

Indian Creek Day Service Participant Policies

The following policies apply to all participants who attend Indian Creek Day Services. They provide the framework for the expectations and conduct of all individuals who attend the day program and the families, providers, and support teams of the participant. It is Indian Creek Day Program's expectation that each person and support team will familiarize themselves with and comply with these policies.

**Indian Creek Foundation
Day Services
COVID-19 Mitigation POLICY**

Policy # 000
Created:8-27-2021
Revised: 9.24.2021

This policy governs the following:
Day Services

POLICY

Indian Creek's Day Services will establish procedures and guidelines related to the COVID-19 Pandemic. This policy is supplemental to Agency Policies related to the COVID-19 pandemic.

PROCEDURES

The Day Services Director or designee is responsible for developing and updating procedures that mitigate the risk of COVID-19 spread in Day Services programs. These procedures are informed by guidance from the Center for Disease Control, the Pennsylvania Department of Health, and the Office of Developmental Programs.

*** Management discretion will be based upon the most recent relevant information supplied by the Center for Disease Control, the Pennsylvania Department of Health, and the Office of Developmental Programs as it becomes available.**

ROUTINE INFECTION PREVENTION AND CONTROL PRACTICES DURING THE COVID -19 PANDEMIC:

- **SYMPTOM SCREENING AT ARRIVAL:** Individuals (staff or participants) will be screened for symptoms of COVID -19 before entering the program. Individuals who do not pass the screening will not be allowed into the program and cannot return until they have a negative COVID test 3 to 5 days after failed entrance screening or 14 days after the failed entrance screening. Individuals will be advised to self-quarantine.
- **SYMPTOM SCREENING DURING PROGRAM HOURS:** Individuals (staff or participants) who demonstrate symptoms of COVID -19 during the program, will be sent home. They cannot return until they have either a negative COVID test or have quarantined for 14 days after being sent home from the program.
- **MITIGATION FOR INDIVIDUAL WHO HAS HAD PROLONGED EXPOSURE TO SOMEONE WITH COVID-19:** Individuals and staff must notify the Day Program when they are exposed to a person who has tested positive for COVID-19. These individuals will be closely monitored for Symptoms for 3-5 days. If during the 3-5 days, COVID symptoms are observed, the individual will be sent home and cannot return until they have a negative COVID test result or quarantined for 14 days. If during the 3–5 days observation period

there are no COVID symptoms, a COVID test may be requested at the discretion of Day Program management.

- RETURNING TO THE FACILITY AFTER A POSITIVE COVID -19 TEST: Per regulation Chapter 11.133, any individual that had a positive COVID-19 test result cannot re-enter the center without a written authorization from a licensed physician or CRNP.
- MASKING MITIGATION IN THE FACILITY: The requirement for individuals to wear masks and the type of mask will be at the discretion of Day Program management.
- PHYSICAL DISTANCING MITIGATION IN THE FACILITY: The requirement for individuals to physically distance will be at the discretion of management.
- ENHANCED HANDWASHING PROTOCOL MITIGATION IN THE FACILITY: The requirement for individuals to follow the enhanced hand washing protocol will be at the discretion of Day Program management.
- PUBLIC TRANSPORTATION: The acceptance of individuals into the Day Program who ride public transportation will be determined at the discretion of Day Program management.
- PUBLIC VISITATION: The acceptance of visitors into the day program will be determined at the discretion of Day Program management.

REPORTING COVID INFECTIONS & POTENTIAL FACILITY CLOSURE DURING THE COVID-19 PANDEMIC:

- REPORTING COVID-19 POSITIVE CASES IN THE FACILITY: Day Services management will notify every emergency contact of individuals whenever there is a positive case within the program. We will also report the positive results in the EIM system and notify the county AE and the PA Department of Health.
- POTENTIAL PROGRAM CLOSURE: Once a positive COVID test is realized for staff or consumer, Day Program management will evaluate through contact tracing if anyone else in the program meets the criteria for close contact. These identified people will be monitored closely for symptoms for 3-5 days after exposure. A negative Covid test result or 14 days self-quarantine is required before returning into the day program. Additional PPE may also be recommended for staff or consumers during this period. If one or more of the identified people tests positive, Day Program Management will evaluate the potential risks to the remainder of the consumers and staff which may result in program closure. If management deems it appropriate to close the program, the Incident Manager or designee will report the program closure in EIM.

