

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

Name of person served: **Donald LeVasseur**

For annual period: **October 2021 through October 2022**

CSSP Addendum developed by: Megan Duffy Designated Coordinator

Date of development: 10.5.2021

Legal representatives: Anita Langenfeld

Case manager: Lisa Foxen

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:

Donald receives Day Services in an intensive support service and community environment from PAI. The program works with Donald and his team to develop and implement achievable outcomes that support his goals and interests including meeting quality of life indicators, health, and safety. PAI supports this by working with Donald to encourage activities, outings, and visiting with peers. Staff support Donald in doing activities of daily living (ADLs), outcome implementation, supervisions, medication administration, data tracking, and daily support related to his health, safety, and well-being, as needed by Donald. Support is provided in the most integrated and least restrictive environment.

Donald also is able to utilize remote services with PAI. Staff support Donald remotely to work on outcome implementation, data tracking, and daily support related to his health, safety, and well-being as needed by Donald. Support is provided in the most integrated and least restrictive environment.

The person's **desired outcomes** and the methods or actions that will be used to support the person and to accomplish the service outcomes: *Suggested outcomes; to be discussed by team during annual meeting.*

Outcome #1:

“Daily, Donald will indicate a musical instrument choice in 80% or more of trials over the next 6 months.”

Donald enjoys music and musical instruments. It is important to him that he be offered choices and that those around him understand and reinforce his communicated choices. This outcome provides an opportunity for Donald to engage in enjoyable activities and continuing to strengthen his communication skills and self-advocacy through choice making.

Outcome #2:

“Twice weekly, Donald will engage with staff for 1 minute or longer in 80% or more trials over the next year.”

Donald is a very social man who values connection and interaction. It is important to him to be engaged by staff and caregivers in areas of interest to him. This outcome will provide intentional time for Donald to engage one to one with staff in experiences he is interested in a variety of activities.

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:

No further technology exploration is needed at this time. Donald can utilize an iPad in his program room to make choices or watch and listen to sensory music videos. Donald and his peers have a computer connected to a television monitor in the program room that is used to watch sensory videos, play interactive games, and listen to music. There is also a Smartboard at the Linden program site, which is primarily in Donald's program room. The Smartboard is also used for similar purposes as the computer, but on a larger scale.

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: Donald is allergic to the following medications: Codeine, Dilantin, Bactrim, Erythromycin, and Augmentin. The extent of his allergy is unknown. Donald is administered only medications ordered by his physician. Donald's allergies are posted on his Medication Administration Record (MAR) and Face Sheet. Concerns with allergies will be communicated to Donald's residence via phone, email or communication book and noted in his Daily Progress Notes.

Seizures: Donald is diagnosed with a seizure disorder that is partially controlled by medication. He has a physician ordered Seizure Protocol with PRN medication. A typical seizure for Donald lasts four to five minutes and involves his limbs flaring outward, he may also look fearful, his lips may turn blue and his eyes darken. Donald will be supervised and monitored for seizure activity. Staff are trained to Donald's seizure protocol and where to locate his PRN medication. A trained medication passer will administer his PRN medication per his seizure protocol in the event that he met the criteria for it. All seizure activity will be reported to his residence via Seizure Report, email or phone call within 24 hours.

Choking: Donald has a physicians ordered diet to prevent choking and has a history of choking on his oral manipulatives. Staff support Donald by making sure that his pleasure tastings are prepared according to his dietary guidelines and ensure that his oral manipulatives are soft and/or flexible, and not in danger of breaking into small pieces that Donald could choke on. Should Donald exhibit symptoms of choking, staff would administer abdominal thrusts, call paramedics to conduct an assessment and complete an incident report.

Special dietary needs: Donald has a physicians ordered dietary plan consisting of 4oz pureed pleasure tastings with no liquids. Donald receives all liquids and nutrition via g-tube. Donald is provided support to ensure pleasure tastings are prepared according to his dietary guidelines. Donald receives full assistance with his G-Tube feedings and fluid intake. Donald is supported in remaining upright for up to forty-five minutes following any medications, fluids or feeding via his g-tube.

