

## Exhibit 2

### The Manor at Seneca Hill

#### Adult Day Health Services

##### Person Centered Comprehensive Care Plan for Home and Community Based Services (HCBS) Policy and Procedure

To: Adult Day Health Services

From: Director of Adult Day Health Services

Subject: Person Centered Comprehensive Care Plan for Home and Community Based Services (HCBS)

**Statement of Policy:** To maximize opportunities for individuals to have access to the benefits of community living and the opportunity to receive services in the most integrated setting.

**Procedure:**

- 1) Registrants will be integrated and fully supported to the broader community to the extent that the registrant desires, including: engaging in community life, controlling personal resources, and receiving services in the community to the same degree as all individuals. Also including, where appropriate, to be provided education and information regarding opportunities to seek employment or volunteer to work in competitive and integrated settings.
- 2) The registrant's care plan will reflect that the individual is receiving HCBS from setting options including non-disability specific settings. These options will be identified and documented in the registrants care plan, which is person centered and based on the individual's needs and preferences.
- 3) Registrant's rights of privacy, dignity, respect, and freedom from coercion and restraint will be ensured.
- 4) Opportunities for individuals to take initiative and enjoy independence in making life choices including, but not limited to, their daily activities, physical environment, and with whom to interact.
- 5) Adult Day Health Services will facilitate registrant's having a choice regarding services and supports and who provides them.
- 6) Adult Day Health Services will ensure registrants have access to visitors and snacks of preference at all times.
- 7) All Adult Day Staff will be trained on person centered planning, thinking, and practice including how to incorporate these practice and person centered service planning. Training will include techniques, used to facilitate and support individuals participation and scheduled and unscheduled community activities in the same manner as people not receiving HCB services in the community, as they choose. Registrants will be provided opportunities to be involved in meal planning and preparation if they desire.
- 8) Registrants, families, and/or natural supports will be educated on the rights of the individuals served, including how to support individuals in making educated choices. Risks involved in making those choices and safeguards that may be put in place to support individuals to make such choices will be discussed.
- 9) Person centered planning will occur at least annually for individuals served in order to assess their strengths, interests, preferences, and goals, making sure their activities and services reflect this process. Adult Day Health Services Program will allow the registrant to lead the process as much as possible.
- 10) Staffing resources and/or patterns will be assessed and reorganized to support individual choices.
- 11) Policies and procedures applicable to the setting will be revised to remove "blanket restrictions" that apply to all individuals served in the Adult Day Health Service setting, instead relying on an individualized person-centered planning process for any needed individual restrictions.
- 12) Staff, registrants, and families will be trained on creating an environment where individuals have a right to come and go at any time. This will include making appropriate modifications of these rights within the Registrant Care Plan if someone is unable to manage this right.
- 13) Registrants will have increased access to activities and options that are of interest to, or the preference of individuals supported, directly soliciting the feedback of individuals served on activities in the process.
- 14) Changes necessary to transportation resources will be made by Adult Day Health Services to ensure transportation needs are met to ensure access to the community at times and dates of Registrant's choosing.
- 15) Strategies will be developed and implemented to help foster natural and volunteer supports for individuals to access meaningful community activities that promote community inclusion and independence.
- 16) The physical environment will be modified, if needed, to include locking mechanism such as a key pad entry system that allows more independent Registrants to come and go freely and/or remove locks, barriers, or obstructions that restrict movement within the setting.
- 17) Access to assistive technology will be increased
- 18) Additional program space will be allocated to promote freedom of movement within the setting, privacy, comfort, and individualized activity opportunities.

3/11/22

Date

Administrator

3/11/22

Date

Director of Nursing

3/16/22

Date

Director of Adult Day Health Services

Orig: 03/22

Rev:

Key:N