

Program Abuse Prevention Plan

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| Program: | Wood Haven SLS |
| Address: | 2645 20 th Avenue SW |
| | Pine River MN 56474 |
| Date plan developed: | 12/31/13; rev 4/4/15; updated 4/21/15, 4/9/16, 4/27/17, 4/4/18, 4/30/19, 12/1/19, 12/1/2020, 12/1/21 |

EACH PROGRAM MUST ENSURE THAT:

- A. People receiving services are provided with an orientation to the program abuse prevention plan. This orientation must be within 24 hours of admission or within 72 hours for individuals who would benefit from a later orientation.
- B. The license holder's governing body or the governing body's delegated representative shall review the plan at least annually using the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review period. The governing body or the governing body's delegated representative shall revise the plan, if necessary, to reflect the review results.
- C. A copy of the program abuse prevention plan must be posted in a prominent place in the facility and be available, upon request, to mandated reporters, people receiving services, and legal representatives. Previous PAPPs are stored at the Group Home Main Office.
- D. If the assessment indicates that the vulnerable adult does not need specific risk reduction measures in addition to those identified in the program abuse prevention plan, the individual abuse prevention plan must document this determination.
- E. In addition to the program abuse prevention plan, an individual abuse prevention plan must be developed for each new person receiving services. A review of the individual abuse prevention plan must be done as part of the review of the program plan. The persons receiving services must participate in the development of the individual abuse prevention plan to the best of their abilities. All abuse prevention plans must be reviewed at least annually by the interdisciplinary team.

POPULATION ASSESSMENT:

1. **Age range of persons the program plans to serve:**
This program service adults (ages 18 and up) in our adult foster care community residential settings. We have served minors with a variance.

The ages of the people in this home are 30-61.

2. **What specific measures has the program taken to minimize the risk of abuse to people as related to the age of people receiving services?**

PRGH Inc. provides each individual with their own bedroom. Staff are trained on the self-management assessments, CSSP, CSSP Addendum and IAPP of each person and the PAPP for the home. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act and will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies

Each person who receives services has their own bedroom with lockable door and this privacy is respected by other people who are served. Staff are present at all times when people who receive services are at home (unless stated otherwise in the individual's CSSPA). The home has video surveillance cameras in common areas of the home to record images for future identification of individuals and to assess circumstances in the event of legal, criminal, or policy violations, incidents, or emergencies.

3. Gender of persons the program plans to serve:

PRGH Inc. serves person of male or female gender.

Two men and two women live in this home.

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the gender of people receiving services?

*PRGH Inc. provides each individual with their own bedroom that has locking doors. There are **two** bathrooms with lockable doors. Staff knock before entering or opening closed doors. Staff are trained on the self-management assessments, CSSP, CSSP Addendum and IAPP of each person and the PAPP for the home. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act and will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.*

The home provides each person served with their own bedroom that has a lockable door. Privacy is respected by other people receiving services in the home by knocking and being granted permission to go into the other person's room. There are **two** bathrooms with lockable doors. Staff assure privacy is respected when assisting people who receive services with hygiene cares by closing the door and when talking about concerns with a person in a private area. Staff are present at all times when people who receive services are at home (unless stated otherwise in the individual's CSSPA). Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH Inc. policies.

5. Describe the range of mental functioning of persons the program plans to serve:

PRGH Inc. supports individuals with a diverse range of mental functioning levels including low mental functioning with severe developmental disabilities to high levels of mental functioning with mild DD.

The persons served in this home have a range of mental functioning from moderate to severe. One person is diagnosed with a diagnosis of severe and three people are diagnosed with a moderate diagnosis.

6. What specific measure has the program take to minimize the risk of abuse to people as related to the mental functioning of people receiving services?

PRGH Inc. staff are present at all times when the persons served are present unless stated in their CSSP Addendum. Staff are trained in the self-management assessment of each individual and know their strengths and limitation due to mental functioning. There is ~~asleep or~~ awake overnight staff to assist as needed during the night. Staff are trained on the self-management assessments, CSSP, CSSP Addendum and IAPP of each person and the PAPP for the home. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act and will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

Staff will provide care and safety in terms of the home care and maintenance, hygiene, meals, social activities, and training programs. They are also trained on the the Self-Management Assessment, CSSP, CSSP Addendum and IAPP of each person. Two staff work together during most of the waking hours and awake staff are present whenever persons being served are at the home unless stated otherwise in the individual's CSSPA. **Overnight weekends do have sleep staff.** The home has video surveillance cameras in common areas of the home to record images for future identification of individuals and to assess circumstances in the event of legal, criminal, or policy violations, incidents, or emergencies. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH Inc. policies.

