STEP Fairmont III
411 S. State Street, Fairmont, MN
Part III. D.
Program Abuse Prevention Plan

The purpose of STEP's Program Abuse Prevention Plans is to meet the requirements of Minnesota Statutes 245A.65 Subd. 2(Maltreatment of Vulnerable Adults) and 626.557Subd 14. (Reporting of Maltreatment of Vulnerable Adults). Requirements include:

- Annual assessment of the services' population, physical plant, and environment within the control of STEP and a statement of measures to be taken to minimize the risk of abuse to vulnerable adult(s) in STEP Services.
- STEP's Board of Directors or their designee must review the program abuse prevention plan at least annually using assessment factors and substantiated maltreatment findings since the last review.
- People receiving services are to be 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.
- 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.

I. Assessment of the Population

A. Age and Gender

The population of STEP III may include males and females of ages 18 and up. Over 50% of the population is under 30, with most of the rest of the population under 60. Occasionally, people who are under 18 may also receive services under special contracts with schools. The population is approximately 60% male and 40% female. While these numbers include all individuals using this service, a portion of them do not utilize this building, but work in community locations.

B. Types of Disabilities

The majority of the individuals receiving services at STEP have a developmental or intellectual disability. The majority of the individuals also have deficits in adaptive behaviors that substantially limit their functional abilities. The population includes people who have as a secondary disability physical impairments, visual impairments (including blindness), hearing impairments, chronic medical conditions such as epilepsy and cerebral palsy, traumatic brain injury and people who have mental illness in addition to having an intellectual disability. Individuals who use a wheelchair for mobility and individuals with other non-developmental disabilities may also use this service site.

C. Behavior Issues

Clients in the program may exhibit behavior such as verbal and physical aggression, property destruction, noncompliance, withdrawal, leaving the building without informing staff, wandering, disruptive behavior (teasing, yelling, etc.), socially inappropriate behavior and self-injurious behaviors. The aggression shown by persons in the program is typically verbal or physical aggression that does not result

be difficult to supervise people outside the building, such as when using the picnic table.

III. Assessment of Environment

A. Location and Grounds Surrounding Facility

The front door (west side) of the STEP III building is located on a busy state highway across from a shopping mall and parking lot. The back of the building opens on to a parking lot which is used only by STEP, and which is bordered by a residential area. To the south is a former gas station that is currently unoccupied, and to the north an insurance office and a food stand, which during certain times of the day causes traffic congestion in the area near the entrance to STEP's parking lot.

B. Internal Programming

In-center programming consists mostly of work. Areas that may involve additional training for the workers may include vocational skills, communication skills, social skills, community access, etc. When not working, workers may engage in recreational or exercise activities, or use exercise equipment. Training is conducted in small groups or on an individual basis.

C. Community Programming

Much of the programming is done at community work sites. These vary from large factories with more than 300 co-workers to small businesses with few workers on site. We also use public facilities such as banks, restaurants, the library, etc. for activities between jobs. Work crews will typically number 3 to 4, but may be only 1 or 2 workers with a job coach.

IV. Specific Action to be taken Based on Assessments Above

Based on the assessment of population, physical plan and environment listed above, the following measures will be taken to minimize the risk of abuse of the clients of STEP, Inc.

A. Staff Training

Staff will continue to receive on-going training in programming for developmental disabilities, first aid, behavior management and physical intervention, and emergency procedures. They will be encouraged to indicate areas of need for training.

B. Reporting of Hazardous Situations

Staff will be requested to be aware of and report any potentially hazardous

Depending on the circumstances and potential exposure at various work locations, clients and employees will use additional precautions. This will include things such as wearing goggles and gloves, wearing long pants or aprons, wearing closed toe shoes. Additionally, there may be jobs which have lifting restrictions and additional procedures (such as two people lifts) based on the amount that needs to be lifted.

