, and desired outcomes. Services will be provided according to MN Statutes, chapter 245D and the applicable waiver plan for the person served. The following will be assessed by the person and/or legal representative, case manager, support team or expanded support team members, and other people as identified by the person and/or legal representative.

Dates of development:

- Within 15 days of service initiation, the license holder must complete the preliminary *CSSP Addendum*.
- Before providing 45 days of service or within 60 calendar days of service initiation
- Annually, the support team reviews the *CSSP Addendum*.

Services and Supports

The **scope of the services** to be provided to support the person's daily needs and activities include: Nicholas receives intensive support services in a day training and habilitation community-based programs at PAI. Support is provided in the most integrated and least restricted environment for Nicholas. The program works with Nicholas to develop and implement achievable outcomes that support his goals and interests and develop skills that help him achieve greater independence and community inclusion. PAI works to increase and maintain Nicholas' physical, emotional, and social functioning. Staff support Nicholas in completing activities of daily living and instrumental activities of daily life, outcome development and implementation, supervision, medication administration, data tracking and daily support related to his health, safety and wellbeing as needed by Nicholas. PAI works with Nicholas' residence and transportation provider for continuity of care.

The person's **desired outcomes** and the methods or actions that will be used to support the person and to accomplish the service outcomes (Service Outcomes and Supports):

Outcome #1: Daily, Nicholas will use ASL to sign yes/no to indicate his activity preference in 70% of all trials over the next year.

Outcome #2: Daily, Nicholas will indicate his preference in an activity by using the ChoiceBoard ap in 80% of all opportunities over the next year.

PAI

A discussion of how **technology** may be used to meet the person's desired outcomes has occurred: ☒ Yes ☐ No

Provide a summary that describes decisions made regarding the use of technology and a description of any further research that needs to be completed before a decision regarding the use of technology can be made:

- Nicholas has access to a television and computer in the program area for music, sensory or educational videos, in addition to the SMART Board for games and other audio activities.
- Nicholas is going to try to use our iPads for communication.
- No further exploration is needed at this time.

Describe the **general and health-related supports** necessary to support this person based upon each area of the *Self-Management Assessment (SMA)* and the requirements of person-centered planning and service delivery:

Allergies: Nicholas is allergic to hay fever/seasonal allergies, and possibly allergic to latex, as he had a rash from tape one time. Nicholas is monitored for symptoms of seasonal allergies which include sneezing, runny nose, and red and itchy eyes. Nicholas will take all allergy medications at home. Concerns are relayed to Nicholas' residence via phone call, email, or communication book and noted in his Daily Progress Notes.

Choking and Special dietary needs: Nicholas requires a regular calorie diet for bite sized foods. His lunch comes prepared by his residence and is checked to ensure it is prepared properly prior to serving. Nicholas likes to eat fast, so reminders to slow down may be helpful. He will often eat a little bit slower if he is using a spoon instead of a fork. Nicholas can drink from a cup independently.

Chronic Medical Conditions:

- **Intellectual Disability (Severe):** a neurodevelopmental disorder characterized by impaired intellectual and adaptive functioning. Typical IQ is 35-49. People with moderate intellectual disability have fair communication skills but cannot typically communicate on complex levels. They may have difficulty in social situations and problems with social cues and judgment. These people can care for themselves but might need more instruction and support than the typical person. Many can live in independent situations, but some still need the support of a group home. Nicholas is supported in all areas of instrumental and daily living. Support is provided in the least restricting methods possible and Nicholas is encouraged to participate to his greatest level of independence.
- **Hypotonia:** a medical term used to describe decreased muscle tone. Normally, even when relaxed, muscles have a very small amount of contraction that gives them a springy feel and provides some resistance to passive movement. It is not the same as muscle weakness, although the two conditions can co-exist. Muscle tone is regulated by signals that travel from the brain to the nerves and tell the muscles to contract. Hypotonia can happen from damage to the brain, spinal cord, nerves, or muscles. The damage can be the result of trauma, environmental factors, or genetic, muscle, or central nervous system disorders. Concerns are relayed to Nicholas' residence via phone call, email, or communication book and noted in his Daily Progress Notes.
- **Autism (ASD):** People with ASD have difficulty with social communication and interaction, restricted interests, and repetitive behaviors. Not all people with ASD will show all behaviors, but most will show several. Staff will assist Nicholas in maintaining appropriate boundaries while encouraging him to have meaningful conversations and interactions with others.

