

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

Name of person served: TéVon Joseph

Date of development: 11/30/2021

For the annual period from: 05/2021 To: 5/2022

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

Legal representative: Barbara Joseph

Case manager: Maria Knowlan

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:

TéVon receives intensive support services in a day training and habilitation community-based programs and/or day support services at PAI. Support is provided in the most integrated and least restricted environment for TéVon. The program works with TéVon 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 TéVon’s physical, emotional, and social functioning. Staff support TéVon 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 her health, safety and wellbeing as needed by TéVon. PAI works with TéVon’s parent 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, TéVon will inform staff when he needs to use the restroom in 70% of all opportunities over the next 6 months.

One of TéVon’s personal goals is to be able to use the toilet one day. He prays for this at night before he goes to sleep. This outcome is a step in working towards this goal.

Outcome #2: Daily, TéVon will choose a song to sing with his staff in 80% of all opportunities over the next 6 months.

Music is so important to TéVon as well as having 1:1 time with staff. This outcome supports both of these interests of TéVon. It is important for TéVon to continue advocating for his preferences and continue to communicate.

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:

- TéVon utilizes technology at PAI daily through the use of the iPad for music and looking up other areas of interest. Té is able to access and navigate the iPad independently.
- TéVon has access a television and computer in the program area for music, sensory or educational videos, in addition to the SMARTBoard for games and other audio activities.
- No further exploration of technology 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:

**Choking:** TéVon has a physician order for a bite size diet. TéVon tends to eat quickly and may become distracted while eating. He has a pronounced underbite (lower teeth overlap his upper teeth) and is not able to bite off food (such as taking a bite out of a sandwich). This puts him at an increased risk of choking. TéVon's food is sent from home prepared according to physician's orders. When eating too fast, TéVon will be asked to "slow down." Should TéVon exhibit symptoms of choking, staff would administer abdominal thrusts and call paramedics to conduct an assessment.

**Special dietary needs:** TéVon has a physician order for a bite size diet. TéVon's food is sent from home prepared according to physician's orders. Once his food is prepared for him and set up at his lunch place, TéVon is able to eat independently with staff supervision, using an adaptive spoon/fork, regular cup, and a built-up plate. TéVon prefers to have access to a napkin during meals and may need help scooping smaller foods together on his plate so he can then scoop them off his plate. When eating too fast, TéVon will be asked to "slow down."

**Chronic Medical Conditions:**

**Attention Deficit Hyperactivity Disorder (ADHD):** is a common neurodevelopmental disorder. ADHD is a disorder that makes it difficult for a person to pay attention and control impulsive behaviors. TéVon may experience problems with inattention, disorganization, and poor impulse control. At PAI TéVon is provided support and coaching to stay on task. He is encouraged to pay attention and supported with making non impulse decisions and choices.

**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. TéVon's ability to move and maintain balance and posture is impaired due to limited muscle control. TéVon may experience poor coordination, stiff or weak muscles, and tremors. He may experience problems with sensations, vision, and hearing, swallowing, and speaking as a result of weakened muscles. TéVon is supported in fine and gross motor tasks and in activities involving coordination. Any noted concerns will be communicated to TéVon's mother via phone or communication book and noted in his Daily Progress Notes.

**Self-administration of medication or treatment orders:** Should TéVon require medication, he takes his with a drink of water or in soft food when given to him; however, he does not have the fine motor skills to self-administer 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 TéVon 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

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book and noted in him Daily Progress Notes.

Other health and medical needs:

Personal Cares: TéVon is able to sit on the toilet but does not always eliminate. He utilizes the support of a disposable brief and due to his physical limitations, he is not able to complete his personal cares. TéVon needs assistance to transfer onto the toilet or onto surfaces significantly higher than the height of his wheelchair. TéVon is assisted by staff to changing his brief every two hours or as needed using the ARJO to access the toilet or by two staff in a side-by-side pivot transfer with a transfer belt to the mat table. TéVon only requires the support of one staff when transferring himself to the electric mat table as the height of the table can be adjusted. TéVon may “squirm” in his chair when experiencing gas or prior to having a bowel movement. When TéVon is noted to be “squirmy” he will be encouraged to sit on the toilet using the Arjo. All concerns and requests for supplies and eliminations are communicated to TéVon’s parents via phone, email, or communication book.

