

BROTOLOC-FIELDSTONE

Community Based Residential Facility Program Statement

MISSION:

Brotoloc North has a 50 + year commitment to serving people with cognitive and physical disabilities in the community. We provide affordable, comfortable and accessible housing, links to public services, and trained support staff to assist in daily activities. We provide support and guidance to help people with disabilities in decision making and in actualizing their personal choices and goals.

DESCRIPTION:

Fieldstone is a State licensed class A Community Based Residential Facility designed to serve up to 6 adults with developmental disabilities, persistent mental illness, or traumatic brain injury who require support and care in a supervised community setting. A class A licensure may serve only residents who are ambulatory. Both men and women can choose to live at Fieldstone. The Program Manager is on duty 8am-4pm Monday through Friday, and can be reached at (920-779-3900). The Assistant Program Manager will be on duty in the home from 8 AM to 4 PM Monday through Friday. When the Assistant Program Manager is not on duty, The Supervisor is on duty 3pm-11pm Monday through Friday, and every other weekend. The staffing pattern is determined by the individual needs of the residents as defined in their assessments and individual service plans.

ADMISSION POLICY:

- ◆ Persons who choose to live at Fieldstone must be at least 18 years of age and must be programmatically compatible with the other residents of the home, regardless of age or disability. We provide services to individuals based on each one's unique life situation, strengths, needs, and aspirations. We do not provide blanket programs based on stereotypical beliefs about disability groups and will not exclude persons who might benefit from our services and form bonds with the others in the home based solely on diagnosis. Compatibility is determined solely on individual strengths, needs, and a behavioral profile.
- ◆ Persons who choose to live at Fieldstone must be professionally recommended for community placement and have a primary diagnosis that would allow benefit from the Fieldstone program. While Fieldstone is open to persons who exhibit challenging behaviors, we may exclude persons who are actively suicidal or who present a chronic and severe danger to themselves, to others, or to property, and may exclude persons who present a risk of dangerous elopement. A risk analysis will be completed for each resident candidate prior to admission that weighs the benefits and risks of community living.
- ◆ An assessment will be completed prior to admission that identifies the individual's needs, abilities, interests and expectations. This assessment will include a personal interview with the resident and/or his or her family/guardian and a review of current diagnostic, medical, social histories and other relevant referral information. As a part of this process, we encourage visits to the home and an opportunity to meet and interact with the other residents and staff.
- ◆ Resident candidates must be screened by a qualified health care professional within 90 days prior to admission or 7 days after admission and found free of communicable disease, including tuberculosis,

as evidenced by a written statement from the health care professional. Residents transferring from another Brotoloc facility will not be required to provide additional evidence that they are free of communicable disease.

- ◆ Resident/guardian consent forms (if applicable), probate papers relative to guardianship, protective placement or civil commitment, medical assistance or other insurance card(s) and other legal documentation must be available upon admission. A discharge summary or PPOC from the resident's last placement or home, including prescriptions for any necessary medications, must accompany the resident upon admission. Resident candidates of counties involved in the voluntary family care program will be referred for pre-admission counseling as identified in WI. Stats.
- ◆ An admission agreement will be completed prior to admission and signed by the resident and/or the resident's legal guardian if that person's signature is required.

PROGRAM GOALS & SERVICES:

Brotoloc North at the Fieldstone Community Based Residential Facility is committed to providing specialized services to adults with disabilities that promote individual choices, community inclusion, increased independence, and enhanced quality of life through the development of a functional, individualized service plan. All services will be consistent with the consumers' personal beliefs and values and be provided in a manner that protects the consumer's rights and dignity.

Trained staff will provide personalized supports through a functional, individualized service plan designed to foster successful community living. This plan considers everyone's history including medical, behavioral, educational, vocational, recreational and social information, and each individual's current life situation and future plans and goals.

Because of our inclusive admissions policy, persons with different types and severities of cognitive and physical disabilities may find themselves living together at Fieldstone. Our staff are trained and supported by professionals in the fields of nursing, medicine, psychology, and education to understand and work with persons with the range of disabilities allowed by our admissions policy. Staff interacts with residents not based on their membership in a disability grouping, but upon individual characteristics and personalities and promotes that acceptance and understanding in those who choose to live at the home. Staffing patterns are established to provide individual attention and to successfully implement each Individual Service Plan. Individuals who exhibit prejudicial behavior towards others with certain disabilities may choose to live in another setting if that prejudice results in provocative or acting-out behavior, or interferes with program goals.

Support services are available in the following areas and are provided per individual needs:

Functional Activities of Daily Living, including;

- ◆ personal health and medication management
- ◆ access to personal care services
- ◆ household management;
- ◆ money management and consumer skills;
- ◆ meal preparation and nutrition management;
- ◆ safety awareness;
- ◆ leisure time activities;
- ◆ access to transportation;
- ◆ supervision by trained staff
- ◆ assistance in communication with family, friends, and professionals;
- ◆ community activities

- ◆ independent living skills training

Functional Behavior Strategies, including;

- ◆ anger and stress management;
- ◆ coping and problem solving skills training;
- ◆ relationship and social skills training in the context of functional daily activities;
- ◆ strategies utilized to encourage greater self-control may include:
 - modifying environmental demands by minimizing common distracters such as noise, excessive movement, clutter and harsh colors;
 - utilizing written planned agreements and other planning tools to increase orientation, memory, organizational skills, and predictability in daily routines;
 - developing a trusting and genuine relationship by modeling calm, objective, and supportive behavior;
 - teaching and rehearsing specific relaxation techniques and/or engaging in a predetermined activity of choice that generates a positive mood shift;
 - teaching voluntary removal from stressful situations;
 - providing opportunities to practice these skills in natural settings to build self-awareness, and teach natural consequences and;
 - helping significant others develop a better understanding of behavioral techniques.

Community Involvement and Social Participation: including information and referral to appropriate community resources, accessing medical and psychiatric services, vocational programs or employment, leisure time, and other mainstream public places, (stores, restaurants, hairdressers, sporting events, places of worship, etc.). As part of the integration process, community resources, professionals and others qualified to meet the specific physical, emotional, social, intellectual, and spiritual needs are identified. These may include primary physicians or specialists, nurses, psychologists, physical, occupational, and speech therapists, educators, vocational and AODA counselors, clergy, family and other natural supports. Consumer driven staffing patterns provide for carry-over of therapy and medically recommended treatments back into that consumer's home, community, and workplace.

Payment of Charges:

Payment is due upon receipt of the monthly statement or as outlined in the admission agreement or third party payor agreement. Fieldstone does not charge an entrance fee.

Staffing Pattern:

At least one awake staff will be available when residents are present in the home. Additional staff will be added as dictated by resident needs to accomplish individualized program goals.

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, 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 cannot 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. Resident records are maintained for 7 years following discharge and copies are available upon written request at \$0.10 per page.

Conformity with HFS 83:

It is the intention of Brotoloc-Fieldstone CBRF to comply with all minimal requirements of Wisconsin Administrative Rule; Chapter HFS 83 which regulates CBRFs. If any part of this program statement is found to conflict with that rule, HFS 83 will be followed.

Administrator:

Lindsay Farrell-Govek, Regional Director for Brotoloc North, is the administrator for the Fieldstone program and can be reached Monday through Friday from 8:00 a.m to 4:30 p.m. at (920) 779-3900 or by email at lfarrell@brotoloc.com