

Program Abuse Prevention Plan Guide

General

The Program Abuse Prevention Plan (PAPP) is a general written plan that describes your program, the people your program may serve, potential risks that may exist in your setting, and the steps your program will take to reduce those risks.

Keep the Plan Generalized - The PAPP should describe the types of people your program could serve, not just the people currently living in your program. Even if your licensed capacity is one person, the plan should still describe the general characteristics of the individuals your program is prepared to support.

Avoid: Detailed information about specific individuals. "Ages 24, 26, and 31". "John has autism and a seizure disorder". "The program will provide supervision".

Better: "Adults ages 20-40". "Individuals with developmental disabilities and/or seizure disorders". "This program has 24-hour awake shift staff".

Knowledge application

Think of a restaurant: most people understand it serves meals, but each restaurant differs in atmosphere, accessibility, and menu options. Apply the same thinking to your PAPP. The home is already licensed for adult foster care; describe what makes your home unique, along with the risks and safeguards that help keep everyone free from abuse, neglect, and maltreatment.

Describe

- Describe the population, environment, or condition applicable to each area.
- Avoid answering "Yes" or "No".
- Do not include private or identifying information about anyone residing in the home.
- Think generally about the target population your home is equipped to serve.
- Complete each section. Do not leave any descriptions blank.

Potential Risks

- Identify actual potential risks.
- Describe any tools or ways that your program screens for risks.
- Do not leave any sections blank. If the area does not present a risk, identify why. Use this sparingly in the development of the plan.
- Without including private or identifying information about anyone residing in the home, clearly identify potential risks to people who may reside in the home.
- Consider potential risks from the environment, home layout, terrain and neighborhood, others living in the home, and other relevant factors that could contribute to increased risk for or the ability of people to recognize abuse, neglect, and/or maltreatment.

Risk Reduction

- Without providing details about individual support plans, identify how individual plans will be used to minimize risks.

- Consider any initial or ongoing assessments that will be conducted that identify if a person's needs can be met by the program and shared living needs.
- Consider any environmental modifications that are needed or are in place to reduce risk.
- Indicate specific training, information sharing, or collaboration the program will use to reduce risk.
- Each potential risk must have a risk reduction measure.
- Use person-centered language.

License Type Specific Considerations

- AFC homes should use language that aligns with the people served and family sharing one home. It is best practice to use terms such as "home" and "caregiver".
- CRS sites should avoid "cookie cutter" plans between multiple sites.

PAPP Review

The PAPP must be reviewed at least annually and updated as needed. Review should consider:

- Changes in the population served.
- Changes to the physical plant.
- Changes in caregiver or staffing patterns.
- Program modifications.
- Any substantiated maltreatment findings since the last review.

PAPP Checklist

Before signing the PAPP, verify that:

- All sections are complete.
- Risks are identified for each category or there is a statement explaining why there is no risk.
- Risk reductions are present for each risk.
- Information is generalized and does not identify individuals served.
- The plan accurately reflects your program, home, and services.
- The plan is signed and reviewed annually.
- The PAPP is posted or easily accessible in the home – it cannot be behind a lockable door or in a large binder in which someone would have to sort through many documents to find the plan.

I. Population assessment

Age

- Describe: This is your target population and does not restrict your ability to admit outside of this range.
- Potential risks: Falls, developmental differences, age-related health concerns such as cognition or communication ability, mixed age groups, etc.
- Risk reduction: Supervision needs, mobility assistance, environmental modifications, etc.

Gender

- Describe: The gender(s) or gender identities your program will serve.
- Potential risks: Privacy concerns, vulnerability to exploitation, caregiver gender preferences, varied views on gender identities, personal boundaries, etc.
- Risk reduction: Supervision needs, bedroom arrangements, individual supports, etc.

Mental Functioning

- Describe: The range of mental functioning your program would support, use qualifiers such as “mild, moderate, or severe”.
- Potential risks: Impaired decision making, decreased impulse control, difficulty with memory or understanding directions, ability to identify potentially dangerous situations or protect self, etc.
- Risk reduction: Verbal or environmental reminders, supervision needs, assistance with decision making, caregivers understanding and implementing individual support plans, etc.

