

**Mille Lacs Co. Area DAC
Program Abuse Prevention Plan
Milaca Site
115 1st Street East Milaca, MN 56353**

Population Assessment:

1. Age of persons receiving services:

Approximately ninety five percent (95%) of the persons are between 21 and 75 years of age. We currently have two individuals who are between the ages of 18 to 21.

2. How will the program reduce the potential of abuse and/or harm to people related to the age of people receiving services?

Individuals who require supports related to advance age would have a plan identified within their Individual Abuse Prevention Plan.

3. Gender of persons receiving services:

The persons served are almost equally divided between 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?

There are no noted risks in this area.

5. Describe the range of mental functioning of persons receiving services:

Approximately 44% are in the mild range of development disabilities
Approximately 38% are in the moderate range of developmentally disabilities
Approximately 18% are in the severe/profound range of developmental disabilities.

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

The persons are grouped in training areas considering their vulnerabilities and relationship with other individuals. Each training area is designed to serve between **6 to 25 individuals**. These individuals are served with staff ratios ranging from 1:2 to 1:8 with an overall ratio of 1:5. Ratios may vary at breaks and lunchtime however every area will have a trained staff within site and sound. In compliance with Minnesota Rules, part 9543.300 to 9543.3090 (Rule 11), the background of new employees is reviewed for previous incidents of abuse or neglect to others.

The facility is organized and managed to provide the supervision each person requires. This insures people are dressed appropriately for the weather when they arrive and leave. People are supervised to protect them from sexual and financial exploitation when they are in the community, are safe in any public or private facility or vehicle, and are safe while crossing streets and/or walking in parking lots. Staff are available to manage special diets, medical needs and emergencies that arise, and disruptive situations whereby people are unable to protect themselves.

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

Some of the individuals are not ambulatory and some need assistance to move from one area to the building to another due to physical impairments. Several persons have a primary or secondary diagnosis of mental illness. Persons receive medications during training hours and persons may administer their own medications according to their plan.

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?

The implications of these factors are specified in the Individual Abuse Prevention Plan for each person. Staff provides assistance according to this plan.

Staff has received training in the management of disruptive and aggressive behaviors. They also have been trained in alternative communication, first aid, CPR and med administration. For those persons who self medicate, the Individual Abuse Prevention Plan will specify plans, if appropriate; to insure the necessary medications are taken.

9. Describe the range of adaptive/ maladaptive behaviors of the people receiving services:

Some people on site display challenging behaviors, including aggression towards others, toward self, and towards property. Some people served have ongoing issues related to inappropriate sexual issues. There are people who have attempted to leave the building without notifying staff.

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

The Designated Coordinator and Designated Manager are responsible the development and evaluation of the behavior and evaluation of behavior support plans. The Director reviews any Emergency Intervention Reports and/or vulnerable adult incidents.

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

Some people may require specialized care due to medical needs, including feeding, use of wheelchair/walker, monitoring blood sugar levels.

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

The implications of these factors are specified in the Individual Abuse Prevention Plan, CSSP-A or Assessment for each person. Staff provides assistance according to this plan.

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

Based on the needs identified in the individual CSSPs, the staff has been trained in feeding, monitoring blood sugars and appropriate positioning for wheelchair individuals. Staff also receives training in use of lifts, transfers and personal cares.

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 receives training in management of disruptive and aggressive behaviors. They also have been trained in first aid, CPR, lifting and transferring and medication administration. For individuals who self-medicates, the intensive support Assessment with specify plans to insure the necessary medications are taken.

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

The backgrounds of some the persons presently served include histories of physical and sexual abuse. There have been no substantiated incidents of abuse and neglect against Mille Lacs Co. Area DAC since the last review of this document.

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

Staff has received training in Vulnerable Adult requirement, including intervention and reporting of suspected maltreatment.

Physical Plant Assessment:

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

The address of the Mille Lacs Co. Area DAC – Milaca is 115 1st St E. Milaca, MN 56353, and is a one-story block building and the training area consists of approximately X square feet.

The interior design of the space is situated whereby the training areas and staff offices occupy a vast majority of the building. A hallway provides access to all areas of the building. There are four bathrooms within this space.