Risk of falling: TéVon is able to bear weight and independently complete transfers into & out of his wheelchair with surfaces or chairs that are of similar height, but his chronic medical conditions put him at a high risk of falling and impact his ability to be safely mobile on his own. While TéVon is completing a transfer, staff will help to position his chair, move his footrest, stand close to him, and offer verbal & physical assistance if he should he need it. Staff should help steady his chair by holding the handlebar. When assisting TéVon in transferring to surfaces higher than his wheelchair, staff will use a transfer belt and complete a two-person side by side pivot or if to the toilet, a one staff assist with the ARJO.

TéVon uses the support of bilateral ankle foot orthotics (AFOs) and his personal E-Z Stander to bear weight three to five times weekly for up to 30 minutes per session. Once TéVon is seated in his stander, staff will assist him in proper positioning and securing the straps of the stander. TéVon’s AFO are stored at PAI and he requires full assistance from staff to apply them prior to standing and remove them after finished standing. When in his wheelchair staff will visually confirm that his safety belt is engaged. Any concerns or occurrence of falls will be communicated by PAI staff to TéVon’s mother via phone, email, or communication book.

Mobility issues: TéVon’s chronic medical conditions and vision impact his ability to be safely mobile on his own. TéVon uses a specialized wheelchair for mobility that he is able to self-propel. TéVon will be encouraged to propel his wheelchair and will be assisted with right-handed turns by verbal cues or staff pushing his wheelchair. Should TéVon indicate he would like assistance by stopping frequently, reaching for staff, or by asking for help or “push”; staff will help by pushing his chair & navigating his environment with him. TéVon’s wheelchair is equipped with a safety belt, flip up footrest plate to elevate his feet and anti-tip bars. Concerns or requested repairs of TéVon’s wheelchair will be communicated to his mother via phone, email, or communication book.

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 TéVon coming into contact with it. PAI does not offer swimming or bathing. TéVon receives support when in the community and should he be near a body of water, staff will stay within arm’s reach of TéVon and will verbally inform him the areas to stay in (on the path, middle of the dock, etc.) and where the water is. Staff will request TéVon engage the breaks of his wheelchair when not in motion.

Community Survival Skills: TéVon utilizes the PAI transportation provider to safely access the community. Staff provide supervision and physical support to TéVon 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 TéVon and intervene on his behalf if a potentially dangerous situation were to happen. Staff will call 911 on TéVon’s behalf in the event of an emergency.

Sensory Disabilities:

Vision: TéVon has a vision impairment and wears glasses; even when wearing his glasses, he has limited vision out of

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his right eye. Staff will ensure TÉVon is wearing his prescription glasses or sunglasses and assist him in cleaning his lenses as needed. When approaching TÉVon or offering choices, staff will orient themselves/objects in the middle. TÉVon will be verbally cued to objects or people in his path when he is propelling his wheelchair as he may not be able to see them.

Tactile Defensiveness: aversive, negative, and out of proportion reactions to certain types of tactile stimuli that most people would find to be non-painful. TÉVon experiences tactile defensiveness to his hands. He does not like to have anything sticky or wet on his hands and may be hesitant to touch items during group activities. TÉVon is offered opportunities to participate in tactile sensory input to his hands, should he choose to participate he will be supported in getting a napkin or wipe for his hands. TÉVon's refusals will be respected.

Person-centered information:

Important TO: It is important to TÉVon that music and musical activities be a part of his daily life. Access to technology is important to TÉVon and he would like to continue to build skill using his iPad. Socializing and engaging with others is important to Té and he values moving between program areas to see different people. Routine interactions such as singing with staff and visiting friends are important, as well as his family.

