

## Program Abuse Prevention Plan

**Location:** Eagan & Admin Lifeworks      **Date Revised:** August 8, 2016  
2965 Lone Oak Drive Suite 160 & 180  
Eagan, MN 55121

### Procedure:

- People receiving services are provided with an orientation to the program abuse prevention plan within 24 hours of admission or within 72 hours for individuals who would benefit from a later orientation.
- Lifeworks Services, Inc.'s governing body, or delegate, reviews the program abuse prevention plans annually.
- A copy of the program abuse prevention plan is posted in our facilities and is available upon request.
- Any additional measures taken to minimize the risk of abuse to the vulnerable adult(s) will be identified even if the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services.
- An individual abuse prevention plan is required for each new person receiving services and needs to be reviewed annually by the interdisciplinary team. A review of the individual abuse prevention plan must be done as part of the review of the program plan.

### Population Assessment:

1. Age range: 18 years and older.  
Lifeworks provides staffing that is adequate to meet the supervision needs of adults. Lifeworks Services, Inc. employees are mandated reporters, trained in maltreatment of vulnerable adults. Our volunteers/interns/guests/service learners/community service workers attend our volunteer/guest orientation session that includes training on vulnerable adults reporting.
2. Gender range: Male and female  
Lifeworks provides staffing to minimize the risk of sexual exploitation and abuse.
3. Mental Functioning range: Mild to profound.  
Staff receives training in interacting with caring for and teaching people with mild to profound mental retardation. Our employees (staff) that work directly with the people we serve complete the required training, which includes, but is not limited to health and safety, CPI (crisis prevention), positive supports, emergency use of a manual restraint, first aid, emergency procedures as well as additional Lifeworks policies and procedures ensure the health and safety of all persons served.
4. Physical range: No assistance to total assistance with daily living skills.  
Staff receives training in how to assist people with their daily living needs.
5. Emotional/behavioral health range: No emotional or behavior issues to people with positive support plans or positive support transition plans.  
Staff receives annual training on positive support strategies.
6. Adaptive/maladaptive behavior range: People with mild maladaptive behaviors  
Staff receives training at new employee orientation and at annual refreshers on CPI (crisis prevention), positive supports, emergency use of manual restraint, first aid, emergency procedures as well as additional Lifeworks policies and procedures to ensure the health and safety of all persons served.
7. Specialized Programs: Music Therapy Sessions, 1:1 services and opportunities to join individual classes with a family member or care giver present.

This information can be made available  
in an alternate format upon request.  
Our TTY phone number is 651-365-3736.  
Equal Opportunity Employer.

Revision Date: 8-2016

## **Training:**

Newly hired staff need training in Lifeworks policies and procedures, positive support strategies, emergency use of manual restraint, first aid, emergency procedures, as well as additional Lifeworks policies and procedures to ensure the health and safety of all persons served. In addition they need to become familiar with meeting the needs of the specific persons they will be working with prior to working alone with the person served. Lifeworks staff need refresher courses to maintain their knowledge in all of the above.

Lifeworks Services, Inc. employees are mandated reporters, trained in maltreatment of vulnerable adults and minors, and Global Harmonization Standards (GHS). Our volunteers/interns/guests/service learners/community service workers attend our volunteer/guest orientation session that includes training on vulnerable adults and minor reporting. Our employees (staff) that work directly with the people we serve complete the required training, which includes, but is not limited to health and safety, CPI (crisis prevention), positive supports, emergency use of a manual restraint, first aid, emergency procedures as well as additional Lifeworks policies and procedures to ensure the health and safety of all persons served.

Our staff review the person served required plans prior to working alone with the person served. Our Human Resources department maintains records of employee trainings and works with a nurse consultant for additional training required for a person served.

## **Staffing:**

Each facility has a calendar of activities and a list of people being served attending those activities with an instructor (staff) assigned. Each instructor is responsible for knowing the location of the person served on their list. When activities are not in session or not assigned, staff are diligent in attending to the whereabouts of each person served. We provide staffing according to the needs of the facility, the needs determination of the people served, licensed capacity, and in accordance with the requirements of MN Statutes 245D.

## **History:**

No previous substantiated abuse relevant to reducing the risk of abuse to person's served.

## **Physical Plant Assessment:**

1. The condition of the building: This building was built in 2007.
2. The design of the facility as it relates to safety: This building was designed to increase sight lines, usable space, accessibility, and to accommodate the needs of the program.
3. Areas of the facility difficult to supervise: Our facility has hallways, corners, bathrooms, and classrooms that are difficult to supervise. The facility is equipped with the following items to assist staff with supervising difficult areas: phone intercom system, security mirrors in the hallways, and walkie-talkies.

## **Environment Assessment:**

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1. Neighborhood or community the facility is located in: Business Center
2. Type of grounds and terrain that surround the facility: Parking lot, pavements, grass, gardens, small pond, busy streets and intersections. There is a alarm sounder on the back east door.
3. Type of programming provided at this facility: DT&H, 1:1 services, individual class opportunities, and Music Therapy.
4. Programs staffing pattern: We provide staffing according to the needs of the facility, the needs determination of the people served, licensed capacity, and in accordance with the requirements of MN Statutes 245D.

**Physical Plant & Environment:**

Our toxic substances and dangerous items are locked in cabinets, storage closets or laundry rooms for the safety of all individuals. Any flammable chemicals are locked in an approved fire proof cabinet. All of our buildings have a security alarm system, lock up procedures and are equipped with weather radios, first aid kits, flashlights, 911 analog phones, fire alarms, sprinklers and fire extinguishers. Our facilities conduct drills on a quarterly basis for preparation for an actual emergency.

This administration front entrance door is locked before and after business hours. Eagan program's front entrance and exterior doors are locked. There is a receptionist at the front desk to the entrance of our building and greets visitors upon arrival to prevent unknown persons into our buildings.

On October 8, 2015 the Board of Directors authorized future plans to be approved by the Lifeworks Compliance Committee.

Connie Giles Date: 9/12/2016  
 Compliance Committee Member

Review: Name Connie Giles Signature Connie Giles Date 8/11/2017  
 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 Connie Giles Signature Connie Giles Date 8/1/2018  
 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 Connie Giles Signature Connie Giles Date 8/1/2019  
 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.

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