

# Program Abuse Prevention Plan

**Location:** Mankato Lifeworks  
201 North Victory Drive, Suite 430  
Mankato, MN 56001

**Date Revised:** August 8, 2016

## 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 that 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 in positive support strategies.
6. Adaptive/maladaptive behavior range: People with mild maladaptive behaviors  
Staff receives training at new employee orientation and in annual refreshers on CPI (crisis prevention), positive supports, emergency use of manual restraint, first aid, emergency procedures as well as on additional Lifeworks policies and procedures to ensure the health and safety of all persons served.
7. Specialized Programs: No specialized programs are offered.

## Training:

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

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 1964 and suite 430 was remodeled in 2014.
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. This facility is equipped with the following items to assist staff with supervising difficult areas: phone intercom system, door alarm and a security mirror.

### **Environment Assessment:**

1. Neighborhood or community the facility is located in: Business center in a strip mall.
2. Type of grounds and terrain that surround the facility: Parking lot, busy roads and intersections. There is a sounder alarm on the exit door going into the mall.

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3. Type of programming provided at this facility: DT&H, Prevocational, Supported Employment, Vocational Rehabilitation Services, Ticket to Work and Extended Employment.
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. The building has a security alarm system, lock up procedures and is equipped with weather radios, first aid kits, flashlights, 911 analog phones, fire alarms, sprinklers and fire extinguishers. We conduct drills on a quarterly basis for preparation for an actual emergency.

This facility's doors are locked on the outside and equipped with an intercom system announcing visitors and 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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