Important FOR: It is important for TÉVon that he be supported in things that are important to him and encouraged to do things for himself with as much independence as able. It is important for TÉVon to indicate preferences in all aspects of his life.

Good day: A good day for TÉVon may include music and music activities, using the iPad and Smartboard, and going out in the community, staff, and peers to sing with, chips, milk, and cold water at lunch, lots of different people to socialize and interact with.

Bad day: A bad day for TÉVon may include not feel well, not having technology to use or preferred people to socialize or sing with, loud and noisy environments, having to wait for music or staff attention, not going out in the community.

Likes: TÉVon (Té) likes to play video games and use his iPad as he is able to navigate his favorite applications (YouTube and Pandora) himself. "Listen to music and watch music videos," is very important to him as stated by TÉVon. He enjoys going to concerts, musicals, and plays. Jackson Five, Janet Jackson and the Commodores" are favorites as relayed by TÉVon. He also likes Beyonce, Hillary Duff, Britney Spears, and Jill Scott. Té likes when you sing along to songs with him. He enjoys being around people, even if not actively engaged with them. TÉVon loves to eat. He states, "chips: original, sour cream and onion, Doritos and dill pickle." TÉVon also enjoys pizza, sandwiches, fruit, rice crispy bars, snack cakes and vegetables. He enjoys being active in the community, specifically going for walks outside, bowling, and music related activities or going out to eat, McDonalds is a favorite. TÉVon loves to play games on the SMART Board and the Wii. TÉVon also enjoys going to church and casinos with his mother and family. He likes to practice bowling with his friends at PAI. TÉVon communicates he enjoys something by participating or observing an activity, singing, dancing, laughing and/or smiling.

Dislikes: TÉVon does not like Jell-O or to have sticky things on his hands; he may choose to observe an activity that may cause his hands to get dirty/wet. He also does not like water sprayed in his face, loud noises that startle him or being in overly warm environments as he has difficulty regulating his body temperature. Sometimes TÉVon does not like to use his stander as indicated by him saying "no" when asked if he is ready to use it. When TÉVon does not like something or want to participate he will say "no" or wheel himself away. Té does not like having to wait while at PAI particularly if it is related to music or going on a preferred community experience.

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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**:

- TéVon would like to participate in a structured and personalized program day that includes listening to music, participating in music related activities such as singing or playing instruments, using technology such as the iPad or SMARTBoard to play games, and supported socialization with peers and staff. He would like to participate in activities at PAI such as Pet Therapy and other community visitors and within the community through outings. TéVon prefers to engage in activities one to one or in a small group and with positive, supportive staff.
- For supports, TéVon prefers efficient care and upbeat clear communication from people that know him and his routine well. TéVon has good receptive communication skills but may become distracted during conversations. When working on task requiring focus TéVon responds best if there are minimal environmental stimuli. He understands short verbal phrases and questions. TéVon learns through routine & repetition. He is best supported with physical cues and verbal cues delivered in an upbeat manner. TéVon tends to repeat the last option presented to him verbally and does best using pictures to make choices between two options. When asking yes, no questions, do not inadvertently provide TéVon with an answer by saying yes or no in the question.
- TéVon communicates verbally using 1-3 words at a time, and often replies with only a yes or no. TéVon understands short verbal directives and will answer yes, no questions. He will propel his wheelchair towards things or people he wants to interact with and away from things he is not interested in. When responding to questions or making choices TéVon may impulsively repeat the last option stated. For example, if he were asked "Did you have a good day, yes or no?" he may impulsively repeat the last option stated "no". Té responds best when given options one at a time verbally or by using pictures to make choices between multiple options.
- TéVon 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. When communicating with TéVon it is important to not inadvertently provide TéVon with an answer by saying yes or no or giving multiple options in the question.

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

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

TéVon works on outcomes that are both important to and important for him. TéVon 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?

TéVon has opportunities to choose to participate in community integration trips. While in the community, TéVon is encouraged and supported with interactions and creating positive relationships with others he encounters.