The space is fully accessible to persons with a disability. There are no known hazards or potential dangers in terms of building design, construction or materials. The biggest issue is some areas are difficult to supervise at all times during breaks and lunch. Staff is assigned break duties areas throughout the building so staff is within sight or sound of all 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 environment of each training area is designed to be free of dangerous equipment and chemicals. Fire Extinguishers are located in each training area and in the hallways. There is no sprinkler system in the building. There is a fire alarm system and fire drills are held according to the fire drill procedure. Staff will call 911 if an actual fire occurs.

Refrigerators and microwaves are available in Living Skills- Community Skills. Staff monitors these areas when these appliances are in use.

Persons who are independent in their toileting skills use the bathrooms independently. Persons who need assistance and/or supervision are either placed on the toileting schedule or assisted to the bathroom and supervised by staff. The does not restrict access to a restroom and it respects privacy.

Persons served are supervised in other areas of the building as required by their Intensive Support Plan.

The following procedures will be followed regarding hazardous machinery, tools or substances:

All toxic materials and/or cleaning supplies when not in use, we be kept in a locked area to which persons served do not have access.

All medications administered at Mille Lacs Co. Area DAC will be kept in a locked area to which persons served do not have access.

All sharp objects will be kept in locked areas or areas in which persons served do not have access. Staff will always be in the area when people are using machines.

First Aid Kits are available in all program areas.

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

The end of the hallway near the pop machine, garden area, and communications room may be difficult 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 is assigned specific area for all breaks and lunch. Mirrors are located in hallways to allow staff to view around the corner.

Environmental Assessment:

1. Describe the location of the facility including information about the neighborhood and community that the facility is located.

The Mille Lacs Co. Area DAC is located on First Street, close to Central Avenue. The surrounding area includes a variety of businesses. Central Avenue is a busy street with a majority of the traffic going through and around town. We have a large parking lot to the east of the building with an alley running north/south.

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

Staff will meet vehicle-carrying persons served upon arrival. Staff and drivers are orientated to supervision needs of people and provide escorts from the vans accordingly.

Most people use the north side of the building. Some use the east side of the building. People in wheelchairs or walkers use the east side of the building.

There is a calendar and check off system in place to document pick up and drop off times of each person.

Street safety skills are practiced whenever persons are in the community. Persons served may have a specific goal in this area.

3.

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

The surrounding area is considered dangerous for persons who do not have street safety skills and/or leave the building.

There is a sidewalk where persons served board and exit vehicles. When snow covered it can be slippery and potentially dangerous.

At times the alley and parking lot to the east of the building can be busy.

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

There is a paved strip up the building on the east side with an accessible ramp providing access to the building.

In the winter, all sidewalks are shoveled and salt is used as necessary.

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

People served at this location receive service based on their individual needs and interests. These include but are not limited to employment, employment supports, self-care, academics, healthy relationships, life skills and behavioral supports.

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?

LS and CS routinely address issues related to safety, including training on Vulnerable Adults Protection

7. Describe the programs staffing pattern:

The persons are grouped in training areas considering vulnerabilities and compatibility. Each area is designed to serve from **6 to 25 persons**. These persons are served with staffing ratios ranging from 1:2 to 1:8, with an average overall ration of approximately 1:5.

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

In compliance with Minnesota Rules, part 9543.3000 to 9543.3090 (Rule 11), the background of new employees is reviewed for previous incidents of abuse or neglect. Staff is assigned to specific areas of the building for breaks and lunch.

Mille Lacs Co. Area DAC will ensure that:

- A. People receiving services are provided with orientation to the program abuse prevention plan. This orientation will be within 24 hours of admission or within 72 hours for individuals who would benefit from a latter orientation.
- B. The Mille Lacs Co. Area DAC Board of Directors with review the program abuse prevention plan at least annually.
- C. A copy of the program abuse prevention plan will be posted in a prominent place in the Mille Lacs Co. Area DAC and be available, upon request, to mandated reporters, people receiving services, and legal representatives.
- D. The plan will include a statement of measures to be taken to minimize the risk of abuse to the vulnerable adults or when a need for additional measures is identified.
- 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. This would also include identifying referrals that are made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed service.
- 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 prevention plans must be reviewed at least annually by the support team.

Reviewed by the Mille Lacs Co. Area DAC Board of Directors:

Signature of the Board Chair

Date

Date(s) of last plan review: _____