Self-administration of medication or treatment orders: Nicholas takes his medication on a spoon with applesauce. Nicholas is unable to identifying his medications, the purpose, and is not able to self-administer his medications currently. Medications / treatments are administered according to the prescriber's orders and as directed by the pharmacy/prescription bottle. Each administration time, trained staff dispense the medication/treatment for Nicholas and administer it. Staff receive training on medication administration and quarterly medication administration record reviews are completed to ensure no medication errors have occurred. Administration of nonscheduled medication concerns or requests for supplies will be communicated by PAI staff via phone, email, or communication book, and noted in Daily Progress Notes.

Personal Cares and Hygiene: Nicholas needs reminders to use the restroom about every hour and a half. Nicholas wears briefs and needs assistance changing a brief when a new one is needed. All concerns and requests for supplies and eliminations are communicated to Nicholas' parents via phone, email, or communication book.

Risk of Falling and Mobility Issues: Nicholas may need assistance while using stairs, uneven terrain, or while going from sitting to standing. It may take Nicholas some time, but he should be able to navigate familiar environments well. He is careful and is aware that his sight is not the best. Staff will assist Nicholas in navigating around ensuring there are no potential hazards in his way, especially in unfamiliar environments.

Regulating Water Temperature and Water Safety Skills: PAI keeps water at a safe temperature and staff test the water temperature by running their hands under water prior to Nicholas encountering it. PAI does not offer swimming or bathing; however, Nicholas loves swimming and can tread water independently. Nicholas receives support when in the community and should he be near a body of water, staff will stay near Nicholas and will verbally inform him of the areas to stay in (on the path, middle of the dock, etc.) and where the water is.

Community Survival Skills: Nicholas is very social while in the community. Nicholas currently has no alone time in the community. Nicholas has access to a PAI staff while in the community and utilizes the PAI contracted transportation provider to safely access the community. Staff provide supervision and verbal/physical support to Nicholas while in the community to practice all pedestrian and traffic safety skills. He is supported in safely engaging with the community activities and people of his choice. Staff observe what is occurring around Nicholas and intervene on his behalf if a potentially dangerous situation were to happen. Staff will call 911 on Nicholas' behalf in the event of an emergency.

Sensory Disabilities: Nicholas has a visual impairment that is corrected with glasses. Nicholas has functional vision with his glasses and can navigate his environment. He receives assistance (staff's hand or arm) when transitioning flooring or terrain and is assisted in cleaning his glasses, should they become dirty. Any concerns with Nicholas' glasses or vision will be reported to his parents/guardians.

Self-Injurious Behaviors: Nicholas has a history of biting his finger or pulling hair when he is trying to communicate that he is upset, frustrated, or when his communication is not understood. When Nicholas is upset it may be helpful to have him jump around; Nicholas really enjoys jumping and it can be a helpful tool in getting him to get his mind of things, as well as being silly and laughing with him. Staff can also offer Nicholas a place to 'cool down' at, if necessary. He also really enjoys rocking in a chair.

Physical aggression/conduct: Nicholas has a history of charging at his staff when he is trying to communicate that he is upset, frustrated, or when his communication is not understood. When Nicholas is upset it may be helpful to have him jump around; Nicholas really enjoys jumping and it can be a helpful tool in getting him to get his mind of things, as well as being silly and laughing with him. Staff can also offer Nicholas a place to 'cool down' at, if necessary. He also really enjoys rocking in a chair.

Person Centered Information:

- **Important TO:** It is important to Nicholas that he has time to spend socializing with people. This is something that is a bit more recent for Nicholas, but he has shown a lot of interest in meeting and interacting with new people. Nicholas loves swimming, using adaptive tricycle, and listening to classical music. Having soft, crunchy, sour, or sweet tasting food throughout the day. It is also important to Nicholas that he has his beads with him.
- **Important FOR:** It is important for Nicholas to have reminders at lunch to slow down if he is eating too fast, as well as reminders to use the restroom throughout the day. It is important that others be patient when it comes to communication. Having choices and making decisions independently with his communication honored.

