

Adult Foster Care Program Plan
Minnesota Rules, part 9555.6235

Applicant/License Holder Name:	AFC License Number:
Program Address:	Date Developed/Revised:
The applicant/license holder must develop and implement a Commissioner approved written plan that allows people receiving adult foster care (AFC) services to share in the privileges and responsibilities of the home. Each area of the plan must be addressed.	
Describe the type of functionally impaired adults served by your program:	
Lodging	
<p>People receiving adult foster care services have rights related to lodging:</p> <ol style="list-style-type: none"> 1. Each person must have a signed individual resident placement agreement (IRPA) that is reviewed with the person at least annually. 2. People have the right to choose a roommate. 3. People who share a bedroom agree, in writing, to share the bedroom with another person. 4. People have the freedom to furnish or decorate their bedroom or unit. 5. People have the right to privacy in their bedroom, including the use of lockable doors. 6. People have the right to have their physical accessibility needs met allowing free access to and use of common areas of the residence. 7. People must have a dining area that has furniture that allows for meals to be shared by all persons living in the home. 	<p>Describe your plan to ensure provision and rights related to lodging:</p>

Food	
<p>People receiving adult foster care services have rights related to food:</p> <ol style="list-style-type: none"> 1. Three nutritionally balanced meals a day are served and available to people. 2. Nutritious snacks are available between meals. 3. Food served meets any special dietary needs of persons served by the program as prescribed by the persons' physician or dietician and written in the persons' IRPA and/or individual service plan (ISP). 4. Each person controls their own schedule including access to food at any time. 	<p>Describe your plan to ensure provision and rights related to food:</p>

Personal Care	
<p>People receiving adult foster care services have rights related to how they receive personal care:</p> <ol style="list-style-type: none"> 1. Each person will exercise personal preferences in making life choices, including daily schedules. 2. Each person will receive assistance with or be taught how to complete daily living skills such as eating, grooming, bathing and laundering clothes. 	<p>Describe your plan to ensure provision and rights related to personal care:</p>

Protection	
<p>People receiving adult foster care services have rights related to protection:</p> <ol style="list-style-type: none"> 1. The license holder ensures individual's rights of privacy, dignity and respect, and freedom from coercion and restraint. 2. A restriction of a person's rights is allowed only if determined necessary to ensure the health, safety, and well-being of the person. Any restriction must be documented in the individual abuse prevention plan. For people served on the elderly waiver, the case manager must be on the Interdisciplinary Team. 3. All caregivers receive training in the Vulnerable Adults Act (VAA) and reporting requirements within 72 hours of first providing direct contact services and annually thereafter. 4. All caregivers review the program abuse prevention plan (PAPP) and each persons' individual abuse prevention plan (IAPP). 5. Each person receives orientation to maltreatment reporting procedures, including the telephone number for the Minnesota Adult Abuse Reporting Center (MAARC) within 24 hours of admission or within 72 hours for those people who would benefit from a later orientation. 6. For persons served on the Elderly Waiver (EW) the license holder has policies and procedures for service termination that promote continuity of care and service coordination with the person and the case manager and any other licensed caregiver, if any, who also provides support to the person. The service termination and appeal rights must be reviewed with the person and their representatives at least annually. 	<p>Describe your plan to ensure provision and rights related to protection:</p>

Household and Living Skills Assistance or Training

Household services: means activities taught to or performed by a caregiver for a resident such as cooking, cleaning, budgeting, and other household care or maintenance tasks.

Describe your plan for providing household and living skills assistance or training:

Family and Friends

People receiving adult foster care services have rights related to contact with family and friends:

1. Choose their visitors and time of visits.
2. Daily private access to a non-coin-operated telephone.
3. Receive and send, without interference, uncensored, unopened mail or electronic correspondence.
4. Use of and free access to common areas of the residence and the freedom to come and go from the residence at will.
5. Privacy for visits with their spouse, next of kin, or others.

Describe your plan to provide support for people's rights to have visitors and how opportunities will be provided for contact with family and friends:

Community, Recreation and Religious Activities

People receiving adult foster care services have opportunities and supports to access and engage in community life as desired:

1. Be independent and to make their own life choices.
2. Come and go from the residence at will.
3. Participate in activities of commercial, religious, political, and community groups without interference.
4. Engage in chosen activities and have an individual schedule supported by the license holder that meets the person's preferences.
5. Observe cultural and ethnic practice and religion.
6. Consent to participate in any research of experimental treatment.

Describe your plan to provide opportunities for participating in community, recreation, and religious activities and to ensure people's rights to be independent and to choose life activities:

Safeguarding Cash Resources

People receiving adult foster care services have the right to control their personal resources:

The license holder will provide assistance safeguarding cash resources, banking, reporting earnings, keeping records of financial information and accounting for each person's funds that are controlled by the license holder.

Describe your plan to provide support for people's rights to have control of their personal resources:

Supervision

The following minimum conditions for supervision must be maintained:

1. Oversight by caregiver as specified in individual resident placement agreement.
2. Ensure caregivers have daily awareness of person's needs and activities.
3. Ensure a caregiver is present in the residence during normal sleeping hours.

Describe your supervision plan:

Transportation

The minimum conditions for transportation must be maintained:

1. Provide transportation services as agreed upon by each person, the provider, case manager and other members of the person's interdisciplinary team in each persons' ISP or IRPA.
2. Provide support for each person to meet their needs and their daily schedule.

Describe your plan for providing transportation services:

Community, Social or Health Services

People receiving adult foster care services have the right to full access and integration into the greater community, including the right to seek employment and work in competitive integrated settings.

1. Each person has the right to engage in chosen activities and have an individual schedule that meets the person's preferences.
2. Each person's choice regarding services and who provides them is supported by the license holder.

Describe your plan for providing supports for the provision of other community, social, or health services including paid employment as documented in the person's ISP and support plan, if any:

Medication Assistance

The license holder will provide each person with medication assistance as specified in their ISP and IRPA.

Describe your plan for providing assistance with medication:

Program Abuse Prevention Plan

The PAPP must be posted in a prominent location and available to mandated reporters, people living in the home, and their guardians upon request. Describe where the PAPP is posted or available in an easily seen location:

Signatures of those reviewing and/or participating in the development of this plan:

Print name of license holder	Signature of license holder	Date
Print name of license holder	Signature of license holder	Date
Print name of county licensing worker	Signature of county licensing worker	Date

Plan reviewed at relicensing

Date	Signature of county licensing worker
Date	Signature of county licensing worker
Date	Signature of county licensing worker