H. Hazardous Substances or Materials

Substances that may be misused by clients, (cleaning fluids, chemicals, paints, etc.) will be kept in a separate room, or kept separate or locked in cabinets or containers. Use of such objects will be supervised by staff, and will only be used by clients who are unlikely to misuse the object or substance. As part of their work, clients may be around or use tools, woodworking materials, or heated materials. Staff will supervise the use of these items, and only clients who have been trained in and demonstrated the safe use of these items will be permitted to work with these items.

I. Self-Injurious Behavior

Staff are requested to monitor, document and provide medical treatment as necessary for individuals who display self-injurious behaviors. Individual program plans for self-injurious behavior will be developed and followed per recommendations of the interdisciplinary team.

J. Monitoring of Clients

1. Check on Client Attendance

The driver and/or staff rider for each vehicle will check to see that all scheduled passengers are accounted for. If a person cannot be located or accounted for, the driver or rider will attempt to find out their whereabouts from the residential staff or caregiver. If they cannot account for the person's absence, they will contact the Program Manager or acting supervisor, who will contact the caregiver to determine the location of the person.

Attendance will be taken at the start of the day and necessary scheduling changes made at that time. Staff will supervise movement within the building as necessary for individuals needs. At intervals throughout the day each staff will account for all clients. A final check will be made at the end of the day. If a client cannot be accounted for, staff will report their absence to the Program Manager or Executive Director.

2. Use of Bathrooms

Clients will be encouraged to notify staff when they leave the program area to use the bathroom. Staff will be aware of clients that use the bathroom

accordingly.

When working with and/or training clients in community sites, staff should identify and form a potential plan for hazardous situations such as:

1. Emergency situations (weather, fire or medical)
2. Client's aggressive or otherwise inappropriate interaction with others
3. Barriers or hazards to client movement
4. Potential hazards such as street or parking lot traffic, exposed chemicals, etc.
5. Other situations which may increase the risk of maltreatment for the client in the community site.

At community work sites, staff will seek out and become familiar with the emergency and evacuation plans for that business, if available.

If going out of Fairmont or to locations where there may not be access to a phone, staff are requested to make arrangements for a communication method.

L. Transportation

Staff will monitor clients exiting the building to get into vehicles for transportation. Client workers will not be left unattended in a vehicle unless the staff member is sure of their safety during that time, and then for only a brief period of time. It is preferred that staff keep the client in sight at all times. Staff are requested to report any situation that arises during transportation that is potentially unsafe.

Staff transporting clients in their personal or agency vehicles should ensure that other staff in the agency know their destination, vehicle used, and approximate expected return time. If persons have not returned in a reasonable amount of time, a search will be initiated in determine if assistance is required.

V. Timetable for Corrective Actions

A. Hazardous Situations Which Pose Imminent Danger

Hazardous situations that create an imminent danger of client neglect, abuse or injury shall be reported immediately to Executive Director or Program Manager, who will then be responsible for correcting the situation within 48 hours to prevent neglect, abuse or injury from occurring to the vulnerable adult. This report may be made verbally or on Attachment E.

B. Potentially Hazardous Situations

Situations which show a potential for allowing abuse, neglect, or injury, but are not immediately dangerous, will be reported to the Executive Director and/or

ATTACHMENT E

STEP, Inc.
HAZARDOUS SITUATION REPORT FORM
FOR PREVENTING OR MINIMIZING RISK
OF MALTREATMENT OF VULNERABLE ADULTS

NATURE OF HAZARDOUS SITUATION (LIST CAUSE OF POTENTIAL MALTREATMENT, SAFETY HAZARD, ETC.)_____

_____

_____

_____

_____

_____

SUGGESTIONS FOR CORRECTION OF HAZARDOUS SITUATION

_____

_____

_____

_____

_____

SIGNATURE OF REPORTER _____ DATE _____

SIGNATURE OF PROGRAM MANAGER _____ DATE _____

DESCRIPTION AND TIMETABLE FOR CORRECTIVE ACTION

_____

_____

SIGNATURE OF EXEC. DIRECTOR _____ DATE _____