- REPORTING WORKFORCE SHORTAGE EMERGENCY CLOSURE: The Day Services management team will notify the emergency contact of individuals when the Day Program is forced to close due a lack of available staff to safely provide day programming. Management will also report the closure in the EIM system and notify the county AE and the PA Department of Health. The Incident Manager or designee will also report the site closure in EIM.

Close contact is defined as:

- Individuals (staff or participant) who are directly exposed to a person who has tested positive for COVID-19. Close contact is defined as:
 - Without mask
 - Less than six feet physical distance; AND
 - Had contact for more than 15 minutes.

Procedure for individuals (staff or participant) who travel out of the Commonwealth of Pennsylvania.

- To return to Day program after traveling outside of Pennsylvania, individual will be evaluated by management to determine the potential risk of exposure and transmission of COVID -19 to other consumers and staff. Management may decide to require the following:
 - Quarantine for 2-5 days and then be tested for COVID, Individuals may then return to program with a negative result.
 - Quarantine for 14 days.
 - Individuals who are symptomatic will need to receive a negative COVID-19 test result and have written authorization from a licensed physician or CRNP to return to the Day Program.

Program Participant ADMISSION / DISCHARGE POLICY

Policy # PP-01
Created: 04/94

Revised: 03/15; 09/17, 2/19, 8/21, 9/21

this policy governs the following:
Program Participants in all Day Services

PURPOSE

Indian Creek Foundation will follow a consistent process and adhere to standard guidelines in determining the clinical need for admission to or discharge from day services.

POLICY

Indian Creek Foundation's Day Services Division will admit individuals when it has been determined that they are appropriate for the level of supports and services provided in the specific setting. The admissions criteria defined in this policy outlines the minimum requirements that must be met for placement to occur. An interdisciplinary team including the Program Specialist Supervisor, Program Coordinator, Program Specialist, a Nurse when applicable and the Director or designee will determine if the services provided will meet the needs of the individual.

Consideration for admission will be granted without regard to race, mode of communication (nonverbal or non-English speaking), color, religious creed, physical handicap, ancestry, national origin, age, or sex. Undue influence is not exerted when the individual is making the choice to a new provider.

Indian Creek Foundation will not admit those individuals whose needs cannot be met and will recommend discharge of individuals that present needs which can no longer be met. The Day Services Division will not admit individuals during a health emergency declared by local, state, or federal officials.

Discharge decisions will be based on the information provided by the interdisciplinary team and the discharge criteria outlined in this policy.

ADMISSIONS CRITERIA

The general admissions criteria for Day Services include:

1. The individual must have a primary diagnosis of Intellectual and Developmental Disability or Autism as defined by the current Diagnostic and Statistical Manual on Mental Disorders.
2. The individual may not exhibit behaviors which may endanger the well-being of other persons in the facility.
3. The individual may not present chronic medical involvement requiring skilled nursing care throughout the day.
4. The individual or referring agency must be able and willing to provide documents and information required by Indian Creek Foundation and the regulatory bodies governing the facility to which they have been referred.

ADMISSIONS CRITERIA: OADLC

These criteria have been established to describe the types of individuals who may and who may not be served by the facility and are listed below:

Individuals who do meet Admission Criteria:

- Individuals who have a functional impairment and are 60 years of age or older.
- Individuals who are 18 years of age or older and have post-stroke dementia; Parkinsonism or dementia-related disease such as Alzheimer's; or other organic brain syndrome.
- Individuals who have a functional impairment and need services as determined by the intake screening process.
- Individuals who are capable of being transported to and from the facility.
- Individuals who need a structured program of activities or services.

