

GUIDELINES TO DEVELOPING A PROGRAM ABUSE PREVENTION PLAN

The Human Services Licensing Act (MN Statutes 245A.65, Subd. 2) governs what is required in an adult foster care program abuse prevention plan. License holders need to develop and enforce written program abuse prevention plans and individual abuse prevention plans in accordance with the HSLA and the Reporting of Maltreatment of Vulnerable Adults Act (MN Statutes 626.557, Subd. 14.).

A program abuse prevention plan must address the following:

1. Assessment of the population served by evaluating each of the following factors:
 - a. Age
 - b. Gender
 - c. Mental functioning
 - d. Physical and emotional health or behavior of the client
 - e. The need for specialized programs of care for clients
 - f. The need for training of staff persons to meet identified individual needs
 - g. Knowledge, if any, regarding previous abuse that is relevant to minimizing risk of abuse for clients
2. Assessment of the physical plant where the licensed services are provided by evaluating each of the following factors:
 - a. Condition and design of the building as it relates to the safety of the clients
 - b. Existence of areas in the building that are difficult to supervise
3. Assessment of the living environment by evaluating each of the following factors:
 - a. Location of the program in a particular neighborhood or community
 - b. The type of grounds and terrain surrounding the building
 - c. The type of internal programming
 - d. The facility's staffing patterns

Each facility must ensure that:

1. Each client must be provided with an orientation to the program abuse prevention plan within 24 hours of admission or within 72 hours if the person would benefit more from a later orientation. If applicable, the client's legal representative must be notified of the orientation.
2. The license holder's governing body must review the program abuse prevention plan at least annually using the assessment factors in the plan and any substantiated maltreatment findings that have occurred since the last review. The governing body must revise the plan as necessary to reflect the results of the review.
3. A copy of the program abuse prevention plan must be posted in a prominent location in the program. The plan must be made available to mandated reporters, people receiving services, and their legal representatives.
4. The facility must provide training to mandated reporters on the program abuse prevention plan within 72 hours of first providing direct contact services as defined in MN Statutes, section 245C.02, Subd. 11, and annually thereafter.