

Proworks, Inc
Program Abuse Prevention Plan
Annex Site
427 E 10th Street
Litchfield, MN 55355

POPULATION ASSESSMENT:

1. Age range of persons the program plans to serve: *This site provides services to persons between the ages of 20 and 69.*

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 programming 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 7 females and 20 males.*

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 programming hours. This site has two unisex restrooms, located in the center of the building. Both restrooms have wall mount grab bars to assist in providing additional independence. The restroom located on the east side from the center, has an additional partial wall for persons whom may require added safety measures. This site has both female and male staff available to help supervise the restroom areas to ensure privacy when necessary. 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 served at this site have a wide range of cognitive functioning, from mild to profound development disabilities with limited verbal to non-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 take 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 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 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:

Persons served at this site are ambulatory and non-ambulatory. Several individuals require walker and/or wheelchairs. This site serves persons with various levels of hearing and/or visual impairments. This site also has individuals with seizure disorders as well as emotional health concerns related to an individual's mental health (e.g. adult attention deficit, anxiety, bipolar and depressive disorders).

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 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 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.

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

Person's served at this site may display interfering behaviors that could present themselves in the form of oppositional defiance, physical and/or verbal aggression, property damage, 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 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. Staff will guide persons served away from interfering behaviors to a safe area that pose potential harm. Staff are trained in positive support strategies along with successful de-escalation practices. 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.

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 their daily living and/or job related skills, as well as, assistance in communication and mobility.

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 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. 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 follow a competency based training 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 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. 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.

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 programming hours. An Individual Abuse Prevention Plan (IAPP) is developed and reviewed annually by each individuals' 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:

This site provides day training & habilitation and prevocational services. There are two program sites at this address; both buildings are single-story structures; the main site was built in 1981, and the "Annex" was built in 1991; both buildings were designed with accessibility in mind; all areas are well lit and kept in good repair. The east end of the building has 3 steps with a metal guide rail securely anchored to provide assistance with ambulation from the parking lot to the east entrance door.

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 entire facility was designed to be wheelchair accessible and easy for persons with mobility issues. All exits are able to be accessed by wheelchairs. Safety lights are automatically lit during a power failure to assist staff and persons served to the nearest exits. This site has a first aid kit available and an evacuation procedure in place with floor plans posted at key points throughout the building.

The main restrooms are equipped with wall mount grab bars to meet the needs of persons served who require adaptive equipment to assist them with mobility. The restroom located on the east side of the room has an additional short wall partition. Persons served who are independent in their toileting skills use the restrooms independently. Staff are available for persons who require assistance and/or supervision for interfering behaviors/medical issues.

A door alarm is located on the west entrance door, which is set off by a wrist device that is attached to an individual that is at risk for elopement.

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

Staff are not typically assigned to non-program areas, such as restrooms, furnace rooms, the laundry room and the garage.

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 are on the premises at all times during programming hours. Staff assist persons served who require assistance in the restroom. Persons served who must access the furnace rooms, the garage and the

laundry room to perform cleaning or production tasks do so under the supervision of a job coach – when their IAPP has identified this need. Staff are trained on each person's support plan (e.g. CSSP Addendum, Self-Management Assessment, and Individual Abuse Prevention Plan. These plans provide the information needed to best meet the individuals needs through positive supports.

ENVIRONMENTAL ASSESSMENT:

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

ProWorks Danielson-Nelson Site and ProWorks Annex are located in a “commercial” area - approximately one mile from Litchfield’s main business district; The Meeker Memorial Hospital and two medical clinics are located approximately two miles away. These program sites are located adjacent to the Meeker County Fairgrounds, kitty-corner to the Litchfield Civic Arena and across the street from the Litchfield Senior High School. There are no notable features pertaining to the “grounds and terrain” surrounding these program sites.

The “poor” driving habits of some students clearly present an increased risk to anyone in the area - the times of greatest risk are from September through May, 8:00 am to 9:00 am (arrival), 11:45 am to 12:30 pm (lunch) and 3:00 pm to 4:00 pm (departure); these times closely coincide with the arrival and departure of persons receiving services at ProWorks. The presence of staff supervision during loading and unloading decreases the risk of harm to persons receiving services.

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 Annex Site is located in a “commercial” area. The terrain is relatively flat. The west entrance has a slight slope. The east entrance is accessible from the east entrance sidewalk and/or a steps located in front off of the sidewalk area. There is a paved walking path that goes along the east side of the building to the back side door. There are several garden boxes throughout the grounds along with bushes, planets and trees. The parking lot is located on the east side and is visible from various points throughout the programming site.

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 includes both work and non-work programs tailored to meet the person served interest, as well as their mental/physical capabilities.

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