7. Describe the range of physical and emotional health of persons the program plans to serve:

PRGH Inc. serves persons with a wide range of physical and mental health needs and diagnosis. Some homes are handicap accessible.

This home supports persons with developmental disabilities. The medical issues addressed at this home include epilepsy, high cholesterol, overactive bladder, paranoid schizophrenia, eating disorder, osteoporosis, obesity, obsessive compulsive disorder, Down Syndrome, hip replacement, no teeth.

8. What specific measure has the program take to minimize the risk of abuse to people as related to the physical and emotional health of people receiving services served?

PRGH Inc. staff are trained on the physical and emotional health of all persons upon hire. Staff are trained on the self-management assessments and IAPP of each individual. Two to three staff is on duty during waking hours and awake staff during the night to assist with the care needed related to physical and emotional health of the persons receiving services. Additional staff is available on-call as needed to assist with behavioral or emotional health issues. Staff are trained in medication administration, first aid and CPR. Staff are trained on the self-management assessments, CSSP, CSSP Addendum and IAPP of each person and the PAPP for the home. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act and will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies. PRGH has an RN or LPN supervising health services who has knowledge of the physical and emotional health status and needs of people receiving services, and there is an LPN on duty 24/7 at one of our homes for who is available for consultation on the physical and emotional health of all persons receiving services.

Staff in this home are trained in psychiatric diagnoses, treatment and monitoring of people being served. The persons served meet with the psychiatrist quarterly unless recommended more frequently. The home has video surveillance cameras in common areas of the home to record images for future identification of individuals and to assess circumstances in the event of legal, criminal, or policy violations, incidents, or emergencies. Other nurses are available as needed at another one of our homes for consultation on physical and emotional health concerns. Regular physical health monitoring and health needs are met as per the CSSP Addendum. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH Inc. policies.

9. Describe the range of adaptive/maladaptive behavior(s) of persons the program plans to serve:

PRGH Inc. serves persons with a wide range of adaptive/maladaptive behaviors. All persons served participate in activities of daily living and instrumental activities of daily living according to their adaptive behavior skills which includes conceptual, social, and practical skills that all people learn in order to function in their daily lives. Staff are trained in therapeutic intervention and positive behavior supports. Staff is available to assist with maladaptive behaviors.

Staff is available to assist with maladaptive behaviors. The adaptive behaviors for the people served include assisting in the kitchen, participating in social and recreational activities, and individual activities. The maladaptive behaviors for people served include yelling, swearing, swinging arms as if wanting to hit something, responding verbally to psychotic "voices", repeating the same conversation, hitting, obsessing on body parts/functions, biting, throwing things.

10. What specific measures has the program taken to minimize the risk of abuse to people as related to the adaptive/maladaptive behavior(s) of the people receiving services served?

PRGH Inc. staff are trained on the adaptive/maladaptive behaviors upon hire. Staff are trained on the self-management assessments and IAPP of each individual and the PAPP for the home. One-Three staff are on duty during waking hours and one awake or asleep staff during the night to assist with the care needed related to adaptive/maladaptive behaviors of the persons receiving services. Additional staff is available on-call as needed to assist with behavioral issues. Staff are trained in medication administration, first aid, and CPR and therapeutic intervention and positive behavior supports. Staff are trained on the self-management assessments, CSSP, CSSP Addendum and IAPP of each person. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act and will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

Two individuals take psychotropic medication, these individuals attend quarterly psychiatric visits. Staff is trained in positive supports including de-escalation techniques as well as therapeutic intervention in case it would be needed. Verbal techniques are emphasized to redirect the individual and staff encourage this person being served to continue demonstrating positive behaviors. Staff are alert to individuals' moods and communication modes. They are able to ascertain possible issues and resolve them quickly.

11. Describe the need for specialized programs of care for persons the program plans to serve:

PRGH Inc. serves persons with a variety of specialized care programs including but not limited to the following: specialized diets for sodium or calorie restrictions; diabetic diets and diabetic care; specialized skin care regimes; tube feeding; catheterization; mechanical lifts; accessible homes; PT/OT/Range of motion programs; seizure management; complex medical needs; cardiac conditions; visual or hearing deficits; and behavior support plans. Specialized care needs will be stated in the CSSPA.

Seizure management through medication and VNS use. Counting carbs for 100g daily diet and counting carbs for a 125g daily diet (2 different individuals). Pureed/mechanical soft regular diet. Daily physical therapy exercises promoting balance and strength for one person. Specialized skin care. Staff is trained in positive support strategies. Denture care. PRGH has an RN assigned to these persons who has knowledge of their physical and emotional health status and needs. Staff are trained on each person's IAPP, CSSP, CSSP Addendum and Self-Management Assessment. Specialized care needs will be stated in the CSSPA. Program implementation and monitoring of outcomes takes place on a regular basis.

