

THE HARFORD CENTER

Procedure: Community Integration

Department: Day Habilitation

Purpose: To ensure that all individuals are given the opportunity to be an active part of their communities.

Process:

1. By the first of the month, Case Coordinators will turn in a monthly calendar to their supervisors. Monthly calendars are developed with the individuals based on interests and goals in their person-centered plan.
2. This calendar will be sent out monthly to all stakeholders (individuals, families, providers, etc.).
3. Supervisors will use the monthly calendar to develop daily schedules for each group. Daily schedules will be handed out in the morning by the Supervisors or his/her designee.
4. One-on-ones will develop their daily schedules in conjunction with their individuals. Supervisors will review the schedule to ensure that community activities are offered daily and are meaningful to the individual.
5. All individuals will have an opportunity for daily community integration. Every day, individuals will be offered this opportunity. If an individual does not want to go out that day, he/she will be encouraged. However, if an individual refuses, he/she will have the opportunity to participate in structured and planned activities in the building that related to the individual's PCP. The Supervisors will also develop, in conjunction with the staff and individuals, a daily schedule for structured on-site activities. This schedule will be developed daily by the Supervisors.
6. If an individual chooses after encouragement to not participate in community activities, this refusal will be documented. The staff will document the date, what was offered, and the reason for the refusal on the community offerings form. Note: this process has been in place since 10/18/2017. This information will be reviewed in the individual's PCP to see if the team has ideas or suggestions that may assist to increase the individual's participation in the community.
7. In some groups where there are complex medical needs and higher staffing requirements, individuals will have multiple opportunities per week to be in the community. For example, in the medically complex group, 2 individuals will go out in the am with one staff and then 2 individuals will go out in the pm with a staff person. The next day 2 other individuals will go in the morning and 2 other individuals will go out in the afternoon. With this variance in individuals, all individuals will be given the opportunity to go out into the community several

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times a week. Due to staffing constraints related to State funding, ratio and safety requirements, individuals will be taken in small groups. Given the unique nature of this group, one staff person cannot take more than 2-3 individuals into the community at a time, as many are in wheel chairs, require feedings, and assistance with all ADL's.

8. Additionally, the Harford Center is actively seeking volunteers (natural supports) and funding to increase staffing so that more individuals with medically complex needs are able to get out more frequently. This will include seeking additional funding from DDA so that everyone has the opportunity to be in the community as much as possible in order to comply with the community settings rule (HCBW). It is the responsibility of the Executive Director to secure the funding and a volunteer base. It is the responsibility of the Program Supervisors to ensure that individuals are being offered opportunities to be in their community.