

Program Abuse Prevention Plan

The intent of the Program Abuse Prevention Plan is to assess the population, environment, and the physical plant of the Sibley County DAC and Sibley County Seconds, and identify the factors which may encourage or permit abuse or neglect.

A. Population Assessment

The age range of the clients at the DAC and Seconds is 18-82. There are 24 males and 24 females presently attending. The mental functioning of the clients according to I.Q. scores is:

- 1 profound
- 11 severe
- 21 moderate
- 11 mild
- 4 MI

Physical concerns of the population are:

- 20 would not independently leave area during danger; (this includes 5 needing physical assistance due to physical handicaps)
- 6 cerebral palsy
- 9 deaf or significant hearing problems
- 5 non-ambulatory
- 11 fragile-ambulatory or significant restrictions
- 12 nonverbal
- 9 seizures
- 6 significant vision impairments
- 1 carrier of communicable disease

Emotional/social concerns of the population are:

- 11 mental illness
- 37 confusion/disorientation in unfamiliar situations
- 13 physically assaultive or abusive
- 11 verbally assaultive or abusive
- 47 ignore obvious threats to personal safety
- 2 diagnosed compulsive/obsessive
- 16 obsessive/compulsive tendencies

Specialized programs of care include:

- feeding (adapting foods as needed so food is able to be eaten) including feeding tubes.
- assistance accessing vehicles, behavior management programming
- hygiene programs
- occupational therapy
- physical therapy, general physical conditioning
- speech/language/communications training – ASL sign & Spanish classes
- following food restriction diets (due to medical conditions)

assistance with walking on uneven surfaces
Vocational assessments and training

Staff are trained in the above special care areas as well as individual client needs and concerns. There are regular staff meetings to address individual clients, their needs, concerns and strengths on an ongoing basis. Concerns also are addressed on an individual basis in each client's Risk Management Plan

Sibley County DAC will inform the necessary personnel of previous abusive situations. The Risk Management Plan/IAPP addresses the date, the incident, and the plan for intervention. This is reviewed at least annually with members of the interdisciplinary team.

B. Physical plan and environment assessment of the Sibley County DAC

The Sibley County DAC building was designed to provide and promote optimum health and safety for participants enrolled in the program. The building is wheelchair accessible and has no stairs. The DAC is located on the north edge of Arlington, in a newer development area. The DAC is located about one block from Highway 5. Participants are instructed in safety concerns for crossing street and /or highways within programming format. Supervisions provided for participants who need assistance in safely crossing streets and /or highways. Participants must notify staff prior to leaving the DAC grounds, and can leave unsupervised only if specified in their Risk Management Plan/IAPP. The sidewalks and street outside the DAC building are inspected daily during winter months prior to client arrival and made as safe as possible. When needed, staff physically assist clients in walking to and from transportation vehicles and the building. Transportation drivers also assist clients between the vehicles and building at times.

C. Physical plan and environment assessment of Sibley County Seconds

The Sibley County Seconds building was designed to provide and promote optimum health and safety for participants enrolled in the program. The building is wheelchair accessible and has no stairs. The front entry and emergency exit on the west side of the building are wheelchair accessible, the back exit has a big step. Sibley County Seconds is located on the west end of the Arlington business district on Main Street. The building itself is the boundary on three sides. The front boarder is a sidewalk with curb and gutter off main street. The back or north is adjacent to an alley. There is a Amoco gas station located on the west side of the building (they have given us an easement for the emergency exit door and landing onto their property). Another business is on the east side of the building. The stores in the area open earlier and close later than Sibley County Seconds which lessens the possibility of transportation difficulties. Participants are instructed in safety concerns for crossing street and / or highways within programming format. Supervision is provided for participants who need assistance in safely crossing streets and / or highways. Participants must notify staff prior to leaving the Sibley County Seconds building, and can leave

unsupervised only if specified in their Risk Management Plan. The sidewalk outside the building is inspected daily during winter months prior to client arrival and made as safe as possible. When needed, staff physically assist clients in walking to and from transportation vehicles and the building. Transportation drivers also assist clients between the vehicles and building at times.

