

Proworks, Inc  
Program Abuse Prevention Plan  
Again and Again Too Site  
242 N Sibley Avenue  
Litchfield, MN 55355

**POPULATION ASSESSMENT:**

1. Age range of persons the program plans to serve: *This site provides community work related services to persons between the ages of 24 and 71.*
  
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?

*Staff are on the premises at all times during service hours. Persons Served at this site have a written Individual Abuse Prevention Plan in place that identifies the individual risks. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

3. Gender of persons the program plans to serve: *This site provides services to 5 females and 1 male.*
  
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?

*Staff are on the premises at all times during service hours. This site has a single unisex restroom that is also used as a secondary fitting room for store patrons. This site has mostly female staff available to help supervise the restroom areas to ensure privacy. Staff provide assistance and verbal reminders on restroom etiquette to individuals on an as needed basis. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

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

*Person's whom work at this site have moderate to mild cognitive disabilities with normal to limited verbal skills and/or have an underlying diagnosis related to mental illness (e.g. adult attention deficit, anxiety, bipolar and depressive disorders).*

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

*Staff are on the premises at all times during service hours. Staff are trained on each person's Community Supportive Service Plan (CSSP), Self-Management Assessment, and Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These support plans provide information on each person's strengths and vulnerabilities to best meet their needs. Staff will receive additional training on mental health issues, verbal de-escalation, and person-centered planning on an as needed basis.*

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

*This site provides community work related services. Persons served at this site are ambulatory. This site may have individuals with seizure disorders as well as emotional health concerns related to an individual's mental health.*

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?

*Staff are on the premises at all times during service hours. Staff are trained on each person's Community Supportive Service Plan (CSSP), Self-Management Assessment, and Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These support plans provide information on each person's strengths and vulnerabilities to best meet their physical and emotional needs. Staff training will be provided to staff who work directly with individuals with specialized needs (e.g. adaptive equipment, G-tubes, lifts, seizures, physical and/or occupational therapies). Additional staff training will be provided on an individual basis as areas of needs and/or vulnerabilities arise. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

*This site has smart-view camera's that stream live as well as continuous recording of front door, backdoor/receiving area, work station and main display area.*

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

*This site provides community work related services persons served at this site may display Interfering behaviors that could present themselves in the form of oppositional defiance, physical and/or verbal aggression, self-injurious and/or other stereotypical behaviors primarily related to autism.*

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?

*Staff are on the premises at all times during service hours. Staff are trained on each person's Community Supportive Service Plan (CSSP), Self-Management Assessment, and Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These plans provide the information needed to best meet the individuals needs through positive supports. Staff will guide persons served away from interfering behaviors to a safe area that pose potential harm. Staff are trained annually in Maltreatment*

*of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

*This site has smart-view camera's that stream live as well as continuous recording of front door, backdoor/receiving area, work station and main display area.*

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

*Persons served at this site may not be able to independently defend themselves and/or remove themselves from an abusive or potentially abusive situations. Persons at this site may need assistance with job related skills, as well as, assistance in communication.*

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?

*Staff are on the premises at all times during service hours. Staff are trained on each person's Community Supportive Service Plan (CSSP), Self-Management Assessment, and Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These plans provide the information needed to best meet the individuals needs through positive supports. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

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

*Staff at this site are trained according to the 245D requirements upon hire and annually thereafter. Staff will be trained in the area's that are specified in both the individuals Self-Management Assessment, as well as their Individual Abuse Prevention Plan (e.g allergies, dietary requirements, medication administration, mental health concerns, seizure protocol's).*

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?