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

TéVon has the opportunity to spend time in the community, volunteer, and visit other preferred places. TéVon is encouraged and supported in interacting with members with those in the community.

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

TéVon 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 TéVon and his team were to decide that they would like to seek out competitive employment, his team will hold a meeting and discuss the steps needed to meet TéVon’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?

- TéVon’s mother and PAI staff collaborate in the exchange of information as it relates to TéVon’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 TéVon’s communication book. PAI works with TéVon’s mother for supplies needed at PAI, as well as treatments/medications and corresponding orders.
- Barbara Joseph is TéVon’s private legal representative and parent who advocates on his behalf as well as makes legal decisions with him. The legal representative provides information and direction on TéVon’s services and supports in collaboration with other members of this support team.
- Maria Knowlan, case manager from Washington County, develops the Coordinated Services Support Plan, completes service agreements, participates in service direction, assists TéVon and him legal representative in advocacy and finding additional opportunities or resources and communicates with the members of TéVon’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:

PAI – Oakdale, Day Program  
Emily Elsenpeter – Designated Coordinator  
Email: eelsenpeter@PAImn.org Phone: 651-748-0373 Fax: 651-748-5071

Barbara Joseph – Legal Representative  
Email: BJoseph\_77@MSN.com Phone: 651-769-2702 Cell: 651-230-1238

Maria Knowlan – Case Manager Washington County  
Email: Maria.Knowlan@co.washington.mn.us Phone: 651-430-6506

**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:** N/A

Provide a **summary of the discussion of options for transitioning from day services to an employment service.**

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Include a **statement about any decision made regarding transitioning to an employment service**: TéVon 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 TéVon and his team were to decide that they would like to seek out competitive employment, his team will hold a meeting and discuss the steps needed to meet TéVon's desires.

Describe any further research or education that must be completed before a decision regarding this transition can be made: No additional research is 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:

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 manual restraint to be used for the person.

## Health Needs

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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 TéVon's medical conditions and the related symptoms.
- Communication of medical or behavior related concerns observed during the time TéVon 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

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: Click or tap here to enter text.

## 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

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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: TéVon may ask for hugs and is receptive to touch being initiated by familiar staff.
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: TéVon may require varying levels of physical contact while transferring to or from his wheelchair.
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: TéVon 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 his stander.
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: N/A
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: TéVon may require varying levels of physical contact to move his wheelchair back when not practicing good personal space boundaries with staff or peers.
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: N/A
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: TéVon 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: N/A
9. Is positive verbal correction specifically focused on the behavior being addressed?  
 Yes  No If yes, explain how it will be used: TéVon utilizes verbal prompts from staff to respect other's personal space during conversation.
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: N/A
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: TéVon wears prescription glasses and utilizes AFOs for support in his stander. He is not able to apply or remove his AFO's without support.

Staff Information
Are any <b>additional requirements</b> requested for staff to have or obtain in order to meet the needs of the person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify: N/A

Does a staff person who is <b>trained in cardiopulmonary resuscitation (CPR)</b> need to be available when this person is present, and staff are required to be at the site to provide direct service? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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: <input checked="" type="checkbox"/> 1:4 <input type="checkbox"/> 1:6 <input type="checkbox"/> 1:8 <input type="checkbox"/> Other (please specify): <a href="#">Click or tap here to enter text.</a> <input type="checkbox"/> NA
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Frequency Assessments
1. Frequency of <i>Progress Reports and Recommendations</i> , minimum of annually: <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
2. Frequency of service plan review meetings, minimum of annually: <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input checked="" type="checkbox"/> Annually
3. Request to receive the <i>Progress Report and Recommendation</i> : <input checked="" type="checkbox"/> At the support team meeting <input type="checkbox"/> At least five working days in advance of the support team meeting
4. Frequency of receipt of <i>Psychotropic Medication Monitoring Data Reports</i> , this will be done quarterly unless otherwise requested: <input type="checkbox"/> Quarterly <input type="checkbox"/> Other (specify): <a href="#">Click or tap here to enter text.</a> <input checked="" type="checkbox"/> NA