Individuals who do not meet Admission Criteria:

- Individuals who do not meet the age criteria.
- Individuals who are bedfast.
- Individuals who have a communicable disease.
 - Unless a physician certifies, in writing, that the individual will not pose a serious threat to the health, safety, and well-being to the other individuals served or the staff. The physician must supply written instructions and precautions regarding the protection of the safety of others in the program, which must be adhered to.
- Individuals who have emotional or behavioral disorders which cause the individual to be dangerous to themselves or others, or which cause them to be disruptive in a group setting, beyond the capacity, ability, or training of staff to adequately handle.
- Individuals who are habitually addicted to alcohol or drugs which cause them to be dangerous to themselves or others, or which cause them to be disruptive in a group setting, beyond the capacity, ability, or training of staff to adequately handle.
- Individuals who do not need the activities or services provided by the Older Adult Facility and who should be referred to another, more appropriate setting.

REFERRAL PROCESS

Facility tours are offered by appointment only. Individuals or agencies may initiate a referral at any time by contacting the program director or designee and providing a copy of the person's current Individual Support Plan or Individualized Education Plan.

Upon receipt of the referral packet the Director will initiate the preliminary placement assessment. This assessment consists of a review of the information provided in the ISP. The interdisciplinary team will make a preliminary determination on Indian Creek Foundation's ability to meet the needs outlined in the plan.

If Indian Creek Foundation believes that it can meet the individual's needs, and if capacity exists in the program, the individual will be invited to undergo formal assessment in our Pre-Admission process. If capacity for service does not exist, they will be placed on an internal wait list. If the individual's needs cannot be met by Indian Creek Foundation, they will receive formal written notice.

PRE-ADMISSION ASSESSMENT

The individual, their family member or referring agency will provide additional information needed to assess the person's need for programming. This information may include:

1. A psychological assessment that documents the individual's diagnosis
2. Social / Family History if available
3. Results of the most recent physical examination, including a listing of current medications
4. A medical history including medication history and immunizations
5. Behavior Support Plan if applicable
6. Summaries or reports for ancillary services

The individual will also participate in at least two (2) trial days with our staff. Program Specialist will perform preadmissions assessments. Upon completion of the trial days, the interdisciplinary team will meet to approve or deny placement. Formal written notice will be provided.

Please note that the program assignment within our facility will be made based on our ability to adequately support the individual and is made at the sole discretion of the interdisciplinary team.

ADMISSION PROCEDURES

When an individual is recommended for admission, their team will hold a transition meeting to share information relevant to the person's care and support needs. A targeted admission date will be agreed upon and the required paperwork will be completed or collected.

DISCHARGE CRITERIA

When Indian Creek Foundation's Day Services can no longer meet the needs of an individual, we will support the team in seeking an appropriate placement for the person. Individuals may be discharged based on the following criteria:

1. It is in the individual's best interest to be referred to another placement because:
 - a. The individual has obtained competitive employment and can no longer regularly participate in programming.
 - b. A physician has indicated that their needs can no longer be met in the facility.
 - c. The interdisciplinary team has agreed that the individual needs a more restrictive, or less restrictive setting based on assessments and skill levels.
2. The continued placement of the individual would cause serious physical or emotional harm to other individuals in the facility.
3. The actions of the family, guardian, or individual causes a disruption in service provision:
 - a. Failure to regularly attend and participate in programming.
 - b. Actions that threaten the operating license of the facility.
 - c. Actions that interfere with services provided to other individuals in the facility.
 - d. Actions that intimidate, threaten or bully Indian Creek Foundation's staff or management team.

Discharge Procedures

“Discharge” means the permanent movement of an individual to another facility or setting that operates independently from Indian Creek Foundation. Individuals who are transferred to another facility or who are home and unable to return to Indian Creek Foundation within 30 days may be discharged at the agency’s discretion unless prohibited by contractual agreement.

