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Revised 12/21/24

Program Abuse Prevention Plan

**ProAct Hudson
1202 Beaudry Blvd.
Hudson, WI 54016
2025**

POPULATION ASSESSMENT:

- 1. Age range of persons receiving services:**
Our current population is persons 22 to 67.

- 2. How will ProAct reduce the potential of abuse and/or harm to people related to the age of people receiving services?**

The participants are treated as individuals and age is one factor to be taken into consideration. Staff members are trained on relevant factors and the appropriate type and amount of help to offer as needed. Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment.

- 3. Gender of persons receiving services:**
Our population currently consists of 14 females and 5 males

- 4. How will ProAct reduce the potential of abuse and/or harm to people related to the gender of people receiving services?**

Staff members are trained to understand that privacy and confidentiality are required to protect participants. This applies to gender and sexuality as well. Information on individuals who are changing gender or who have certain preferences is protected by the case managers and is not shared as per HIPPA rules. Advocacy services are available and external referrals will be made upon request or as needed. Staff members are trained to be objective and neutral with gender and other issues, and to respect the rights and dignity of all participants. Participants who exhibit tendencies to disrespect others' preferences will be counseled and offered information to broaden their perspective on such issues. Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment.

5. **Describe the range of mental functioning of persons receiving services**
Intellectual /cognitive disabilities: mild, moderate, severe, profound to well above average; pervasive developmental disability, autism spectrum disorders, seizures. Mental illness: schizophrenia, dysthymia, bi-polar disorder, anxiety, depression.
6. **How will ProAct reduce the potential of abuse and/or harm to people related to the mental functioning of people receiving services?**
ProAct provides staff members with extensive training and work closely with participants. Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment.
7. **Describe the range of physical and emotional health of people receiving services:**
Physical and emotional health range from normal physical condition to significant dependence on others for activities of daily living. Disabilities of participants may range from visual impairments, mental illness, hearing deficits, epilepsy, non-ambulation, and sensory/motor problems which affect coordination, movement, communications, and ability to understand one's surroundings, and other conditions.
8. **How will ProAct reduce the potential of abuse and/or harm to people related to the physical and emotional health of people receiving services served?**
Staff members are trained on information related to physical and emotional health and oriented as needed on specific information related to each person's needs, initially and as needs change or annually thereafter. New information on related subjects is integrated into staff training on a regular basis. Specific staff training is provided for individuals with specialized needs such as a feeding tube, individuals with obsessive/compulsive disorder, blindness, and individuals in wheelchairs. Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment. Medication administration and medical treatments are provided by med-certified staff.
9. **Describe the range of adaptive/maladaptive behavior(s) of people receiving services:**
Included in this population are individuals who are upset by changes in environment, routine, coworkers, schedules, rituals, classroom and/or work routines or schedules, medication, home, or roommate changes or disruptions, self-abuse, aggressive behavior toward co-workers, staff, or both; and power struggle or control issues that result in inappropriate behavior affecting others. Participants exhibit maladaptive behaviors including, but not limited to, explosive personality disorder, elopement, aggression to self, others and/or property, inappropriate sexual behaviors and inaccurate reporting.
10. **How will ProAct reduce the potential of abuse and/or harm to people related to the adaptive/maladaptive behavior(s) of the people receiving services served?**
Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum

and Self-Management Assessment. ProAct staff are trained on Positive Support Strategies and Person-Centered Thinking Practices and will use these skills while interacting with participants.