Chronic Medical Conditions:

Cerebral Palsy (CP): is a developmental disorder occurring as a result of damage to the motor cortex of the brain, the part that affects muscle control and coordination. Donald's ability to move and maintain balance and posture is impaired due to limited muscle control. Donald may experience problems with sensations, vision, and hearing, swallowing, and speaking as a result of weakened muscles. While at PAI Donald is supported in fine and gross motor tasks, mobility, communication, and in any activity involving coordination.

Scoliosis: a sideways curvature of the spine. This resulted in the surgical placement of a Harrington rod for support of Donald's spine. Donald is supported in rolling during personal cares to limit twisting. Donald receives support in repositioning in his wheelchair or a recliner to minimize discomfort.

Chronic Ear Infections: Donald experiences reoccurring ear infections. Irregularities in Donald's vocalizations, seizure activity or demeanor will be reported to his residence.

Gastroesophageal reflux disease (GERD): a long-term condition where acid from the stomach persistently comes up into the esophagus. Donald takes daily medication for this condition. Should symptoms of upset stomach, burning sensation, vomiting, etc. be noted, they will be reported to Donald's residence. Donald is supported in remaining upright for up to forty-five minutes following any medications, fluids or feeding via his g-tube to reduce the likelihood of experiencing symptoms related to his GERD.

Self-administration of medication or treatment orders: Donald receives his medications via his g-tube with the exception of his seizure PRN which is administered buccally (in cheek) Donald requires full assistance in the administration of his medications. 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 Donald 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 via phone, email or communication book and noted in Daily Progress Notes.

Other health and medical needs:

- **Neurogenic Bladder:** a urinary condition that results in a lack of bladder control due to a brain, spinal cord, or nerve problem. This condition causes Donald to have loss of feeling when his bladder is full, making him more prone to urinary tract infections, and incontinence. Should Donald not void or have a wet brief during his personal cares, he may require the support of two briefs to preserve his dignity, prevent his clothing from becoming soiled, due the amount of urine his retaining.
- **Personal Cares:** Donald wears a disposable brief due to incontinence. Donald is assisted with personal cares twice daily or more frequently as needed. Donald utilizes a 2 person Hoyer lift, or a 1 person in ceiling track system lift and is supported in using a urinal while laying on the mat-table. Donald is provided time to void while on the mat table. Should Donald not void or have a wet brief, he may require the support of two briefs to preserve his dignity, prevent his clothing from becoming soiled, due the amount of urine his retaining. Staff will assist Donald in wearing clean, dry clothing should they become soiled. All concerns, requests for supplies and eliminations are communicated to Donald's residence via phone, email or communication book.

Risk of falling: Donald's chronic medical conditions put him at a high risk of falling and impact his ability to be safely mobile on his own. Donald is unable to bear weight and is at risk of falling out of his chair if he is not secured safely with his lap belt. Donald requires support from staff with his transfers in and out of his chair. Staff will provide support to Donald by assisting him with his transfers, and ensuring that he is secured safely in his chair. Any concerns or occurrence of falls will be communicated by PAI staff to Donald's residence via phone, email or communication book and noted in his Daily Progress Notes.

Mobility issues: Donald's chronic medical conditions and seizure disorder impact his ability to be safely mobile on his own. Donald uses a manual wheelchair as his primary form of mobility. Donald is unable to independently propel his wheelchair and requires full staff support. Donald requires support from staff with transfers in and out of his chair as he is unable to reposition himself. Donald utilizes a 2 person Hoyer lift, or a 1 person in ceiling track system lift for all transfers. Donald has Harrington rods in his spine. Staff are mindful of this and ensure that Donald is not being twisted during his transfers and that he is safely secured in his chair after transfers. Should Donald start to pinch staff while being assisted with his transfers, his team will be notified as historically Donald has used this method to communicate to others that "bad things" have happened to him. Concerns or requested repairs of Donald's wheelchair will be communicated to his residence via phone, email or communication book and noted in his Daily Progress Notes.

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 Donald coming into contact with it. PAI does not offer swimming, bathing or community outings that would require Donald to display water safety skills independently. Donald receives support when in the community and should he be near a body of water, staff will stay in physical contact with Donald's wheelchair. Staff will engage the breaks of Donald's wheelchair when not in motion.