1. The Director will contact the individual's team to determine their status. If discharge will be initiated, the Director will send a letter to the Regional Administrator detailing the agency's inability or unwillingness to continue services.
2. The Program Specialist will contact the appropriate Supports Coordinator and the family to schedule a discharge meeting.
3. The individual (if possible), their family member and the Program Coordinator must participate in the meeting.
4. The Program Specialist will work with the family and the appropriate Supports Coordinator to identify the services needed by the individual.
5. The Program Specialist will coordinate the development of a discharge plan based on the individuals needs and will target a discharge date.
6. The Program Specialist will transfer records to the new provider within 7 days of discharge.
7. Written notice will be provided at least 30 days prior to the date of discharge to the participant, the Department, the Department’s designee, and the SC when the provider is not the SCO or SCA.
8. The provider shall provide written notification that includes the following:
 - The Community Participation Supports (CPS) the provider is unwilling or unable to provide.
 - The CPS location where the CPS is currently provided.
 - The reason the provider is no longer willing to provide the CPS to the participant.
 - A description of the efforts made to address or resolve the issue that has led to the provider becoming unwilling or unable to deliver the CPS to the participant.
 - A provider shall provide written notification to the Department or the Department’s designee if the provider cannot continue to provide the CPS until another willing provider is selected due to emergency circumstances.
9. The Program Specialist will ensure that all required paperwork is completed, filed, and archived as required by the agency’s Record Retention Policy.
10. The Incident Manager/Coordinator will ensure all open incidents in HCSIS are closed with appropriate corrective actions.

Program Participant ATTENDANCE POLICY

Policy #: PP-02
Created: 7/2014
Revised: 8/2021

This policy governs the following:
**Program Participants in Day
Services**

General Policy:

It is important to provide consistent quality services to our participants. We encourage each person to choose our services if they meet their needs and interests. Once accepted into the program, participants are expected to regularly attend on their scheduled days of service and participate in scheduled activities.

Hours of Operation:

Most of our programs operate between the hours of 8:00 am and 3:00 pm Monday through Friday. Active programming occurs between these hours and the individual's active participation is expected during these hours. Full Time staff are scheduled to arrive at 7:30/8:00 am and depart at 3:30 pm. Participants can arrive beginning at 8:00 am and depart by 3:30 pm.

Holidays:

Indian Creek Foundation observes the following holidays and will be closed on: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day.

Attendance:

We ask that you do your best to schedule appointments before or after program hours. Absences due to medical appointments or other prior scheduled engagements must be reported to staff at least one week ahead of time. We also ask that you contact us to let us know if you will be unable to come in due to illness or emergency.

Vacation:

All participants are encouraged to spend some time out of the program for leisure and relaxation. We ask that you notify us at least one week before scheduled vacation time.

Irregular Attendance:

Failure to regularly attend on your scheduled day(s) of service negatively affects our ability to provide the needed service. Irregular attendance also prevents you from getting the most out of the service that you need. Consistent failure to attend the program as agreed will prompt a team meeting to discuss the issues and may lead to a reduction in services or discharge.

Sickness:

You should not attend if you are showing signs of an illness or if you are unable to participate in the normal routine of the program. When you are sick you expose other participants and staff members to your illness. If you are absent for three or more consecutive days due to illness or injury, a written authorization from your physician specifying precautions, must be presented upon your return to the program. If you are absent 30 or more days due to serious illness or injury, a team meeting may be required to assess changes in your level of need and new care instructions before you return (*See Illness Policy*).

Program Participant PARTICIPANT DROP-OFF & PICK-UP POLICY

Policy # PP-03
Created: 8/29/2016
Revised: 8/21

this policy governs the following:
Program Participants in Day Services

Policy:

Indian Creek Foundation is committed to providing for the safe arrival and departure of all participants, their families, and staff. Drivers are expected to adhere to posted signs regarding speed limits, vehicle driving direction and parking. We also ask that drivers follow the direction of any Indian Creek staff person assigned to provide direction during arrival and departure times.