Physical and emotional health

- Describe: The physical and emotional health needs your program may support. Use qualifiers like “mild, moderate, or severe”.
- Potential risks: Falls, seizures, mental health crises, mobility limitations, SUD, etc.
- Risk reduction: Monitoring, supervision plan, specialized education or knowledge, etc.

Behaviors

- Describe: The range of behaviors your program would support, use qualifiers such as “mild, moderate, or severe”.
- Potential risks: Physical or verbal aggression toward self or others, property destruction, elopement, peer conflict, noncompliance, etc.
- Risk reduction: Staff awareness of triggers, supervision plans, de-escalation techniques, behavior support strategies, etc.

Need for specialized programs

- Describe: Any specialized services your program may provide. This could be heavy cares, medical level of care, work with those with SUD, etc.
- Potential risks: Wandering, falls, difficulty hearing alarms, health or safety concerns, mental health symptoms, etc.
- Risk reduction: Specialized training, supervision plan, accessible environment, individual supports, etc.

Specific staff training for individual needs

- Describe: The training staff receives to support individuals served by the program.
- Potential risks: Medical emergencies, improper use of equipment, health and safety concerns, etc.
- Risk reduction: Specialized medical training, behavioral intervention training, person-centered training, specific training you provide that other programs may not based on the people your program supports, etc.

Knowledge of previous abuse

- Describe: Indicate if there is knowledge of previous abuse of individuals served by the program.
- Potential risks: Re-traumatization, safety concerns, vulnerability to exploitation, triggering events or situations, etc.
- Risk reduction: Trauma-informed care, monitoring, staff awareness and training, individual supports, previous abuse screening tools used, education/training based on previous abuse, etc.

II. Physical plant assessment

Condition and design of the physical plant

- Describe: Stairs, accessibility, bathrooms, bedroom locations, storage areas, security systems or cameras. Reminder that the whole home is licensed and all areas should be considered, etc.
- Potential risks: Falls, lack of access to all common areas of the home, privacy concerns, etc.
- Risk reduction: Home modifications, physical assistance, adaptive equipment, assistive technology, etc.

Areas difficult to supervise

- Describe: Basements, hallways, non-main level bedrooms, outdoor spaces, etc. Reminder that the whole home is licensed and all areas should be considered.
- Potential risks: Unsupervised interactions, individuals leaving the home unnoticed, isolated area safety concerns, consider where staff or caregivers frequently gather compared to areas that are not frequently visited, etc.
- Risk reduction: Frequent checks, supervision needs, environmental modifications, visibility enhancements, etc.

III. Environment and community assessment

Neighborhood and community

- Describe: Rural, suburban, urban, parks, schools, businesses, traffic patterns, etc.
- Potential risks: Traffic, noise sensitivity, wandering, elopement, neighbors, bars or liquor stores, etc.
- Risk reduction: Fences when appropriate, traffic safety education, supervision needs, etc.

Grounds and terrain

- Describe: Flat, hilly, uneven terrain, bodies of water including lakes or pools, gravel, wooded areas, etc.
- Potential risks: Falls, wandering, drowning, areas of difficult access for those with mobility challenges, etc.
- Risk reduction: Supervision plan, life jackets near water, walking assistance, outdoor safety supports, etc.

Type of internal programming

- Describe: Meal prep, cleaning, laundry, community activities, recreation, etc.
- Potential risks: Burns, cuts, falls, equipment injuries, etc.
- Risk reduction: Supervision needs, skill development based on ability, safety instructions, adaptive supports/equipment, etc.

Staffing pattern

- Describe: How staffing is typically provided. Family AFC caregivers, 24-hour, awake overnight, relief/respite caregivers, etc.
- Potential risks: Insufficient supervision, staff/caregiver absences, need for additional support, high medical or behavior needs, etc. Family AFC – what if you have an emergency? CRS – What if staff call in?
- Risk reduction: Backup staffing plans, staff training needs, appropriate supervision level, ongoing needs assessments, etc.