

### Program Abuse Prevention Plan

	Stevens County Developmental Achievement Center
Address:	203 Green River Road Morris, MN 56267
Date plan revised:	April 23, 2018

#### POPULATION ASSESSMENT:

1. Age range of persons receiving services: *18 and older.*
2. How will the program reduce the potential of abuse and/or harm to people related to the age of people receiving services?

*All clients served at the Stevens County DAC are adults. In order to reduce the potential of abuse between clients of varying ages, each person has an individualized program plan which was developed with client safety in mind. Staff are present in each area of the building and they continuously supervise all program areas and common areas such as the dining room, bathrooms, hallways, outside patio area, activity area, and locker area. Staff have been trained Vulnerable Adult maltreatment reporting including use of the Minnesota Adult Abuse Reporting Center (MAARC) and can take steps to prevent abuse, take corrective action, and immediately report any maltreatment.*

3. Gender of persons receiving services: *Male and Female*
4. How will the program reduce the potential of abuse and/or harm to people related to the gender of people receiving services?

*Staff is present and supervising clients whenever clients are in the facility. Separate bathrooms, according to gender, are provided and staff members regularly patrol bathrooms and all common areas as well as program areas. Staff is trained in instructing individuals about respecting appropriate boundaries including appropriate dress and language, not leaving bathroom areas with clothing unfastened, keeping staff doors closed when using the bathroom, closing doors when needed for privacy, not engaging in activities which are inappropriate for the work environment, setting appropriate boundaries, not engaging in inappropriate physical contact, etc. Staff have been trained Vulnerable Adult maltreatment reporting including use of the Minnesota Adult Abuse Reporting Center (MAARC) and can take steps to prevent abuse, take corrective action, and immediately report any maltreatment.*

5. Describe the range of mental functioning of persons receiving services.
- The individuals we serve have a wide range of mental functioning including individuals with intellectual disabilities, individuals with diagnosed mental health conditions and individuals with both intellectual and mental health needs.*

6. How will the program reduce the potential of abuse and/or harm to people related to the mental functioning of people receiving services?

*Staff members are on duty when clients are present. Staff has been trained on the degrees and levels of developmental disabilities and what can be expected per diagnoses, both in general and specifically related to each individual served.*

7. Describe the range of physical and emotional health of people receiving services:

*We serve people with hearing impairments and hearing aids, visual impairments, diabetes, seizures, allergies, and a variety of other physical conditions. We also serve individuals who are diagnosed with depression, autism and various forms of mental illness.*

8. How will the program reduce the potential of abuse and/or harm to people related to the physical and emotional health of people receiving services served?

*Staff members are in the facility and on the premises when clients are present. We have a full time nurse on staff who addresses each individual's physical and emotional health, including hearing aid care, blood pressure checks (as recommended by the physician) blood glucose levels, insulin care, seizure protocol, medication administration, mental illness overview, allergy protocol, first aid and CPR. Each staff member is trained in first aid and CPR as well as each client's individual abuse prevention plan. Staff have been trained Vulnerable Adult maltreatment reporting including use of the Minnesota Adult Abuse Reporting Center (MAARC) and can take steps to prevent abuse, take corrective action, and immediately report any maltreatment.*

9. Describe the range of adaptive/maladaptive behavior(s) of people receiving services:

*Several of the clients we serve have good adaptive skills in communication and assertiveness. We also serve clients who develop aggressive verbal behaviors when the environment becomes loud or they become focused or fixated on a particular event, either anticipated or previously occurred.*

10. How will the program reduce the potential of abuse and/or harm to people related to the adaptive/maladaptive behavior(s) of the people receiving services served?