Arrival and departure times can be very hectic. Our goal is to provide a process for the safe, efficient arrival and departure of vehicles. Drivers **MUST** remain with their vehicle when picking up or dropping off at the curb. If the driver needs to enter the building, please park in one of the designated VISITOR parking spaces. Vehicles may not be left unattended along the curb at any time.

Parking spaces across from the loading zone are designated for visitors. If you plan to walk your passenger into the building; or if you need to enter the building for other business, please park in one of the spaces. If you are loading or unloading at the curb, please be patient and wait until you are asked to move up before lowering any lifts or asking passengers leave the vehicle.

Arrival

Our doors open at 8:00 AM. The designated area for drop-off is next to the curb on the right side of the driveway along the front of the building. We ask that you unload passengers from your vehicle between the signs placed at the curb. You should pull up as far as possible. Staff persons will be on-hand to assist participants from their vehicles into the building from 8:00am to 8:30am. If you arrive after this time staff may not be available to assist you. You may enter the building and ask the receptionist to call staff for assistance. Please remain in the lobby until the designated staff person arrives to assist you.

Departure

When arriving for pick-up, please pull your vehicle to the farthest sign in the designated drop off area. We ask that you only lower ramps within the designated area. Please be patient and wait until you are asked to move up before loading passenger or lowering any lifts. Staff persons will be on-hand to assist participants from the program area to their vehicle in the afternoon from 3:00pm to 3:30pm. If you arrive before or after this time, you may enter the building and ask the receptionist or a staff person for assistance. Please remain in the lobby until the designated staff person arrives to assist you.

NOTE: *The lane to the left of the drop off zone is for driving only. Please do not load, unload, or stop in the driving lane.*

Program Participant ILLNESS POLICY

Policy:004
Created: August 2021
Revised: 9/16/21

This policy governs the following:
Participants in all Day Services

Policy:

Indian Creek Foundation's Day Services program will establish procedures aimed at reducing exposure to disease for participants and staff.

Clients should not attend if they are showing signs of an illness or if they are unable to participate in the normal routine of the program. When clients are sick, they expose other participants and staff members who they encounter to their illness. In most cases, clients are more comfortable and better able to recuperate in their home. Your cooperation on this is extremely important. Every effort is made to reduce the spread of illness by encouraging hand washing and other universal precautions.

Procedure:

Clients will be screened for COVID -19 via temperature check and visually screened when they arrive in the morning. In the event a client becomes ill and needs to be picked up, the responsible party (family or residential provider) will be called and are expected to come for the person within one hour (60 minutes). If the responsible party cannot be reached immediately, our staff will continue to call throughout the day until we are successful.

For the benefit of our other clients and staff, a sick client will not be permitted to return to program for 24 hours after condition has returned to normal. The client may return in 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If you aren't sure about whether to attend, please call the Program Supervisor or your Program Specialist to discuss it.

Sickness:

You should not attend if you are showing signs of an illness or if you are unable to participate in the normal routine of the program. When you are sick you expose other participants and staff members to your illness. If you are absent for three or more consecutive days due to illness or injury, a written authorization from your physician specifying precautions must be presented before your return to the program. If you are absent 30 or more days due to serious illness, a team meeting may be required, prior to your return, to assess changes in level of need and any new care instructions.