*Staff are on the premises at all times during service hours. Staff are trained on each person's Community Supportive Service Plan (CSSP), Self-Management Assessment, and Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These plans provide the information needed to best meet the individuals needs through positive supports. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

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

*This Site provides services to persons whom experienced physical/sexual/verbal abuse and whom have self-abuse tendencies.*

*This site has smart-view camera's that stream live as well as continuous recording of front door, backdoor/receiving area, work station and main display area.*

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

*Staff are on the premises at all times during service hours. An Individual Abuse Prevention Plan (IAPP) is developed and reviewed annually by each individual's interdisciplinary team. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

#### **PHYSICAL PLANT ASSESSMENT:**

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

*Again & Again Too Thrift Store is located at 242 North Sibley Avenue in Litchfield. This site provides community work related services. This building was built in 1889 by the Masons, and is still owned by the Masons today. ProWorks leases the first floor and the basement. The basement area may not be used for storage of "combustible" items, at this time, as ordered by the State Fire Marshal. A sprinkler system is required before the basement may be used to store "combustible" items. The first floor is approximately 50'x100'; this building has 14' high ceilings. Retail and storage will be done within this area. Only the Store Managers office is not handicap accessible – this will not be an issue at this time.*

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 restroom is equipped with a handicapped accessible wall rails to meet the needs of persons served who require adaptive equipment to assist them with mobility.*

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

*Staff are not typically assigned to non-program areas, such as restroom.*

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?

*This site has four security cameras strategically placed throughout the store to assist with the areas that may be difficult to supervise. Individuals who require assistance in the restroom are provided assistance. Since this site provides community work related services persons at this site perform cleaning and/or production tasks under the supervision of a job coach – when their IAPP has identified this need. All Staff are trained annually in Maltreatment of Vulnerable Adults Act.*

## ENVIRONMENTAL ASSESSMENT:

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

*Again and Again Too is located on Litchfield's main street- approximately one mile from ProWorks main service site; The Meeker Memorial Hospital and two medical clinics are located approximately one mile away. Since this site provides community work related services persons at this site under the supervision of a job coach and/or direct service staff at all times. Due to the level of supervision there is not a significant safety concern for persons selected to work at this site.*

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?

*Staff are on the premises at all times during programming hours. Staff are trained on each person's Community Supportive Service Plan (CSSP), Self-Management Assessment, and Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These plans provide the information needed to best meet the individuals needs through positive supports.*

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

*ProWorks Again and Again Too Site is located in a "commercial" area. The terrain is relatively flat; the front entrance is located on main street. The back entrance is also the donation receiving area which requires a clear safe access for the purpose of ease in loading and unloading.*

*The receiving area has a 10 x 6-foot double door locked shed with a nonskid ramp. This shed stores excess items designated for bundling and/or an independent thrift purchaser.*

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 maintain the walkways to be free from obstacles, ice and debris. Staff are trained on each person's Individual Abuse Prevention Plan (IAPP) that is assigned to their area of supervision. These plans provide the information needed to best meet the individuals needs through positive supports.*

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

*This site provides community work related services. Programs at this site are tailored to meet the person served mental/physical capabilities while providing them with a community work experience.*

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?

*The potential for abuse and/or harmed is reduced by having suitable level of supervision guided by each person served Individual Abuse Prevention Plan (IAPP). Each person's IAPP is reviewed annually by their*

*Interdisciplinary team. Staff are trained to encourage the highest level of independence for individuals served. Staff are trained in First Aid/CPR and AED use. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

7. Describe the program's staffing pattern:

*Staff are available at all times during programming hours. Staffing is provided according to the needs addressed in the CSSP Addendum for each person served. A staff to client ratio assessment is performed annually upon the renewal of each person's service agreement to ensure adequate services are being provided.*

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

*Staffing is provided according to the needs addressed in the CSSP Addendum for each person served. Services are staffed to allow adequate supervision of all involved program individuals. This staff ratio provides program efficacy in promoting person-centered services. Staff are trained annually in Maltreatment of Vulnerable Adults Act. Staff having knowledge of an incident of suspected maltreatment will make a report either internally or externally, following all procedures outlined in ProWorks Vulnerable Adult Policy.*

**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.
- 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.

\_\_\_\_\_  
Print name and title of  
Governing Body or  
Governing Body's Delegated Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Review: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
The review occurred at least on an annual basis.  
The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.

Review: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
The review occurred at least on an annual basis.  
The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.

Review: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
The review occurred at least on an annual basis.  
The review of the plan used the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. If necessary, the plan was revised to reflect the review results.

Legal Authority: Minn. Stat. § 245A.65, subd. 2