

Key 360 Shakopee Program Abuse Prevention Plan (PAPP)

Program:	Key 360 Shakopee
Provider:	Key 360 Support Services, LLC
Program Address:	1691 Shakopee Ave. E - Shakopee, MN 55379
Date of Plan Development:	9/25/2018

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.

POPULATION ASSESSMENT:

- 1. Age range of persons the program plans to serve:** 18-30 years of age
- 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?**

This program is licensed for two residents. It will be staffed 24/7 with supervision to ensure the safety of the service recipients at all times which will minimize the risk of any abuse occurring. In addition, all staff working at this program will be trained on each resident's Individual Abuse Prevention Plan (IAPP) prior to working their first unsupervised shift to minimize any risk of abuse that may be associated with the individual's age.
- 3. Gender of persons the program plans to serve:**

This program is able to serve male or female individuals. Gender will be dependent on the ability for both residents to co-exist without an increase in risk of harm based on their gender.
- 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?**

This program provides services in a 4 bedroom, plus office, home. Each individual living in the home will have their own bedroom. The bedrooms are located separate from each other. Upon admitting to the program, staff will ensure new residents are aware of the privacy rights for all individuals in the home. Staff will monitor and have knowledge of the whereabouts of each individual to protect all persons from physical, sexual or financial abuse.

- 5. Describe the range of mental functioning of persons the program plans to serve:**
The individuals in this program may have intellectual disabilities and may have an inability to understand abuse or neglect.
- 6. What specific measures has the program taken to minimize the risk of abuse to people as related to the mental functioning of people receiving services?**
This program may serve individuals with intellectual disabilities. Due to their potential inability to understand abuse or neglect, all staff working in the program are mandated reporters. It is the responsibility of all program staff to ensure that each individual in the program is trained on Service Recipient Rights and has knowledge of each resident's Individual Abuse Prevention Plan (IAPP). In addition, staff will be educated on each individual diagnosis to ensure understanding of cognitive limitations and how to appropriately respond in order to minimize the risk of abuse.
- 7. Describe the range of physical and emotional health of persons the program plans to serve:**
This program may serve individuals in the home with varying degrees of physical and/or emotional health. Individuals must be ambulatory due to the layout of the home. Individuals may have intellectual and/or developmental disabilities (DD), including but not limited to, Autism Spectrum Disorder (ASD), Intellectual Disability (ID) and Obsessive Compulsive Disorder (OCD).
- 8. What specific measures has the program taken to minimize the risk of abuse to people as related to the physical and emotional health of people receiving services served?**
Residents may have varying levels of need due to their physical and emotional health. We may serve individuals who need complete assistance in providing for all of their Activities of Daily Living (ADL), such as communication, feeding and toileting. All staff will be trained on the Vulnerable Adult Maltreatment Policy upon hire and annually thereafter. Staff will also receive training specific to the individual needs of the residents in the program. Each service recipient will have an Individual Abuse Prevention Plan (IAPP) that all staff will be required to review prior to their first unsupervised shift, annually and on an as-needed basis.
- 9. Describe the range of adaptive/maladaptive behavior(s) of persons the program plans to serve:**
The program may serve individuals who have a potential to be verbally and/or physically aggressive towards property or others, or may exhibit Self-Injurious Behaviors (SIB).
- 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?**
All staff will be trained on the organization's Vulnerable Adult Maltreatment Policy upon hire and annually thereafter. At all times, staff will monitor person's served in this program and be aware of their surroundings and any potentially abusive situations. Staff will verbally cue and/or guide persons served away from any potentially abusive situations to a safe area. Staff will receive training in Positive Supports Rules (PSR), positive support strategies listed in the individual's Support Plan Addendum and Non-Violent Crisis Intervention to ensure safety. Staff are provided these trainings upon hire and annually thereafter.
- 11. Describe the need for specialized programs of care for persons the program plans to serve:**
The individuals we support may participate in specialized programs of care including but not limited to therapy, vocational and those promoting community-inclusion.
- 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?**
Individuals in this program may not be able to independently defend themselves from abusive or potentially abusive situations. Staff will receive training on the organization's Vulnerable Adult Maltreatment Policy upon hire and annually thereafter. All staff are mandated reporters and will report following Key 360 Support Services policy and procedures. Staff will intervene as needed and will assist in removing all individuals from any potentially abusive situation. All participation in specialized programs is dependent on the approval from the individual's expanded support team. The program will ensure all individual plans and protocols are adapted and implemented at all times to ensure the health and safety of all residents at specialized programs.
- 13. Describe the need for specific staff training to meet individual service needs:**

Staff will receive the organization's new hire training, service recipient orientation and training and training specific to all resident's individual diagnoses. All staff will also receive Non-Violent Crisis Intervention and Medication Administration as needed based on the needs of the residents.

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?