Guidelines for Attendance

COVID-19

- Participants will be screened for COVID 19 upon arrival. If the participant or someone in their household has symptoms of COVID-19 or tested positive for COVID-19 within the last 14 days, the participant should NOT come to Day Program unless they tested negative for COVID-19.
- Participants who have a **fever above 100.0°F**, shortness of breath, excessive mucus discharge from the nose, difficulty breathing, sore throat, chills, muscle pain, loss of taste or smell should not attend Day Program.
- Participants who have been in contact with another person who has tested positive for COVID-19 in the past 14 days should not attend the program. They may return to the program 14 days after the day of exposure or after they have received a negative COVID -19 test 2-5 days after the exposure.
- Participants who do not pass the COVID -19 health screening will not be allowed to enter the program and must return to their home. They will be escorted to the facility isolation room and will remain in quarantine until transportation arrives.
- Participants that are sent home with suspected COVID symptoms must test negative for COVID-19 before returning to Day Program. The COVID -19 test must be administered two to five days after being sent home from the program.
- Participants who test positive for COVID-19 must quarantine and must be symptom free before returning to Day Program (see COVID -19 Policy). Per regulation Chapter 11.133, any individual that had a positive COVID-19 test result cannot re-enter the center without a written authorization from a licensed physician or CRNP.

OTHER ILLNESSES

- Any time a client has a **fever above 100.0°F** —, they are to stay home. The client is not to return to Day Program until they are without a fever for 24 hours.
 - Clients may be sent home if they develop a fever during the day.
 - Clients who have COVID-19 symptoms with a fever must test negative for COVID-19 before they return to Day Program (see the COVID-19 criteria above).
- Clients experiencing symptoms of a potentially contagious illness (Influenza, Norovirus, Pink Eye, Head Lice, MRSA) should not attend the program. If any individual is diagnosed with a communicable disease per regulation Chapter 11.133, he/she cannot re-enter the center without a written authorization from a licensed physician or CRNP stating they are free from communicable disease.
- If a client has Diarrhea, runny, watery, or bloody stools; two or more loose stools within 4 hours of the start of the program they should stay home.
 - Clients who develop symptoms of diarrhea during the day may be sent home.
- If a client has **any** vomiting, they are to stay home. The client is not to return to day program until it has been 24 hours since they experienced any vomiting.
 - Clients who exhibit vomiting during the day may be sent home.

- If a client is experiencing a chronic health condition that requires the attention of a physician and causes fever, disorientation, or similar symptoms, they should remain at home.
- Clients exhibiting unusual illness symptoms may be sent home.

SEDATING MEDICATIONS

- Clients who receive pre-sedation medication for AM medical appointments or procedures should not attend Day Program.
- If an individual has a medical appointment or procedure in the afternoon, he/she will need to leave Day Program upon administration of the pre-sedation medication.
- Individuals who take opiate derivative pain medications for short term use (i.e., following a medical procedure, dental surgery, acute injury, etc.) should not attend Day Program.

DEFINITIONS

- Some examples of opiate derivative pain medications include:
 - Codeine
 - Morphine
 - Tramadol (Ultram)
 - Methadone
 - Buprenorphine (Subutex)
 - Propoxyphene (Darvocet)
 - Pethidine (Demerol)
 - Hydrocodone (Lortab/Vicodin)
 - Oxycodone (Percocet, Oxycontin)
 - Hydromorphone (Dilaudid)
 - Oxymorphone (Opana)
 - Fentanyl
 - Heroin (diacetylmorphine)

Program Participant PERSONAL PROPERTY POLICY

Policy #: PP-05
Created: 1/1997
Revised: 3/2016, 9/14/18, 8/21

This policy governs the following:
Program Participants in all Day Services

General Policy:

Individuals, their families, and residential providers are expected to use reasonable care and good judgment in the selection of clothing worn to the program. Participants regularly engage in activities that involve physical movement, manual tasks, cleaning, and craft activities that may involve the use of paint, ink, and adhesives. Wearing expensive clothing and jewelry, including watches is discouraged. Indian Creek Foundation will not be responsible for replacing these items if accidentally damaged or lost.

Some individuals choose to bring personal items that are not necessary for participation in the program. These items may include but are not limited to the following:

- Personal listening devices and CDs,
- iPads
- Cell Phones
- Books, etc.

Indian Creek Foundation will not be responsible for repairing or replacing these items unless the property is a device identified in the consumer's ISP as necessary for communication or support and the damage is caused directly by an Indian Creek Foundation staff person.