PAI

- **Good Day:** Visiting with others in his community, friends, and family. Time to go to a park and swing, eating macaroni and cheese. Nicholas would also like to lounge outside on a nice day. Having time in the rocking chair to cuddle with dad.
- **Bad Day:** Nicholas would not have a good day if there were many changes within his routine and was around other people who have loud screeching vocalizations.
- **Likes:** Nicholas likes swimming, bouncing on the trampoline, car rides, and being held tight especially when rocking. Nicholas likes music. He has a keyboard at home that he spends a lot of time playing. He likes more classical music and really likes guitars.
- **Dislikes:** Loud environments, screeching noises.

The person's **preferences** for how services and supports are provided including positive support strategies and how the provider will support the person to **have control of their schedule**:

- Nicholas would like to participate in a structured and personalized program day that focuses on recreation & leisure activities. Nicholas would like his day to have a balance of rest/relaxation, support in socializing with others, and physical activity such as walks or stretching. Nicholas is willing to participate in larger group activities if they are not too loud or chaotic.
- For supports, Nicholas prefers efficient care and clear communication from people that know him and his routine well. Nicholas values his independence and completing tasks for himself. Nicholas would like to be praised when he does a good job, is working hard or being helpful. Nicholas responds best to verbal instructions in an upbeat tone, picture directions, gestural prompts, and physical assistance.
- Nicholas understands verbal communication but communicates using facial expressions, vocalizations, and gestures. He will push away items when he is disinterested in them. Nicholas prefers to engage in conversations and social experiences as often as possible with upbeat and encouraging people; however, he may also respond well to stern voices and prompts at times, especially when getting off the bus in the mornings. Nicholas has not used his iPad for communication for a long time, but we are going to see if this is something that he shows interest in.
- Nicholas would like his communication to be honored and supported throughout his day. Nicholas makes choices about his schedule, community activities, and daily activities and is provided options throughout his day to make choices and decisions. Staff provide Nicholas with choices verbally and with picture cards. Nicholas' choices and refusals are honored.

Is the current service setting the **most integrated setting available and appropriate** for the person?

☒ Yes ☐ No

If no, please describe what action will be taken to address this:

N/A

PAI

What are the opportunities to develop and maintain **essential and life-enriching skills, abilities, strengths, interests, and preferences**?

Nicholas works on outcomes that are both important to and important for him. Nicholas is offered a variety of choices throughout his day regarding his preferred activities.

What are the opportunities **for community access, participation, and inclusion** in preferred community activities?

Nicholas has opportunities to choose community integration trips. While in the community, Nicholas is encouraged and supported in creating positive relationships with others.

What are the opportunities to **develop and strengthen personal relationships** with other persons of the person's choice in the community?

Nicholas has the opportunity to spend time in the community, volunteer, and visit other preferred places. Nicholas is encouraged in maintaining positive interactions with those he encounters in the community.

What are the opportunities to seek **competitive employment** and work at competitively paying jobs in the community?

Nicholas and his team have decided not to seek out competitive employment at this time. He is content with where he is at and finds value in the enrichment activities that he is currently participating in. If Nicholas and his team decide that they would like to seek out competitive employment, his team will hold a meeting and discuss the next steps needed to fit Nick's desires.

How will services be **coordinated across other 245D licensed providers and members of the expanded/support team** serving this person to ensure continuity of care and coordination of services?

- Nicholas' guardian's and PAI staff collaborate in the exchange of information as it relates to Nicholas' services, health, and care. Meeting and reports are shared, and the team works together to ensure continuity of service through in-person conversations, phone calls, emails, and Nicholas' communication book.
- PAI works with Nicholas' guardians for supplies needed at PAI, as well as treatments/medications and corresponding orders.
- Vicki and Roger are Nicholas' guardians (mother and father) who advocate on his behalf as well as makes legal decisions with him. The guardians provide information and direction on Nicholas' services and supports in collaboration with other members of this support team.
- Laura Baker, case manager from Washington County, develops the Coordinated Services Support Plan, completes service agreements, participates in service direction, assists Nicholas and his guardians in advocacy and finding additional opportunities or resources and communicates with the members of Nicholas' support team to ensure continuity of care.

