



## **CEDAR HOUSE AFH PROGRAM STATEMENT**

*Revised 2/10*

### ***Mission:***

BrotolocNorth has a 40-year commitment to serving people who have disabilities within community-based settings. We provide affordable, comfortable, and accessible housing, links to public services, and trained support staff to assist in daily activities, decision making, and actualization of personal choices and goals. We provide services to people throughout their lives with respect and careful attention to maintaining their personal dignity.

### ***Description:***

Cedar House AFH will be a split entry style home located in Pierce County, Wisconsin. The home will be located in the town of Ellsworth with quick and easy access to community activities and services. Cedar House will be home to a maximum of four adults who have mental or physical handicapping conditions, AA, ALZ, ADA, DD, MI, TBI and TI. Both men and women may choose to live at Cedar House. The home will provide a private room for each of the residents. A vehicle will be available for traveling about the community.

### ***Licensee:***

Cedar House will be licensed by the state of Wisconsin as an Adult Family Home to BrotolocNorth. A Program Manager will be available to the home when clients are present, Monday through Friday. When the Program Manager is not available, designated trained supervisory Qualified Resident Care Staff will be in charge. Registered Nurses are available to the home 24 hours per day 7 days per week.

### ***Admission Policy:***

Residents considered for acceptance into the home will be compatible with other residents of the home and will be professionally recommended for community placement. Their primary diagnosis will need to be such that they could benefit from the Cedar House program. An assessment will be completed prior to admission that identifies the individual's needs, abilities, interests, and expectations. This assessment will include both a personal interview and a record review including medical and social histories. A prospective resident's health will need to be screened by a health care professional within 90 days prior to admission. The findings of this health examination need to be provided in a written statement and indicate that the prospective resident is free of communicable disease. An admissions agreement will be completed prior to admission and signed by the resident or the resident's guardian if that person's consent is legally required.

### ***Program Goals:***

Cedar House will provide supported community living and personal care services to persons with mental or physical handicaps in a clean, comfortable, secure and accessible environment.

### ***Services provided by the home and covered under the daily rate will include:***

1. Supervision by trained staff.
2. Information and referral services.
3. Leisure time support services.
4. Assistance with independent living skills.
5. Health monitoring services and nursing consultation.

- Meals and nutritious snacks and accommodation for special diets.
  - Provide transportation for residents to participate in community activities; and arrange for transportation to/for work, medical appointments, education and religious services.
6. Individualized service planning.
  7. Assistance in communication with family, friends, and professionals.

### ***Community activities.***

These services are provided to support successful community inclusion, to maximum independence, to promote individual choices, and to enhance the quality of life for adult residents of all ages.

### ***Payment of Charges:***

Payment for services will be due each month upon receipt of the monthly invoice. Cedar House does not charge an entrance fee.

### ***Staffing:***

At least one awake staff will be on duty 24 hours per day when residents are present in the home. Additional staff will be added as dictated by resident needs in order to accomplish individualized program goals as provided for within the context of Individualized Wrap Around Services described below.

### ***Personal Care:***

All residents will be assessed for need for Medical Assistance Personal Care (MAPC). All staff will be qualified as personal care workers. Individualized personal care services will not included in the perdiem and will be billed through the Center For Independent Living of Western Wisconsin.. Services will be provided when MAPC authorization is received.

### ***Individualized Wrap Around Services:***

Residents who might be in need of specialized supportive home care and/or daily life skills training will offered individualized services on an as needed basis. These services would be offered on a hourly basis at a separate hourly charge. The resident's individualized service plan (ISP) will specify those additional wrap-around services that have been approved, the cost of the service, the frequency and duration of the services, and desired outcome of such services.

### ***Respite Guidelines:***

Persons may be admitted for respite care for up to 28 consecutive days. Persons receiving respite care will normally not have an individualized program plan, but will have an interim plan developed to meet the short-term needs of the individual. Persons accepted for respite will need to be programmatically compatible with the permanent residents of the home.

### ***Discharge Policy:***

Except in cases of emergency, where immediate discharge is necessary to protect the health or safety of the resident or others in the home, or during the first 30 days of admission, a 30 day notice of discharge will be given to the resident, the resident's guardian, and the resident's case manager or responsible payer. Possible reasons for involuntary discharge are outlined in HFS 83.20, and may include nonpayment, a care level which the home can not meet, medical reasons as ordered by a physician, imminent risk of harm to health or safety of the resident, others in the home, or others in the community, or for other reasons as specifically outlined in the admissions agreement. Brotoloc staff will assist with transfer if an involuntary discharge is necessary.

### ***Conformity with HFS 83:***

It is the intent of this program statement to conform to all applicable requirements of HFS 83. If any part of this statement is found to be in conflict with Wisconsin statute, the applicable provisions of the statute will be followed.