Procedure:

1. If a consumer's communication or support device (as described above) is damaged and is caused directly by an Indian Creek Foundation Staff, the Program Supervisor must be notified as soon as possible on the date of the occurrence.
2. The damaged item, along with a written report or statement that includes a description of the property, how the property was damaged, the age of the property and its original cost must be provided within five days of the occurrence
3. The damaged item and the statement will be reviewed by the Director and a determination will be made regarding repair or replacement.
4. If the participant is dissatisfied with the decision, the agency's grievance policy may be used to request a review of the decision.

**Indian Creek Foundation
Day Services
INDIVIDUAL TECHNOLOGY USE POLICY**

Policy # PP-06
Created: 9/17/2021
Revised:

This policy governs the following:
Participants in Day Services

Policy:

Indian Creek Foundation's Day Services Program will establish procedures aimed at ensuring the individual can give full attention to active programming and social relationships with those present rather than attention being focused on personal phone calls and/or other technological distractions. Also, this policy will help ensure that personal phone time does not distract or disrupt programming for other individuals nor be a platform for revealing sensitive Protected Health Information.

Procedure:

PHONES

Individuals should turn off and store cell phones in lockers or backpacks. Outgoing or incoming messages will be channeled through the Day Service Facility phone system.

- All calls must be limited to five minutes.
- Excessive personal phone calls will result in a team meeting to discuss the issues that are causing the disruption of program time and solutions will be sought to ensure the individual is fully benefitting from the program.
- The use of cell phones, Bluetooth devices or other headset devices is prohibited while in the day program facility or when riding in an agency vehicle except for emergency purposes or as designated by the individual's ISP.

OTHER ELECTRONIC DEVICES

The use of personal electronic devices while in the day facility is prohibited. This includes Laptop and Notebook Computers, handheld video games, iPads, and other personal electronic devices used for entertainment. These items should not be brought to the facility.

- If these items are required for ISP outcomes it must be documented in the individual's plan and will be permitted according to their ISP designated use.
- Indian Creek Foundation will not replace the item if it is lost, stolen, or damaged.
- Indian Creek Foundation will supply technology devices when needed as part of the program enhancement.
- The use of the agency computers without prior authorization from the Day Service Program Supervisor is prohibited.

Failure to abide by this policy will result in the individual's support team meeting together to discuss resolution to the problem. Continued disruption of the program through the abuse of technology devices could result in suspension or discharge from the day program.

**Indian Creek Foundation
Day Services
INDIVIDUAL ACTIVE PARTICIPATION POLICY**

Policy # PP-07
Created: 9/17/2021
Revised:

This policy governs the following:
Participants in Day Services

Policy:

Indian Creek Foundation's Day Services Program will establish procedures aimed at assisting individuals to participate in active programming and social relationships during program hours. The following procedures will also help ensure that the lack of participation does not distract or disrupt programming for other individuals as well as ensure that the Adult Training Facility (ATF) program is a good fit for the participant.

Procedure:

2380 PROGRAM DEFINITION

Individuals should understand that participation in a licensed ADULT TRAINING FACILITY requires participation in many planned activities that ***“assist individuals in meeting personal needs and performing basic daily activities. Services include supervision, training, and support in communication, self-care, and socialization.”***

- Participation in programming that helps individuals address their needs to enhance communication, self-care, and socialization is expected.
- The needs of the individual to be addressed shall be in accordance with the 2380 program definition. There may be individual needs that are beyond the scope of our programming and other supports may need to be sought in alternative programs and providers.

ASSESSMENTS/INTEREST SURVEYS

Program Specialist shall conduct regular assessments and interest surveys to steer ATF programming so that an individual's needs are addressed in interesting and meaningful ways.

- Program Specialists shall inform planning teams concerning the needs of the individuals on their caseload so that they can be met in our ATF program.
- Program Specialists shall train staff on ways to practically meet the needs of the individuals on their caseload.