If there is a **need for service coordination** between providers, include the name of service provider, contact person and telephone numbers, services being provided, and the names of staff responsible for coordination:

PAI – Oakdale, Day Program

Contact person: Emily Elsenpeter – Designated Coordinator

Email: eesenpeter@PAImn.org Phone: 651-748-0373 Fax: 651-748-5071

Vicki and Roger Kessler

Email: vkessler2003@yahoo.com Phone: 651-208-1625

Laura Baker – Case Manager Washington County

Email: Laura.Baker@co.washington.mn.us Phone: 651-315-1569

The person currently receives services in (check as applicable): ☐ community setting controlled by a provider (residential) ☒ community setting controlled by a provider (day services) ☐ NA

Provide a summary of the discussion of options for transitioning the person out of a community setting controlled by a provider and into a setting not controlled by a provider or for transitioning from day services to an employment service: Nicholas and his team have decided not to seek out competitive employment at this time. He is content with where he is at and finds value in the enrichment activities that he is currently participating in. If Nicholas and his team decide that they would like to seek out competitive employment, his team will hold a meeting and discuss the next steps needed to fit Nick's desires.

Describe any further research or education that must be completed before a decision regarding this transition can be made: There is not further research needed at this time.

PAI

Does the person require the **presence of staff** at the service site while services are being provided?

☒ Yes ☐ No

If no, please provide information on when staff do not need to be present with this person (include community, home, or work) and for the length of time. If additional information regarding safety plan is needed, also provide:
N/A

Does the person require a **restriction of their rights as listed in 245D.04, subdivision 3** as determined necessary to ensure the health, safety, and well-being of the person?

☐ Yes ☒ No

If yes, please indicate what right(s) will be restricted: N/A

If rights are being restricted the Rights Restrictions form must be completed.

Does this person use **dangerous items or equipment**?

☐ Yes ☒ No

If yes, address any concerns or limitations: N/A

Has it been determined by the person's physician or mental health provider to be **medically or psychologically contraindicated to use an emergency use of manual restraint** when a person's conduct poses an imminent risk of physical harm to self or others and less restrictive strategies would not achieve safety? ☐ Yes ☒ No

If yes, the company will not allow the use of the behavioral intervention/manual restraint to be used for the person.

Health Needs

Indicate what **health service responsibilities** are assigned to this license holder and which are consistent with the person's health needs. If health service responsibilities are not assigned to this license holder, please state "NA."

- Monitoring of Nicholas' medical conditions and the related symptoms.
- Communication of medical or behavior related concerns observed during the time Nicholas is at PAI with team members as needed.

If health service responsibilities are assigned to this license holder, the case manager and legal representative will be promptly notified of any changes in the person's physical and mental health needs affecting the health service needs, unless otherwise specified here: **N/A**

The following information will be reported to the legal representative and case manager as they occur, unless otherwise indicated here.

- Any report made according to 245D.05, subdivision 2, paragraph (c), clause (4)
- The person's refusal or failure to take or receive medication or treatment as prescribed
- Concerns about the person's self-administration of medication or treatments

PAI

If the license holder is assigned responsibility for medication set up, assistance or medication administration, the license holder will provide that support according to procedures listed here as applicable:

☐ Medication set up:

☐ Medication assistance:

☒ Medication administration:

Psychotropic Medication Monitoring and Use

Does the license holder administer the person's psychotropic medication? ☐ Yes ☒ No

If yes, document the following information:

1. Describe the target symptoms the psychotropic medication is to alleviate:

N/A

2. Does the prescriber require documentation to monitor and measure changes in the target symptoms that are to be alleviated by the psychotropic medications?