*Staff members are in the facility and on the premises when clients are present. They have been trained in methods of calming aggressive individuals in general and are familiar with the protocol in place for particular individuals. Staff will work together to try to keep a calm environment and to make reasonable requests of clients, trying to not rush them or frustrate them. Clients who become agitated will be given an opportunity to go with staff to a quiet area to calm down.*

11. Describe the need for specialized programs of care for people receiving services:

*Certain clients need assistance in toileting, eating and checking their insulin levels and blood pressure. Some clients have special dietary restrictions. Staff are aware of those clients and what their individual needs are.*

12. How will the program reduce the potential of abuse and/or harm to people related to the need for specialized programs of care for people receiving services?

*DAC staff members have been trained to assist clients in toileting, feeding and diapering. Our cook is aware of those clients with special dietary restrictions, as is our nurse and several other DAC staff. Our nurse is trained to do tube feedings, to check blood sugar levels and to check blood pressure on individuals who need monitoring. Additional staff have been trained in these procedures as well.*

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

*Other than those previously listed in item 12, there is no current need for specific staff training to meet individual service needs.*

14. How will the program reduce the potential of abuse and/or harm to people related to the need for specific staff training designed to meet individual service needs?

*Staff persons are trained in the items required by MN Statutes, Chapter 245D, including their staff responsibilities and duties. DAC staff and, in particular, the DAC nurse have been trained in addressing each client's physical and emotional health, hearing aid care, blood sugar checks, insulin protocol, seizure protocol, medication administration, mental illness overview, allergy protocol, and care of eye glasses/contact lenses. All staff are certified in first aid and CPR. All staff are familiar with each client's individual abuse prevention plan. Staff have been trained Vulnerable Adult maltreatment reporting including use of the Minnesota Adult Abuse Reporting Center (MAARC) and can take steps to prevent abuse, take corrective action, and immediately report any maltreatment.*

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

*Two clients have a history of physically aggressive behavior in the residential facility. One client has a history of physically aggressive behavior at the DAC. Four clients have a history of sexually inappropriate behavior.*

16. How will the program reduce the potential of abuse and/or harm to people related to the knowledge of previous abuse?

*Staff are familiar with each client's individual abuse prevention plan and will follow the protocol outlined for the situation.*

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

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

*The physical plant for the combined Stevens County DAC (main facility) and the Stevens County DAC Annex consists of three buildings. The main facility is a 10,800 square foot frame building of brick and wood which was built in 1982. The building is divided into offices, program areas, workshop, activity area, kitchen, garage, bathrooms, janitor's room, mechanical room, and various hallways. On the same property is an adjacent 2600 square foot building (Annex) which houses the car detailing operation and serves as vehicle storage after program hours and when car detailing is not in operation. The building is divided down the middle by a partition and the east portion contains a single rest room. Behind the car detailing annex is a 5400 square foot open storage building which is used for storing buses as well as product from the workshop awaiting shipment. The three buildings are located on a two acre site southeast of the Morris High School. The buildings, parking lot, and driveways comprise approximately one half of the area leaving the remainder in a grass and tree covered area for recreation and leisure purposes. This recreation area is located almost entirely to the front (south) of the main building. The West, North, and East sides of the building consist of grassy areas.*

2. How will the program reduce the potential of abuse and/or harm to people related to the condition and design of the facility in terms of safety for people receiving services?

*The entire facility was designed with the intention that it would be wheelchair accessible and easy for people with mobility issues to navigate. All areas of the three buildings and all exits are able to be accessed by wheelchairs. Safety lights are automatically lit during a power failure to assist individuals in locating landmarks and exits. The interior garage allows for ease in entering/exiting vehicles without concern for snow, ice, rain, cold or wind. The workshop, garages, and storage building are kept locked during break times. The buildings have been inspected and approved for all building and fire codes.*

3. Describe any areas of the facility that are difficult to supervise: *The bathrooms, workshop, storage building and garages are the most difficult areas to supervise.*

4. How will the program reduce the potential of abuse and/or harm to people related to the areas of the facility that are difficult to supervise? *Staff are present and on duty during all times when clients are in attendance. The storage building is off limits to clients and kept locked during times when staff are not moving materials and/or vehicles in and out. Bathrooms are regularly checked by staff throughout the day. The workshop is always staffed during work hours and kept locked during break times. The interior garage is off limits to clients and regularly checked by staff during break times. The car detailing garages are staffed during times when clients are working and kept locked during break times or after operating hours.*