OPT OUT TIME AND PREFERRED ACTIVITIES

Program Specialists will work with individuals and their teams to identify activities that can be engaged in that are meaningful and support ISP outcomes.

- Program Supervisors shall schedule time during the program that allows for negotiated opt out time and space.
- The opt out time shall take place at specific scheduled times and shall not be disruptive to other individuals in the program.

- Preferred activities must be accomplished in the staffing ratio that the day program can provide.
- Special materials and supplies for preferred activities must be provided by the individual and must be brought in and taken home each day.

If an individual refuses to participate in active programming, the individual's support team shall meet to discuss a resolution to the problem. A continued lack of participation demonstrates the program's inability to meet the individual's interests and needs and may result in a referral to seek another type of program or provider.

**Indian Creek Foundation
Participants
STAFFING ASSIGNMENT POLICY**

Policy PP-08
Created: September 17, 2021
Revised:

This policy governs the following:
Program Participants in Day Services

POLICY

Indian Creek's Day Services will establish procedures and guidelines related to the unique staffing and attendance needs of the program. This policy is supplemental to Agency Policies related to agency staffing. *NOTE: All policies are to be adhered to.*

PROCEDURES

The Day Services Director or designee is responsible for developing staffing assignments and schedules for all areas of service. The assignments are based on the needs of each specific programming area, as well as the location of service delivery, the types of support required for individuals and fiscal considerations. Changes to a staffing assignment that will have an ongoing fiscal impact, (i.e., additional staff or staffing hours beyond an emergency need) require the approval of the Day Services Director and Fiscal Director prior to implementation.

The Program Supervisors are responsible for maintaining staffing schedules for each program area.

- A. Minimum staffing ratios must be maintained for all programs. Changes to the established ratios must be approved by the Director.
- B. Schedules for each program are maintained by that program's Program Supervisor. All requests and changes in staffing assignments must be approved by the Day Services Director or designee.
- C. If there is an unanticipated change to the schedule (i.e., a short notice call-out), the Program Supervisor will implement the back-up plan to ensure coverage is maintained in accordance with the staffing ratio. The back-up plan includes contacting available fill-in staff; changing the assigned location of consumers and use of management staff to maintain the required staffing ratios.
- D. Indian Creek Day Services cannot guarantee that individuals will have the same assigned staff on an ongoing basis. Staffing assignments must accommodate the needs of each specific programming area, as well as the location of service delivery, the types of support required for individuals and fiscal considerations.
- E. Individuals and their support teams may not choose the staff that they would like to care for them. All staffing decisions are the sole responsibility of the Day Services Management Team.

**Indian Creek Foundation
Day Services
FAMILY VISITATION POLICY**

Policy # PP-09
Created: 9/22/2021
Revised:

This policy governs the following:
Participants in Day Services

Policy:

Indian Creek Foundation's Day Services Program will establish procedures aimed at ensuring the individual can give full attention to active programming and social relationships with those present rather than becoming distracted by visitors during program hours. This policy will also help ensure that family visitors not be exposed to non-family members sensitive Protected Health Information.

Procedure:

Family visits are discouraged during programming hours. If family members wish to visit, then the family may meet in a conference room or other available space outside the program area. No family visits may take place in the program area because it distracts other individuals and staff involved in active programming and could violate HIPPA guidelines.

The procedure for a family visit is as follows:

- Family will contact the Program Supervisor to schedule the visit.
- The Program Supervisor will check for the availability of a meeting place, schedule the visit, and notify family to confirm the visit.
- On the day of the visit the family will sign in with the facility receptionist and follow any required facility health protocols.
- The program participant will be signed out of the program into the care of his/her family and escorted by staff to the meeting place.
- Staff will leave the individual in the care of the family and return to escort the individual back to the day program at the conclusion of the visit.
- During the visit family members assume the care of the family member and are responsible to her/his health and safety.
- Family members will sign out with the facility receptionist.
- Family members will communicate any questions or concerns that may arise from the family visit directly with the Program Supervisor or the Program Specialist and not with direct care staff.