All staff are trained on the organization's Vulnerable Adult Maltreatment Policy upon hire and annually thereafter. In addition, staff will receive training specific to each individual's needs and Individual Abuse Prevention Plan.

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

In the event that an individual joins the program and has a history of abuse prior to admission, the program will take appropriate measures to ensure the health and safety of all residents and staff.

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 will be aware of previous incidents and will engage individuals in positive interactions by modeling and role playing scenarios. All staff will be trained on the Vulnerable Adult Maltreatment Policy upon hire and annually thereafter. In addition, staff will receive training in areas specific to the individual needs of the residents.

PHYSICAL PLANT ASSESSMENT:

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

This program's housing environment is a Community Residential Setting (CRS) in Shakopee, Minnesota operated by Key 360 Support Services, LLC. It is a four bedroom, open concept home designed to ensure there is comfortable space for all residents. The upstairs contains three bedrooms, one bathroom, the kitchen, dining room and the living room. There is a patio door that leads out to a back deck. The downstairs one bedroom, one bathroom, living room, office space, and laundry/utility room. The backyard is surrounded by a 4-foot chain link fence. The home has a two stall garage where the company vehicle will be located.

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 doors will be monitored & locked to ensure that only staff are able to enter the facility. All exits, including doors and windows will be secured with alarms to ensure all staff are aware of anyone entering or exiting the facility. The local police department will be made aware when a risk of elopement exists. Cameras will be recording in each common area at all times.

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

This program is located in a four bedroom house. Each individual living in the home has their own bedroom separate from one another. As new individuals come into the program staff ensure that all residents are aware of the privacy rights for all individuals in the home. Staff closely monitor and have knowledge of the whereabouts of each individual to protect all persons from physical, sexual or financial abuse.

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?

Each person receiving services will have an IAPP outlining their risks and staff will be trained on each IAPP before working with the individual. Program staff will provide supervision 24/7 to persons served in this program and will maintain appropriate staffing patterns based on the individual's specific needs when on facility grounds. Staff will be aware of when a person served is behind closed doors. When an individual enters their bedroom or bathroom staff will remain within sound and/or sight of the closed door and be available upon request of the person served.

ENVIRONMENTAL ASSESSMENT:

- 1. Describe the location of the facility including information about the neighborhood and community in which the facility is located:**
The home is located in the residential area of town. The home is one block away from a County Road with consistent traffic. The community consists of several parks and schools, one of which is located a few blocks from the home.
- 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?**
Each person receiving services will have an IAPP outlining their risks. Staff will be trained on each IAPP before working with the individuals. Staff will maintain appropriate staffing ratios and follow supervision requirements outlined in each individual's Support Plan or Support Plan Addendum to ensure the safety of all residents in the neighborhood and community.
- 3. Describe the type of grounds and terrain that surround the facility:**
The home is surrounded by green grass and the terrain varies. The driveway is concrete that leads into the garage and/or a path to the front door. The front yard is grass with a few trees and has a level terrain in front of the house with a slight decline down to the street. On the sides of the home there is rock landscaping that leads to a large fenced in backyard which consists of grass, a few trees and a shed. The backyard has a slight incline from the house to the fence.
- 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 surrounds the facility?**
Each person receiving services will have an IAPP outlining their risks and staff will be trained on each IAPP before working with the individual. Staff will maintain appropriate staffing patterns based on the residents needs when on facility grounds. The shed remains locked at all times and is not accessible to staff or residents.
- 5. Describe the type of internal programming provided at the program:**
Key 360 Support Services, LLC is driven by the philosophy of person-centered planning. The goals and outcomes are specific to community integration, living skills development and health and safety for individuals living in the home. All programming is based on each resident's individual wants, needs and abilities.
- 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?**
Many individuals receiving services use the internal programming to develop new skills to increase independence, reduce maladaptive behaviors that may cause abuse, or learn socially appropriate behavior. Our internal programming is customized to each individual to reduce abuse and/or harm through education and skill building.
- 7. Describe the program's staffing pattern:**
The Program Coordinator and Program Director are available to support at the site during regular business hours as needed, along with available upon request evenings and weekends. The number of Direct Support Professionals may vary in order to maintain appropriate staffing patterns based on each resident's individual needs. This may include individual 1:1 or 2:1 staffing at all times while service recipients are in the home or community. Overnights may be asleep or awake shared staffing or individual 1:1 staffing based on the needs of each resident.
- 8. What specific measures has the program taken to minimize the risk of abuse to people through the program's staffing pattern?**
Our staffing patterns ensure the health and well-being of each individual served and enables staff to successfully implement individual programming throughout the day. Having the above mentioned staffing ratio for each individual provides additional supervision in order to protect each individual from neglect, or physical, sexual or financial abuse in which they may be susceptible. Overnight staff will be located in an area that will ensure they're able to respond to any needs that may arise during sleeping hours.