The bathrooms at both facilities are difficult to supervise because participants have access to the bathrooms and aren't always supervised when in bathrooms. They are the only areas that are difficult to supervise.

Hazardous substances are not used by clients unless specified in their individual program plan. Equipment and appliances are not independently operated by clients until they demonstrate proficiency and safe use of such items and it is discussed and reviewed by the interdisciplinary team.

Client medical information is located in the files in Angela's office and Nicole's office, and is available at all times. A medical summary and emergency contact information is taken with when clients leave the building. A medical summary and emergency contact information is also located in DAC vehicles and in the office at Sibley County Seconds. Fire protection equipment (pull boxes, alarms, extinguishers) are inspected regularly and kept in good working order. Fire and tornado drills are practiced regularly.

Maintenance of the building occurs as necessary. Staff are to correct dangerous situations, as possible. If the problem cannot be immediately corrected, they are to inform the Executive Director or Program Director. The Executive Director and Program Director are responsible to have the situation taken care of to prevent possible injury, abuse, or neglect.

C. Internal Programming

Clients arrive at the Sibley County DAC between 8:45 and 9:00 a.m., and leave at 3:00, five days per week for 225 days unless they are involved in CBE or at Sibley County Seconds. Clients arrive at Sibley County Seconds between 8:45 and 9:00 a.m., and leave between 2:30 and 4:00 Monday thru Friday; and arrive between 8:30 and 9:00 and leave around 12:00 on Saturdays. Programming generally focuses on:

1. prevocational and vocational skills (which may include supported work or community based employment)
2. leisure/recreation
3. functional academics
4. self help (including basic communication skills and personal hygiene)
5. community orientation and integration
6. domestic skills

The main emphasis of the Sibley County DAC is to assist clients to become as independent, productive, and integrated within the community as possible. The specified program that a client participates in is determined by the

interdisciplinary team and may have any combination of program areas listed above.

D. Staffing Patterns

Sibley County DAC has 14 employees including, 1 full time executive director, 1 full time program director, 1 full time program manager, 8 full time direct care trainers/job coaches, 1 full time office manager, 1 full time store clerk, and 1 part time direct care trainer/job coach.

E. Timetable for corrective action

Sibley County DAC will take steps immediately to correct any area that would be identified as abusive.

F. Review of Plan

Sibley County DAC's Program Abuse Prevention Plan is reviewed during the initial Board orientation and annually thereafter, by the Board of Directors. This plan is also reviewed annually by the DAC employees. All necessary revisions are noted at these times. Evidence of these reviews will be attached.

G. Client Orientation

All clients will be orientated to the contents and the intent of the Program Abuse Prevent Plan. New clients will receive orientation prior to receiving services or within 24 hours of their admission. If the client would benefit more from a later orientation, the orientation may take place within 72 hours. All orientation will be documented in the client's individual case file. If the client is not able to benefit from the orientation, it will be given to the client representative/guardian.

H. Plan Distribution

A copy of the Program Abuse Prevention Plan shall be posted on the hallway bulletin board at the DAC and in the break room at Sibley County Seconds. It is also posted on the Sibley County DAC website.

I. Staff Mandated Training

Sibley County DAC will provide training within 72 hours of employment and at least annually in:

1. MN statutes, section 626.557 and 626.5572 (reporting requirements and definitions)
2. requirements of section 245A.65
 - a. program abuse prevention plans
 - b. risk management plans
 - c. internal reporting procedures
3. any internal policies and procedures related to clients

J. Mandated Reporters

Mandated reporters for 2016 are: All Staff
Mark Pauly Angela Knapper

Laurie Schons	Nicole Bruch
Carol Mesenbring	Carol Somerville
Barb Cordes	Lisa Pasvogel
Allegra Witt	Christina Holmquist
Dawn Olson	Carla Schmidt
Autumn Kuehl	Jennifer Luepke