

TITLE: Program Abuse Prevention

Number: 202.00

Policy:

It is the policy of Thrive Behavioral Network, LLC that the administrative and management staff will enforce the Program Abuse Prevention Plan developed and written for each facility of Thrive. Each facility will have a thorough assessment of the population, the local environment and the physical plant for areas that might contribute to client maltreatment. Based on the results of this assessment, each facility will develop a specific corrective action plan to address and assure reasonable efforts are made to prevent situations that could result in maltreatment. Thrive will assure that this policy and each Program Abuse Prevention Plan will be reviewed periodically, and that an orientation will be made available to clients, clients' guardians or representatives and all mandated reporters on a timely basis.

Procedure:

202.10 Development of the Plan

Subpart 1 - Plan Components

Form 2006 – Program Abuse Prevention Plan will contain the following parts:

- An assessment of the population, environment, physical plant and any other periodic reports or reviews specified in Subparts 2 and 3.
- Identification of the potential risks or factors discovered during the assessment which may encourage or permit maltreatment.
- A description of any identified corrective action that will be taken based on the assessment, including training staff, adjusting staff patterns or initiating new procedures or any needed modification of the physical plant or environment that has been identified as a result of the assessment.
- Development of a specific timetable to implement any written corrective action plans, including dates on which measure to minimize risk or making corrections originate or are revised. Also, indicate if measures to reduce risk are ongoing or one time only corrections. If one time only, also specify the date on which the correction is completed.

Subpart 2 - Assessment Factors

The assessment of the population will include an evaluation of the following factors: The age, sex, mental functioning, physical and emotional health or behavior of clients, the need for specialized programs of care for clients, the need for training of staff to meet identified client needs, and the knowledge program participants may have regarding previous maltreatment that is relevant to minimizing risk of maltreatment for clients.

The assessment of the physical plant or each facility and for each site when living arrangements are provided by an agency will include an evaluation of the following factors: The condition and design of the building as they relate to the safety of the client and the existence of areas of the building which are difficult to supervise.

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The assessment of the environment for each facility and for each site when living arrangements are provided by the agency will include an evaluation of the following factors: The location of a program in a particular neighborhood or community, the type of grounds surrounding the buildings, the type of internal programming and the program's staffing patterns.

Subpart 3 - Assessment Factors Required by Thrive

Additional factors required by Thrive include at least the following:

- The quarterly reports summarizing all accident/incident reports (Including all Vulnerable Adult reports) as specified in Policy 123.00 – Client Accident/Incident Reports.
- A review of key personnel areas such as: newly hired staff, performance reviews, disciplinary actions and staffing patterns.

202.20 Annual Plan Review

Subpart 1 - Timelines

Each facility is responsible for reviewing all factors identified in 202.10, Subpart 2 and 3 and any other areas which relate directly or indirectly to the Program Abuse Prevention Plan annually and document the results on Form 2007 – Annual Planning Review for Program Abuse Prevention. The Treatment/Program Director will sign the annual planning review, use the results of the planning review to make any revisions to the Program Abuse Prevention Plan and send both Form 2007 – Annual Planning Review for Program Abuse Prevention and Form 2006 – Program Abuse Prevention Plan to the Administrative Office by September 1 of each year.

Subpart 2 - Administrative Review

The Thrive Program Administrator and Quality Assurance Manager will review this policy, each facility's Program Abuse Prevention Plan and all related reviews and reports by October 1 of each year. Based on the results of the reviews, the Program Administrator and Quality Assurance Manager may revise this policy and each facility's Program Abuse Prevention Plan. All Program Abuse Prevention Plans, whether approved without revision or revised and approved, will be signed and dated by the Program Administrator and Quality Assurance Manager.

202.30 Orientation and Plan Distribution for Clients and Client Representatives

See Policy 205.00 – Client Orientation and Distribution of Vulnerable Adult Policies-Procedures.