Community Survival Skills: Due to his developmental disabilities Donald is not able to independently display community survival skills in a safe manner. Donald utilizes the PAI transportation provider to safely access the community. Staff provide supervision and physical support to Donald 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 Donald and intervene on his behalf if a potentially dangerous situation were to happen. Staff will call 911 on Donald's behalf in the event of an emergency.

Sensory Disabilities: Donald has a vision impairment which is corrected with lenses. Donald tolerates his corrective lenses, however it is unknown if his vision impairment persists even with the corrective lenses. This could put him at risk in certain environments where his vision impairment could put him in harm's way, such as out in the community around traffic or other aspects where not seeing certain stimuli could be dangerous. Staff provide support to Donald by assisting him with navigation of his environment, and in cleaning and maintaining his glasses as needed.

Person-centered information

Important TO: It is important to Donald that he have opportunities to go on outings, listen to music (especially Adel and Disney), hearing people sing and watch movies or trains. Donald values being talked to and engaged by staff and caregivers. It is important to Donald that he can visit and socialize with staff and peers, as he is a very social man who values connection and interaction. It is important to Donald that he has his manipulatives available to him.

Important FOR: It is important for Donald that he receive care from providers and staff that are trained in how best to serve him. It is important for Donald that he can use his urinal while in the cares room to encourage independence with his toileting. It is important for Donald to have the opportunity to visit and socialize with staff and peers, to maintain his social skills.

Good day: A good day for Donald would be a day where he has had many opportunities to socialize with staff and peers, as he is a very social man, and it is very important to him to have the opportunity to socialize whenever he can. A good day for Donald would involve him participating in activities that he especially enjoys, as outlined in the **Important to** section.

Bad day: A bad day for Donald may include him not feeling rested, not having the opportunities to participate in groups and activities that he enjoys, and not having opportunities to socialize and be a part of a group. A bad day for Donald could also involve not feeling well when he doesn't feel well and when he can't get a toy to work. A bad day for Donald could also involve him being bored, hearing many sudden and loud noises, as he is startled by unexpected loud noises.

Likes: Donald likes Music Therapy, listening to music (especially Adel and Disney) and hearing people sing. Donald enjoys watching movies, trains, listening stories being read and socializing with others. Donald likes to have soft/flexible and safe manipulative available to him throughout his day. Donald has shown that enjoys horse riding, going bowling, dancing, and going to parades and concerts. It is important to Donald that he can participate in these types of activities that he especially enjoys.

Dislikes: Donald does not like sudden or loud noises, not having the opportunities to participate in groups and activities that he enjoys, or not having opportunities to socialize and be a part of a group. At times Donald does not like to be supported with hand over hand assistance indicated by his pulling his arm or turning his body away.

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**:

Donald would like to participate in a structured and personalized program day that includes: support to participate in community outings and activities he enjoys, opportunities to listen to music, participate in music related activities, and be supported in socialization with peers and staff. Donald prefers to engage in activities as part of the group and enjoys spending time and socializing with peers, friends, and staff.

Donald prefers efficient care and clear communication from people that know him and his communication style well. Donald prefers to participate in activities that interest him, and that will keep him engaged Donald communicates using facial expressions, hand gestures, vocalizations, and body language.

Donald would like his communication to be honored and supported throughout his day. He makes choices about his schedule, community activities, and daily activities and is provided options throughout his day to make choices and decisions. Donald is most successful when using his nonverbal communication skills to indicate a preference between two choices. Donald's 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:

[Click or tap here to enter text.](#)

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

Donald works on outcomes that are important to and for him. He makes choices throughout his day of what activities he would like to participate in. Donald routinely chooses to engage in group social activities such as community outings, pet and music therapy and attending on-site enrichment groups such as Bingo and Reading Groups.

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

Donald is supported to engage with the greater community. He chooses the outings he would like to attend and is encouraged to make choices the duration of the experience. Donald is encouraged to interact with community members as he comfortable.

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

Donald is supported in developing and maintain relationships with staff and peers at the Linden site. Donald is encouraged to interact with community members, volunteers and contracted vendors as he is comfortable.

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

PAI offers employment service supports, however Donald and his team are not seeking competitive employment at this time. Should Donald and his team expresses interest in finding a job in the community, competitive employment opportunities would be explored at that time.

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?