11. **Describe the need for specialized programs of care for people receiving services:**
Each person who participates in programming has individual needs, desires, goals and outcomes related to health, general happiness and well-being, vocational dreams or goals, etc. Staff will follow individual plans and appropriately assist with personal cares, lifting/transferring, medication monitoring or management, mental health management, wound care, behavior management, leisure activities, interpersonal and community interaction, and vocational or volunteer pursuits among other things.
12. **How will ProAct reduce the potential of abuse and/or harm to people related to the need for specialized programs of care for people receiving services?**
Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment as well as medical protocols and Person-Centered Plans.
13. **Describe the need for specific staff training to meet individual service needs:**
Every participant is different, and all staff will be trained on each participants plan. All programs hold frequent meetings to discuss changes in each individual's plan of care.
Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment as well as medical protocols and Person-Centered Plans. All policies required by DHS and Rule 245D are reviewed during orientation, on an annual basis and as needed.
14. **How will ProAct reduce the potential of abuse and/or harm to people related to the need for specific staff training designed to meet individual service needs?**
All programs hold frequent meetings to discuss changes in each individual's plan of care.
Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment as well as medical protocols and Person-Centered Plans. All policies required by DHS and Rule 245D are reviewed during orientation, on an annual basis and as needed.
15. **Describe any knowledge of previous abuse that is relevant to minimizing the risk of abuse to people receiving services:**
If a person with a history of sexual offenses is accepted for services, it is essential that staff members carefully follow the plan for services so as to minimize risk of harm to others. Each participant who has a history of being abused or abusing others needs to be carefully monitored and to have a clear plan of action for dealing with situations that may arise.
16. **How will ProAct reduce the potential of abuse and/or harm to people related to the knowledge of previous abuse?**
The staff members receive orientation and training to positive supports general principles as well as specific individualized plans of care for participants who have histories of abuse. Training is provided to staff members so that consistency among staff members and predictable responses based on a team-

generated plan will generally help to provide a secure environment. Staff training will be provided so that any incidents that could occur are dealt with according to the individual plan and so that individuals who have been abused are adequately protected from further abuse. Incidents of possible abuse are referred to the Minnesota Adult Abuse Reporting Center and an ProAct holds an internal review of the incident.

PHYSICAL PLANT ASSESSMENT:

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

The Hudson facility is located in an industrial park and the buildings meet all fire and safety requirements. Restrooms are fully accessible. All persons are oriented to moving to areas of safety or exit in case of emergency or fire. There are 6 exit doors that are clearly marked and numbered inside and out for emergencies and a motion detector alarm located in the front entry. Participants and visitors are supervised as needed. The building is equipped with fire alarms and fire extinguishers that are checked regularly and serviced every year and a fenced in back yard.

2. **How will ProAct reduce the potential of abuse and/or harm to people related to the condition and design of the facility in terms of safety for people receiving services?**

There is an active safety committee that reviews all aspects of building and environmental safety, including accidents, transportation issues, weather conditions, barriers, emergency preparations and needs. Being CARF accredited, there is an extensive set of health & safety standards that must be met.

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

Due to the layout of the building, all areas are able to be supervised (except the bathrooms unless specified in participant's plan) during service hours. The only staff member on the bus is the driver when going to and from residences.

3. **How will the program reduce the potential of abuse and/or harm to people related to the areas of the facility that are difficult to supervise?**

Staff members who see someone who may not be safe, or who doesn't belong there would ensure that the person would be safe and would call for an appropriate staff person or would escort the individual to the appropriate area of the building. Bus drivers are provided training on individual behaviors and strategies to minimize harm.

ENVIRONMENTAL ASSESSMENT:

1. **Describe the location of the facility including information about the neighborhood and community that the facility is located:**

The facility is located in an industrial setting. Truck traffic runs in front of the building. Adjacent companies are generally acquainted with ProAct-Hudson clientele. ProAct-Hudson has landscaped and completely fenced back yard with an outdoor patio area outside of the rear exit door. This provides a secure outdoor access for breaks, recreation, and classes. The area contains accessible picnic tables. Participants who are inclined to wander off grounds are monitored by staff, and appropriate action is taken to ensure their safety. Whenever areas of potential hazard to participants or staff are reported, appropriate action will be taken within 24 hours to correct the problem. If more time is required, the hazard will be secured to prevent access by a vulnerable adult.

2. **How will the program reduce the potential of abuse and/or harm to people related to the location of the facility, including factors about the neighborhood and community?**

When a participant elopes or goes off grounds, a search is immediately begun. Our neighbors are acquainted with us and are extremely safety conscious. Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Prevention Plan Support Plan Addendum and Intensive Supports Self-Management Assessment as well as medical protocols and Person-Centered Plans.