## ENVIRONMENTAL ASSESSMENT:

1. Describe the location of the facility including information about the neighborhood and community that the facility is located: *The DAC is located on the southeast side of town along Green River Road. A bike/walking path separates the property from the road. The property is bordered on the west by an open field and the high school tennis courts. On the east it is bordered by an open field. To the north it is bordered by a hill which lies below the high school parking lot and practice fields.*

2. How will the program reduce the potential of abuse and/or harm to people related to the location of the facility, including factors about the neighborhood and community?

*Staff supervision is provided during all hours of operation. Clients are not allowed in the parking areas or driveways of the facility unless they are arriving or leaving or they are accompanied by staff or they have demonstrated the ability to navigate those areas independently. Clients are not allowed on the road. Clients are not allowed on the tennis courts unless they are accompanied by a staff member or have demonstrated the ability to use the facility independently. Clients are not allowed behind the buildings unless accompanied by staff. Clients are not allowed in the field that lies to the east of the DAC property. Clients may navigate the bike/walking path only if they are accompanied by staff unless they have demonstrated the ability to access the path independently.*

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

*A paved entrance and exit drive leads to the building from the south. A parking lot lies across from the loading/unloading zone in front of the building. A grassy area with pine and maple trees lies between the parking area and the bike path. Another parking area lies to the east and north of the drive ways and an additional parking area lies to the west of the exit driveway. Additional driveways are found at the east portion of the property, to the south of the car wash garages and the storage building. The east portion of the property is approximately 15 feet higher than the terrain surrounding the main building. The southwest grounds are flat and grassy with mature pine trees located around the southwest corner of the main building.*

4. How will the program reduce the potential of abuse and/or harm to people related to the type of grounds and terrain that surround the facility?

*The grassy areas are kept free of debris and are mowed on a regular basis. The sidewalks and parking lots are kept free of ice and snow buildup. The driveways are plowed in the winter as needed and are treated with a sand/salt mixture when necessary.*

5. Describe the type of internal programming provided at the program: *The DAC supports people in becoming as independent as possible, focusing on vocational training and job supports. Non-vocational skill development and fitness activities are also provided. We also provide personal cares as needed by the individual including feeding, toileting, and diapering. Positive behavior supports are provided for clients on an individual basis as needed.*

6. How will the program reduce the potential of abuse and/or harm to people through the type of internal programming provided at the program?

*Staff members are trained to meet each individual's needs and preferences and to ensure their health and safety. Staff will assist clients in being as independent as possible in their assigned program areas. Staff members have been trained in first aid and CPR and in methods of keeping people safe. Regular fire drills and tornado drills are held. Staff have been trained Vulnerable Adult maltreatment reporting including use of the Minnesota Adult Abuse Reporting Center (MAARC) and can take steps to prevent abuse, take corrective action, and immediately report any maltreatment.*

7. Describe the program's staffing pattern:

*There is one direct service staff on duty for every 5.5 clients in attendance which usually includes a licensed practical nurse. There is generally an administrative staff member in the building as well as office staff.*

8. How will the program reduce the potential of abuse and/or harm to people through the program's staffing pattern?

*Each program area is staffed throughout the day according to the number of clients in attendance during that time period and according to client need. Staff regularly monitor the common areas of the building and grounds during break times so that supervision is provided whenever clients are present.*

**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 must review the program abuse prevention plan at least annually.
- 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. The plan must include a statement of measures to be taken to minimize the risk of abuse to the vulnerable adult(s) or when the need for additional measures is identified. This includes identifying referrals that are made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services.
- E. 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.
- F. 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 (Individual or program) prevention plans must be reviewed at least annually by the interdisciplinary team.

John H. Luetmer, Program Director

Print name & title

Signature

Date

Date of last plan review:

April 23<sup>rd</sup> 2018

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