- Donald’s residence, guardian and PAI staff collaborate in the exchange of information as it relates to Donald’s 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 Donald’s communication book.
- PAI works with Donald’s residence ACR 16th for supplies needed at PAI, as well as treatments/medications and corresponding orders.
- Anita Langenfeld is Donald’s private legal representative and parent who advocates on his behalf as well as makes legal decisions with him. The legal representatives provides information and direction on Donald’s services and supports in collaboration with other members of this support team.
- Lisa Foxen, case manager from Thomas Allen, develops the Coordinated Services Support Plan, completes service agreements, participates in service direction, assists Donald and his legal representative in advocacy and finding additional opportunities or resources and communicates with the members of Donald’s 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:

ACR Homes- ACR on 16th, Residential
 Contact person: Miriam Camarse – Residential Supervisor
 Email: Miriam.camarse@acrhomes.com Phone: 651-628-4079

PAI – Linden, Day Program
 Contact person: Mitch Gunderson-Palmer – Program Director
 Email: MGunderson-Palmer@PAImn.org Phone: 612-446-3687 Fax: 651-777-5633

Anita Langenfeld – Legal Representative
 Email: anitahomenow@yahoo.com Phone: 612-505-0226

Lisa Foxen – Case Manager, Thomas Allen
 Email: lisaf@thomasalleninc.com Phone: 651-789-1248

The person currently receives services in (check as applicable):

Residential services in a community setting controlled by a provider Day services Neither

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 (residential services). Include a **statement about any decision made regarding transitioning out of a provider-controlled setting:**

Donald and his team are not seeking other providers or options at this time. Donald lives in an ACR group home. Donald would need to learn skills in hygiene, medication administration, dietary skills, and self-preservation skills prior to leaving a provider controlled setting.

Provide a **summary of the discussion of options for transitioning from day services to an employment service.** Include a **statement about any decision made regarding transitioning to an employment service:**

Donald and his team are not interested in transitioning from day services to employment services at this time. Donald is best served in a recreation and leisure environment.

Describe any further research or education that must be completed before a decision regarding this transition can be made: None needed at this time.

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: NA

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

If yes, please indicate what right(s) are restricted: NA

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

Yes No

If yes, address any concerns or limitations: NA

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 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”.

- Observation of signs of injury or illness and provision of first aid or care to treat the concern.
- Request medical supplies and medication refills from ACR on 16th, Donald’s residential provider.
- Administration of medications and assistance with meal time.
- Provide first aid and CPR, 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: **NA**

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

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: [Click or tap here to enter text.](#)

Medication assistance: [Click or tap here to enter text.](#)

Medication administration: Donald receives his medications via his g-tube with the exception of his seizure PRN which is administered buccally (in cheek) Donald requires full assistance in the administration of his medications. Medications / treatments are administered according to the prescriber's orders and as directed by the pharmacy/prescription bottle by a trained staff. All orders and necessary supplies are provided by Donald's residential provider.

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:

[Click or tap here to enter text.](#)

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

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: NA

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: [Click or tap here to enter text.](#)

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:

Donald uses a manual wheelchair for his primary means of mobility. For Donald's safety he will wear his seatbelt while he is in his chair.

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:

Donald may need assistance from staff with some fine motor skills. Staff can assist Donald with hand over hand, or hand under hand, as tolerated.

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: [Click or tap here to enter text.](#)

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: [Click or tap here to enter text.](#)

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: [Click or tap here to enter text.](#)

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:

Donald may not respond appropriately to emergency situations, which could hinder him in safe evacuation. Donald will be physically assisted to evacuate the building or seek shelter in the event of an emergency as needed.

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:

Donald uses a manual wheelchair for his primary means of mobility. For Donald's safety he will wear his seatbelt while he is in his chair.

9. Is positive verbal correction specifically focused on the behavior being addressed?

Yes No If yes, explain how it will be used: [Click or tap here to enter text.](#)

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: [Click or tap here to enter text.](#)

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:

Donald utilizes a wheelchair for mobility, uses a g-tube to receive nutrition and fluids and wears corrective lenses.

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: [Click or tap here to enter text.](#)

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 1:6 1:8 Other (please specify): [Click or tap here to enter text.](#) 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

Due to several team member changes, the team has requested to meet for Donald's semiannual review in April 2022. The team plans to meet annually thereafter.

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): [Click or tap here to enter text.](#) NA