



**BROTOLOC NORTH  
SYLVAN VIEW CBRF  
PROGRAM STATEMENT**

Revised 6/6/2022.

***Description:***

Sylvan View is a Class A CBRF designed to serve up to seven (7) adults 18 years or older, with mental illness, AODA issues, and Intellectual/Developmental disabilities. It is located at W9405 Givens Road, Hortonville, WI 54944. The administrator of this facility is the Regional Director of the Fox Valley Region, the Program Manager of the facility is responsible for the day-to-day operation. If the program manager or Director are unavailable, the Assistant Manager is the next in line and the back-up staff after that. Their numbers are posted and available at the facility.

This facility has accepted and successfully maintained, on both a short term and long-term basis, residents who have been unsuccessful in other CBRF's but do not require an institution level of care such as the Mendota or Winnebago MHI's provide. Sylvan View safely serves individuals who live with the effects of mental illness, developmental disabilities or AODA issues. From our history clients that have problems with mental health disorders sometimes may also have some Intellectual/Developmental Disabilities and are on medications that can and do help with one or both issues and need support that can help with both issues.

Sylvan View is located just on the outskirts of Hortonville. This provides the best of both opportunities. The facility is in a rural setting surrounded by trees, as well as a large, raised deck to enjoy the outdoors and where the residents are able to observe the frequent visits from wildlife. Located just a few minutes from town, the residents are also able to enjoy the independence and opportunities afforded in the community. Sylvan View is a 2-level home with a walkout access from lower level in addition to the main level. This location has a large kitchen and dining room along with a generously sized shared living room along with the bedrooms for many places to have privacy and work on their independence.

***Admission Policy:***

Sylvan View is open to persons aged 18 years and older with mental illness, AODA issues and/or intellectual/developmental disabilities. These individuals may be recovering from chemical dependency as well. Brotoloc serves these individuals on a short-term crisis and respite basis, as well as longer term placements. Due to the Class A licensing, individuals must be ambulatory and able to respond to and take actions in any emergency situations.

Sylvan View welcomes individuals who exhibit challenging behaviors, but may exclude persons who are actively suicidal, who present a chronic and severe danger to themselves or others, and/or who are destructive of property, unless an Individual Service Plan identifies the areas of

risk and serves as a reasonable plan to minimize these risks. Initial referral and assessment information must be received by Sylvan View on admission of the resident.

Within 90 days prior to admission, each resident must be examined by a physician or registered nurse and found to be free of communicable disease. Documentation of this examination is required prior to admission.

***Program Goals:***

The overall goal of Sylvan View is to maximize the resident's cognitive, effective, and psychomotor skills to help them obtain their highest possible level of functioning. This will be accomplished through attitudes of hopefulness, a structured, yet warm environment, individual treatment plans with realistic goals, and the opportunity for group living and social interaction. Imperative to the program is an emphasis on community integration to the greatest extent possible for each resident. Examples of such integration are vocational opportunities through developmental training centers (REACH, CDC, Supported Employment), independent employment when appropriate, religious activities, cultural events, and social interaction through community events and activities. Each resident will have a goal-oriented individual service plan which will be discussed and reviewed with case managers, guardians, families, and others involved in their lives.

***Specific program goals include:***

1. Assisting and training residents in personal care activities such as dressing, grooming, and bathing.
2. Assisting and training residents in daily living skills such as meal planning and preparation, laundry, and household chores.
3. Assisting residents in appropriate socialization, including productive and independent leisure time, one-on-one interaction, and group activities.
4. Assisting residents in understanding and expressing their emotions and feelings, focusing on building good self-esteem and a sense of self worth.
5. Encouraging and helping residents in maintaining involvement with family members and other significant people in their lives.
6. Accurately assessing and responding to the unique and changing needs of each resident.

***Staff Levels and Training:***

Sylvan View will always have at least one staff on duty. The ratio of staff to residents shall be adequate to meet the needs of the residents as defined in their assessments and individual service plans and for the type of facility.

All staff at Sylvan View are trained through Brotoloc North in services as well as at least 24 hours of on-the-job training. Trainings include, but are not limited to:

CPR	Observing & Charting	Introduction to TBI
First Aid	Seizures	Introduction to M.I.
Fire Safety	Vital Signs & Assessment	Introduction to I.D/D.D.
Medication Administration	Resident Rights	Personal Care Training
Standard Precautions	Sexuality Issues	Change In Condition
Dietary/Sanitation	AODA- Intro, Relapse, Recovery	HIPAA
Trauma Informed Care	Abuse Neglect, Misappropriation	
Crisis Prevention (Challenging Behaviors)		

The staff are also all trained as Personal Care Workers. All training must be completed within the first three months of employment. Refresher courses are required for CPR, First Aid, Medication Monitoring, Vital Signs & Assessment, Resident Rights, including abuse, neglect, and misappropriation, and Recognizing & Responding to Challenging Behaviors. In addition, extra trainings are offered throughout the year.

***Safety Issues:***

Sylvan View will train residents to develop a working knowledge and understanding of areas where precautions may be necessary, such as emergency plans in case of fire or severe weather, community safety as well as sexuality and abuse issues.

***Program Services:***

Program services are provided as described in each resident's Individual Service Plan in the following areas:

**Health Monitoring/Psychiatric Services**

**Health Monitoring Services** are provided by on-staff Registered Nurses who ensure that each resident receives an initial health screening assessment and at least yearly examinations by a physician. Brotoloc North provides for health care through several local health care providers, dentists, neurologists, pharmacy services, and other specialists.

**Medication Monitoring**

**Medications** will be self-administered and monitored by trained staff. Medication administration by authorized staff will occur only when ordered by a physician.

**Leisure Time Services**

**Leisure Time Services** are designed to maximize community involvement through frequent attendance at activities and utilization of various resources in the Hortonville and surrounding area. Residents have the opportunity to structure their leisure time through group consensus, attend sporting events and movies, use the library, the YMCA, and go on picnics and go fishing. Special events and tours are scheduled for the residents throughout the year, and they also have opportunities for vacation trips and camping. Brotoloc North participates in events and hold fundraising events for local non-profit organizations as well as residents who participate in SOAR or Special Olympics at least monthly, the Fox Valley Region of Brotoloc North holds a region-wide recreational event – a dance, party, hayride, barbecue, etc. Additionally, weekly gatherings at other houses for arts and crafts, bingo and potluck events promote social interaction with peers. Family-style, home-centered recreational activities include playing cards and board

games, listening to music, viewing television and videos, and reading. Participation in exercise programs, walking, and sports activities such as a basketball, badminton, corn hole, are also offered and encouraged.

### **Personal Care Services**

**Personal Care Services** are provided by Brotoloc North staff who assist and support the residents in activities of daily living as specified in the residents' Individual Service Plans. Supportive home care service referrals will be made to outside providers when such services are ordered by a physician., if and when Brotoloc staff are not qualified to provide those cares.

### ***Respite Services***

At this time, we do not support respite care services.

### ***Information and Referral Services:***

Residents are also offered a client led AA and NA meetings by Clients that are leaders of these groups outside of the homes before this and are in a point in their recovery where it is deemed appropriate. Additional vocational, educational, counseling, and mental health service referrals not included in the per diem rate are provided as necessary or when determined by the interdisciplinary team or recommended by the consulting psychiatrist.

For information and referral services, contact the Brotoloc North of Fox Valley Regional office.