

# THE HARFORD CENTER

Procedure Title: Program Procedures and Schedule

Department: Day Habilitation

Location: Highland

Home and Community Based Waiver: Community Pathways and Community Support

Purpose: To provide guidelines for staff with regard to the structure and expectations of the day habilitation program. The overall goal is to give individuals daily opportunities to be a part of their community or be working toward the process of community integration.

## **Daily Structure:**

1. All buses are to arrive at the Center at appropriately 9am. Individuals' daily schedule is as follows:

9am-9:30am- Individuals arrive at the Center, organize their belongings, use the bathroom or receive assistance with toileting.

9:30am-10am- Groups discuss plans for the day and any other options that members would like to participate in. Members are also made aware of other group's plans should they want to join a different group that day

10am-2pm- Individuals participate in community-activities that the group agreed on, which could include but are not limited to: volunteer work, recreation in the community, job exploration, social clubs and groups, transportation training, development of hobbies, shopping, etc.

OR

10am-2pm- Individuals that chose to not participate in community integrated activities will have the opportunity to: socialize with friends, use the computers to explore interests, do large and small motor activities, watch a movie of their choice, participate in cooking or other domestic training activities, training in self-care tasks, working on personal goals, planning for community activities, etc. Additionally, individuals will eat lunch during this time period with peers that they select.

Individuals will be offered opportunities to be in the community and made aware of options and resources that occur during program hours and opportunities that available during non-program hours. Individuals have the right to not go into the community. Staff will document when individuals are offered this opportunity but choose to stay with peers in the Center.

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2pm-2:45pm- Individuals will have the opportunity to plan for the next day, receive help with toileting as needed and board the bus.

3pm- Buses depart from the Harford Center

### **Expectations:**

1. It is the expectation that individuals have a say in what they do each day.
2. The goal of the day habilitation program is to integrate individuals into the community. If an individual does not want to be in the community, he/she would be encouraged to work toward this goal by making the integration incremental and practicing the skills needed to be in the community in the Center. Such skills as: appropriate social greetings, social interaction, hygiene, transportation, etc. will be introduced to individuals as part of their daily activities.
3. Community activities should have a purpose and case coordinators need to present the purpose of an activities to the participants. Such as, a trip to the library to get library cards and learn the process of checking out a book that interests the individual.
4. All groups will develop a weekly calendar of activities. This calendar will be shared with the participants. All calendars will be reviewed and approved by a Program Supervisor.
5. A daily schedule will be posted in each program area. See daily schedule
6. If an individual choses to not go into the community, the individual has the option of staying at the site with the Program Supervisor, going to the alternative location at Havre de Grace or not attending the program that day.

## Daily Schedule

9am-9:30am- Arrival at Center, toileting, organizing of personal belongings

9:30am-10am- Plans for the day are discussed with member input

10am-2pm- Community Activities and Lunch

OR

10am-2pm- Center-based activities and Lunch

2pm-2:45pm- Plans for the next day are discussed and buses are boarded

3pm- Buses depart from the Harford Center