3. **Describe the type of grounds and terrain that surround the facility:**

The facility is in the midst of an industrial park, surrounded by streets, other factories/businesses, grassy areas, trees, and parking lots. ProAct has a parking lot and landscaping (bushes, trees, grass) around the building. Out of the immediate area are more residential areas including bike trails.

4. **How will the program reduce the potential of abuse and/or harm to people related to the type of grounds and terrain that surround the facility?**

Significant efforts take place to keep the ProAct parking lot and sidewalks clear of snow and ice or other hazards in inclement weather. When a participant begins services, the person is oriented to all aspects of the facility, including the rules about staying in the building and also safety rules. If the history of an individual includes possible elopement, then a plan is developed to keep that person safe, and that may include designating areas to search immediately. When a search is necessary, there is a plan that is followed which includes searching the grounds and at the same time searching toward the busy street of Heggen to prevent unsafe behavior potentially hazardous areas.

5. **Describe the type of internal programming provided at the program:**

ProAct offers a variety of life-skills options. The life-skills classes range from community outings to classroom work including music therapy, pet therapy, games, arts/crafts, etc. Flexible programming related to classes, abilities, interests, and other factors such as type of funding/rules shape internal programming.

6. **How will the program reduce the potential of abuse and/or harm to people through the type of internal programming provided at the program?**

Individual plans and funding rules guide the programming for each person. The potential for abuse or harm is reduced by having a suitable level of supervision available, by IAPP and Support Plan Addendum information, and by monitoring interactions and functioning to keep people safe. Staff will receive training on ProAct's Program Abuse Prevention Plan, Maltreatment of Minors and Maltreatment of Vulnerable Adults during orientation, within 72 hours of providing direct contact and on an annual basis. Training will also be provided as situations arise where retraining is necessary. Training will be provided on each person's Individual Abuse Prevention Plan, Support Plan Addendum and Self-Management Assessment as well as medical protocols and Person-Centered Plans.

7. **Describe the program's staffing pattern:**

Currently, there are four staff at the Hudson location. The various programs provided in this facility and in the community are set up to appropriately staff services depending on the ratios prescribed in the individual plans; and areas of the building are also organized in such a fashion that individuals served are grouped so that they will be served by appropriately trained staff persons who are available in appropriate numbers to provide services.

8. **How will the program reduce the potential of abuse and/or harm to people through the program's staffing pattern?**

ProAct will ensure that the minimum staffing requirement based on need/funding is always maintained. If direct service staffing is not adequate to meet requirement and maintain safe conditions, Coordinators and Managers are available to provide care and supervision.

PROACT WILL ENSURE THAT:

PROACT WILL 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 ProAct's governing body does review the program abuse prevention plan at least annually.
- C. A copy of the program abuse prevention plan is posted in prominent places in the facility and is available, upon request, to mandated reporters, people receiving services, and legal representatives.
- D. The plan includes a statement of measures that are taken to minimize the risk of abuse to the vulnerable adult(s) or when the need for additional measures is identified. This includes identifying referrals that are made when the vulnerable adult is susceptible to abuse outside the scope or control of ProAct Inc.
- E. 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 does document this determination.
- F. In addition to the program abuse prevention plan, an individual abuse prevention plan is developed for each new person receiving services. A review of the individual abuse prevention plan is done as part of the review of the program plan. The persons receiving services participate in the development of the individual abuse prevention plan to the best of their abilities. All abuse (individual or program) prevention plans are reviewed at least annually by the interdisciplinary team.

Judie Foster-Lupkin
President & CEO

Print name and title

DocuSigned by:
Judie Foster-Lupkin
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Signature

2/18/2025

Date

Date(s) of plan review: January/February

Brian Knapp

Print name of Board Member
who reviewed this plan

DocuSigned by:
Brian Knapp
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Signature of Board Member

2/18/2025

Date

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.

Legal Authority: Minn. Stat. § 245A.65, subd. 2