



## Program Abuse Prevention Plan

**Location:** Center for Disability Inclusion- New Hope  
7508 42<sup>nd</sup> Avenue  
New Hope, MN 55428

**Date Revised:** March 26, 2025

### 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:

- **Age:** 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.
- **Gender:** Male, female, non-binary.  
Lifeworks provides staffing to minimize the risk of sexual exploitation and abuse.
- **Mental Functioning:** Mild to profound.  
Staff receives training in interacting with caring for and teaching people with intellectual disabilities. Our staff that work directly with the clients complete the required training, which includes, but is not limited to health and safety, positive supports, emergency use of a manual restraint (Lifeworks does not allow the use of manual restraints), first aid, emergency procedures as well as additional Lifeworks policies and procedures ensure the health and safety of all clients.
- **Physical, Emotional, Behavioral Health:** No assistance to total assistance with daily living skills. No emotional or behavior issues to people with positive support plans or positive support transition plans.  
Staff receives training in how to assist people with their daily living needs.

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- **Adaptive/Maladaptive Behavior:** People with mild maladaptive behaviors. Staff receives training in positive supports, first aid, emergency procedures as well as additional Lifeworks policies and procedures to ensure the health and safety of all clients. At orientation and at annual refresher training sessions.
- **Training:** Newly hired staff need training in Lifeworks policies and procedures, positive support strategies, first aid, emergency procedures, sexual abuse, as well as additional Lifeworks policies and procedures to ensure the health and safety of all clients. In addition, they need to become familiar with meeting the needs of the specific clients they will be working with prior to working alone with the client. Lifeworks staff need refresher courses to maintain their knowledge in all of the above.

Lifeworks staff are mandated reporters, trained in maltreatment of vulnerable adults and minors, and Global Harmonization Standards (GHS). Our volunteers'/interns/ service learners/community service workers attend an orientation session that includes training on vulnerable adults and minor reporting. Our staff that work directly with the clients complete the required training, which includes, but is not limited to health and safety, positive supports, emergency use of a manual restraint policy (Lifeworks does not allow the use of manual restraints), first aid, emergency procedures as well as additional Lifeworks policies and procedures to ensure the health and safety of all clients. Our staff review the client's required plans prior to working alone with the client. Our Human Resources department maintains records of employee trainings and works with a nurse consultant for additional training required for a client.

- **Staffing:** Each staff has a group binder with a schedule. The schedule outlines which clients are scheduled to have services each day of the week. Each instructor (staff) is responsible for knowing the location of the clients on their list. When activities are not in session or not assigned, staff are diligent in attending to the whereabouts of each client. We provide staffing according to the needs of the program, the needs determination of the clients, 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 clients.

### **Physical Plant Assessment:**

- **The condition of the building:** Lifeworks is leasing our location and remodeled our area in 2024/2025.
- **The design of the facility as it relates to safety:** The area is open and allows for staff to see all clients while in the room. However, to access restrooms and wellness rooms they are located behind doors. This location was designed to increase sight lines, usable space, accessibility, and to accommodate the needs of the program.

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- Areas of the facility difficult to supervise: The bathrooms and wellness rooms have doors that close. This facilities front door has a doorbell, and back door has an alarm. All outside doors are locked from the outside with staff access using a key card. This location also has external cameras on the front and back doors.

### **Environment Assessment:**

- Neighborhood or community the facility is located in: Close to other businesses and some businesses are located in the same building complex.
- Type of grounds and terrain that surround the facility: Parking lot, busy streets, and businesses.
- Type of programming provided at this facility: Day Support Services, Employment Services, Pre-Vocational, and individual class opportunities.
- Programs staffing pattern: We provide staffing according to the needs of the program, the needs determination of the clients, 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.
- Lifeworks staff will maintain their cell phones with them while they are providing services onsite. Lifeworks staff are trained on Maltreatment of a minor or vulnerable adult.
- Our space will have an end of day procedures and are equipped with weather radios, first aid kits, flashlights, weather radios, 911 analog phones, AED, fire alarms, sprinklers, and fire extinguishers. Our facilities conduct drills on a quarterly basis for preparation for an actual emergency.
- This location also has external cameras at the front and back doors.

### **Delegation:**

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

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Review: Name Julie Windisch Signature: *Julie Windisch* Date 3/26/2025

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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