12. What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specialized programs of care for people receiving services?

PRGH Inc. staff are trained on the physical and emotional health of both persons upon hire. Staff are trained on the self-management assessments and IAPP of each individual and the PAPP for the home. One or two staff are on duty during waking hours and one sleep or awake staff during the night to assist with the care needed related to needs of the persons receiving services. Additional staff is available on-call as needed to assist with any issues. Staff are trained in therapeutic intervention, medication administration, first aid, CPR and choking. Staff are trained on the self-management assessments, CSSP, CSSP Addendum and IAPP of each person. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act and will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

Two staff are on duty during waking hours and one staff is on duty during the night to assist with the care needed relating to physical and emotional health of the individuals receiving services. The house is wheelchair accessible and has one ceiling lift in place to assist one resident. Staff are trained in the use of the ceiling lift system in the home. Staff are trained in seizure care, medication administration, therapeutic intervention, first aid, CPR, and choking intervention. There is an AED on site. Mandated fire and tornado drills are performed and documented.

13. Describe the need for specific staff training to meet individual service needs:

Other than the areas already mentioned, and the staff training required by MN Statutes, chapter 245D, there is not additional staff training needed.

14. What specific measures has the program taken to minimize the risk of abuse to people as related to the need for specific staff training designed to meet individual service needs?

PRGH Inc. staff are trained on all the individual service needs of persons served during orientation. Staff are trained on the Self-Management Assessments, IAPP, CSSP, and CSSP Addendum of each person receiving services. Awake staff are present at all times when people who receive services are at home (unless stated otherwise in the individual's CSSPA). Additional

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staff is available on-call as needed to assist with any service need that arises. Staff are trained in therapeutic intervention, medication administration, first aid, CPR, and choking. Staff are trained in all areas required by MN Statutes 245D. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

Staff are trained in seizure care, medication administration, therapeutic intervention, first aid, CPR, and choking intervention. There is an AED on site. Periodic fire and tornado drills are performed and documented.

Staff in this home are trained on all person's being served during orientation. Additional training takes place on an annual basis. Staff are trained on the SMA, IAPP, CSSP, and CSSP Addendum of each person receiving services. Additional staff is available on-call as needed to assist with any service need that arises.

15. Describe any knowledge of previous abuse that is relevant to minimizing the risk of abuse to people receiving services:

In PRGH Inc., if persons being served who have a history of previous abuse and if we would know of it, staff are informed if given consent.

No knowledge of previous physical or sexual abuse has been documented but has been indicated indirectly.

16. What specific measures has the program taken to minimize the risk of abuse to people as related to the knowledge of previous abuse?

PRGH Inc. staff are trained on the self-management assessments, CSSP, CSSP Addendum, and IAPP of each person. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

PHYSICAL PLANT ASSESSMENT:

1. Describe the condition and design of the facility as it relates to safety for the people receiving services:

The home was built in 1997. It is a two-level home with two bedrooms and a bathroom on each floor. The kitchen, living room, entry room, and office are on the first level. The laundry room, storage room and exercise room are on the lower level. The home has two entrances with a deck on each. The front entrance also has a ramp that provides accessibility. The two-car garage is attached to the home. The home is equipped with fire alarms and carbon monoxide detectors.

The home is located in a business/residential area on the south side of Pine River on a paved road.

2. What specific measures has the program taken to minimize the risk of abuse to people as related to the condition and design of the facility in terms of safety for people receiving services?

The house is handicap accessible. The staff maintain the care of the fire alarms and carbon monoxide detectors. The foster care licenser and fire marshal inspect the home. Fire drills are implemented monthly and tornado drills are implemented quarterly. Staff keep the entrances clear and free of snow. Medications are kept in a locked cupboard. A maximum of \$30 petty cash for each person is at the home and stored in a locked box. Other funds are accessed through the checkbook. There is emergency shut offs for gas and water. The home has video surveillance cameras in common areas of the home to record images for future identification of individuals and to assess circumstances in the event of legal, criminal, or policy violations, incidents, or emergencies. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

3. Describe any areas of the facility that are difficult to supervise:

The lower level is difficult to supervise. The outside area around the house is difficult to supervise. Persons receiving services may use their rooms in private. This makes them a challenge to supervise.

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the areas of the facility that are difficult to supervise?