☐ Yes ☐ No

3. If yes, please indicate the documentation methods to be used to collect and report on medication and symptom-related data according to the prescriber's instructions:

N/A

Permitted Actions

On a continuous basis, does the person require the **use of permitted actions and procedures** that includes physical contact or instructional techniques:

1. To calm or comfort a person by holding that person with no resistance from the person.
☒ Yes ☐ No If yes, explain how it will be used: Nicholas really enjoys being held tight, especially when rocking on a rocking chair. When upset, Nicholas may benefit from hand holding, rubbing his back, or hand holding.
2. To protect a person known to be at risk of injury due to frequent falls as a result of a medical condition.
☒ Yes ☐ No If yes, explain how it will be used: Nicholas may need assistance navigating through unfamiliar environments as well as uneven terrain or slippery surfaces. Staff may need to lend Nicholas a hand and/or arm in these situations.
3. To facilitate a person's completion of a task or response when the person does not resist, or it is minimal:
☒ Yes ☐ No If yes, explain how it will be used: Nicholas may require varying levels of physical contact to complete and engage in tasks and preferred program activities such as playing a game, painting, or using the Wii. Nicholas benefits from hand over hand or hand under hand supports when building new skills.
4. To block or redirect a person's limbs or body without holding or limiting their movement to interrupt a behavior that may result in injury to self or others with less than 60 seconds of physical contact by staff.
☒ Yes ☐ No If yes, explain how it will be used: If Nicholas were to become physically aggressive staff can redirect Nicholas to other safe activities.
5. To redirect a person's behavior when the behavior does not pose a serious threat to self or others and the behavior is effectively redirected with less than 60 seconds of physical contact by staff.
☒ Yes ☐ No If yes, explain how it will be used: Nicholas may pull up his shirt and will pull it back down with verbal and physical reminders. Nicholas may also chew on the end of his sleeve and may need verbal and physical reminders to stop.
6. To allow a licensed health care professional to safely conduct a medical examination or to provide medical treatment.
☐ Yes ☒ No If yes, explain how it will be used:
7. Assist in the safe evacuation or redirection of a person in an emergency and they are at imminent risk of harm.
☒ Yes ☐ No If yes, explain how it will be used: Nicholas will be physically assisted to evacuate the building or seek shelter in the event of an emergency.
8. Is a restraint needed as an intervention procedure to position this person due to physical disabilities?
☐ Yes ☒ No If yes, explain how it will be used:
9. Is positive verbal correction specifically focused on the behavior being addressed?
☒ Yes ☐ No If yes, explain how it will be used: Nicholas may need verbal reminders to give people space as he does not always understand boundaries. Nicholas may also need verbal prompts and transitional cues from staff with time to process any changes that may occur throughout his day.
10. Is temporary withholding or removal of objects being used to hurt self or others being addressed?
☐ Yes ☒ No If yes, explain how it will be used:

PAI

11. Are adaptive aids or equipment, orthotic devices, or other medical equipment ordered by a licensed health professional to treat a diagnosed medical condition being used?

☒ Yes ☐ No If yes, explain how it will be used: Nicholas wears glasses to correct his vision.

Staff Information

Are any **additional requirements** requested for staff to have or obtain in order to meet the needs of the person?

☐ Yes ☒ No If yes, please specify: N/A

Does a staff person who is **trained in cardiopulmonary resuscitation (CPR)** need to be available when this person is present, and staff are required to be at the site to provide direct service? ☒ Yes ☐ No

For facility-based day services only – please indicate the staff ratio required for this person. Additional information on how this ratio was determined is maintained in the person's service recipient record:

☐ 1:4 ☐ 1:8 ☐ 1:6 ☒ Other (please specify): 1:3 ☐ NA

Frequency Assessments

1. Frequency of *Progress Reports and Recommendations*, minimum of annually:
☐ Quarterly ☒ Semi-annually ☐ Annually
2. Frequency of service plan review meetings, minimum of annually:
☐ Quarterly ☒ Semi-annually ☐ Annually
3. Request to receive the *Progress Report and Recommendation*:
☐ At the support team meeting ☒ At least five working days in advance of the support team meeting
4. Frequency of receipt of *Psychotropic Medication Monitoring Data Reports*, this will be done quarterly unless otherwise requested:
☐ Quarterly ☐ Other (specify): ☒ NA