Staff accompany people receiving services to the lower level when they are seeking items from the storage areas. Staff will go outside to check on persons receiving services if they are outside beyond the normal amount of time. When there is reason to be concerned by the sounds or lack of sounds the staff will knock on the door to check on the person. During the hours of sleep, staff will check on the person quietly to not disturb their sleep two or three times per night. The home has video surveillance cameras in common areas of the home to record images for future identification of individuals and to assess circumstances in the event of legal, criminal, or policy violations, incidents, or emergencies. There is a door alarm on the downstairs sliding door so staff can be alerted if it is opened. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

ENVIRONMENTAL ASSESSMENT:

1. Describe the location of the facility including information about the neighborhood and community that the facility is located:

Wood Haven is located in a country setting with a few houses in the area. The home has a yard that has a slope to the back. The home is located in the area of Pine River, a small town of about 975 people. The community is familiar with the people from the homes being a part of the community by shopping in stores, banking, attending church and community activities. The closest hospital is about 30 miles away. There is a local ambulance and fire department. Air ambulance service is available to larger hospitals. There is a clinic in Pine River. The community includes a supported employment agency, The Pine River Area DAC.

2. What specific measures has the program taken to minimize the risk of abuse to people as related to the location of the facility, including factors about the neighborhood and community?

People who we serve are always accompanied by staff in the community (unless otherwise stated in their CSSPA). Transportation is provided to and from the community as needed. Reports of concern about a person we serve from the community are investigated. Staff are aware of what is happening around the home to insure people we serve are safe outdoors. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

3. Describe the type of grounds and terrain that surround the facility:

The yard is grassy with a slope toward the back yard. It has a blacktop driveway. **The house is surrounded on 3 sides by a tree line.**

4. What specific measures has the program taken to minimize the risk of abuse to people as related to the type of grounds and terrain that surround the facility?

Staff assist people we serve who are unstable on their feet when the terrain is sloped or when the terrain could be slippery due to the weather conditions. The driveway is plowed of snow in the winter. The ramps are shoveled of snow. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

5. Describe the type of internal programming provided at the program:

Each person we serve has individual supports to develop their skills and abilities to the best of their abilities. Each person served participates in a day program. People we serve are supported to meet their individual needs and preferences and to insure their health and safety. Internal programming includes residential skills training and activities of daily living including but not limited to dressing bathing, toileting, and meal preparation, paying bills, shopping and communication.

6. What specific measures has the program taken to minimize the risk of abuse to people through the type of internal programming provided at the program?

Staff are trained on meeting each persons' served needs, preferences and to ensure their safety and health. Staff will assist people in being as independent as possible in the activities of daily living. Staff are trained in CPR, first aid and all other required topics according to MN statute 245D. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

7. Describe the program's staffing pattern:

The home has double coverage at most times when persons we serve are awake (i.e., in the morning when they get up and in the afternoon after work and into the evening on weekdays, and on weekends from the midmorning to midafternoon). During the overnight hours, one staff person works alone **and has sleep time**. The same staff work Mondays-Fridays during the evening (2:00 p.m.-10:00 p.m.) and split shifts (6:00 a.m.-9:00 a.m./2:30 p.m.-7:30 p.m.). The overnights are 10 hour shifts Monday-Thursday and nine hour shifts Friday and Saturday with a

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ten-hour shift on Sunday. The weekend day shifts are 15-hour shifts. **Currently 1 staff works the weekend shifts with a sleep rate on the overnights.**

8. What specific measures has the program taken to minimize the risk of abuse to people through the program's staffing pattern?

The program provides two staff during most waking hours to assure that medical appointments, daily living activities, and other preferred activities are able to be accommodated. Two people are able to manage a crisis or emergency by helping each other and additional support can be sought as needed. The program has an on-call person in case a staff person has an emergency. The awake staff during the overnight shift assures that concerns are met. Staff are trained in CPR, first aid and all other required topics according to MN statute 245D. Staff has been trained on the Vulnerable Adult Act and Maltreatment of Minors Act, and the PAPP; staff will take steps to prevent abuse, take corrective action and immediately report maltreatment according to PRGH, Inc. policies.

During an emergency resulting in a staffing crisis, other staffing patterns or methods may be implemented to ensure continuity of operations and safety of persons in this location. Please see full policy titled Procedure for Continuity of Services During an Emergency in Staffing.

JoAnne Wright, Designated Manager

Print name and title of

Governing Body or

Governing Body's Delegated Representative

Signature

Date

Print name and title of

Governing Body or

Governing Body's Delegated Representative

Signature

Date

Legal Authority: Minn. Stat. § 245A.65, subd.