

THE LEGACY AT ST. JOSEPH'S PROGRAM STATEMENT

**LICENSEE:
SAINT JOSEPH'S HOME OF OUR LADY OF MOUNT CARMEL, INC
9244 29TH AVENUE
KENOSHA, WI 53143
262-694-0080**

COMMUNITY-BASED RESIDENTIAL FACILITY (CBRF)

The Legacy at St. Joseph's CBRF is located in the village of Pleasant Prairie, in Southeastern Wisconsin. The facility serves the elderly of the Kenosha area.

**Carrie Anderson, Administrator
Asi Schmid-Dondero, Executive Director**

I. PURPOSE/GOALS

The Legacy at St. Joseph's recognizes that each person is an individual with physical, emotional, intellectual, social, and spiritual needs. Our goal is to provide care, treatment and services above the level of room and board, but less than skilled nursing care for our Residents. Licensed Nursing Care will be provided for not more than 3 hours per week and will consist of supportive homecare services, personal care services or a combination of both types of services.

An environment will be provided which is as homelike and person centered as possible and is compatible with the Residents' needs and services. Residents are involved with choice of their care and preferences. Encouragement toward functional independence in daily living will be continually maintained.

These goals will be accomplished through professional and staff support including a Physician, Pharmacist, Executive Director, Administrator, Clinical Directors (RNs and LPN), Dietary Manager, Chef Manager, Dietician, Life Enrichment Coordinator, Life Enrichment Assistants, CNAs, Resident Care Assistants, Maintenance, Housekeeping, Laundry, Resident-Contracted Therapy staff and Business Support Staff.

The staff will be specially trained to meet the needs of these Residents and to support their families in their role as caregivers and providers of emotional support.

The Administrator, Executive Director and/or designee will evaluate prospective Residents, and current Residents, for the appropriateness of admission and continued placements, taking into consideration the needs of the Resident with the capabilities and limitations of the facility and staff. The facility will not admit or retain persons who are destructive of property or self, are a danger to self or others, or are physically or mentally abusive to others.

When a Resident's needs exceed the capabilities and limitations of the facility and staff, and/or the Resident becomes destructive, proves a danger to self or others, or becomes physically or mentally abusive to others, the Administrator,

Executive Director and/or designee will collaborate with the Resident/responsible party to assist in arranging an appropriate placement elsewhere.

Current Residents who are determined to be terminally ill may be retained dependent upon the total needs of the individual situation and The Legacy at St. Joseph's ability to provide the level of care to the Resident that she/he deserves. The Legacy at St. Joseph's holds a contract with a local Hospice agency.

II. TYPE OF FACILITY

The Legacy at St. Joseph's is a Class "C" non-ambulatory (CNA) facility which services a maximum of 50 Residents who are ambulatory, semi-ambulatory, or non-ambulatory, but one or more of whom are not physically or mentally capable of responding to a fire alarm by exiting the facility without help or verbal or physical prompting.

Ambulatory means able to walk without difficulty or help. Semi-ambulatory means able to walk with difficulty or only with the assistance of an aid such as crutches, a cane, or a walker. Non-ambulatory means not able to walk at all, but may be mobile with the help of a wheelchair or other mobility devices.

The standard accommodations will consist of a private bedroom and one shared bathroom.

Safety Accommodations

- An emergency plan shall be implemented with specific actions and procedures for meeting all emergency situations, with communication of procedures from staff to Residents within 72 hours of admission and will be practiced at least quarterly with both staff and Residents. Documentation shall be kept on file in the facility.
- Smoking including e-cigarettes is prohibited anywhere on The Legacy at St. Joseph's grounds.

III. EMPLOYEE AVAILABILITY

The appropriate number and composition of staff will be provided as dictated by the number of Residents in the facility and the care needed by those Residents. Staff will be available 24 hours a day, 7 days per week to provide assistance and supervision.

- Administrator / RN – A full-time Administrator / RN will be available to assist when needed approximately 40 hours per week. When the Administrator is not on the premises, the Clinical Directors shall be responsible for the supervision of the care. The Administrator is on call 7 days per week, 24 hours per day.
- Executive Director – works remotely approximately 40 hours per week, during normal business hours and as needed based on Resident needs. The Executive Director is on call 7 days per week, 24 hours per day.
- Clinical Directors (RNs and LPN) - Is on duty approximately 40 hours per week, during normal business hours, and as needed based on Resident needs. The RN Clinical Directors share call duties with other Licensed Nurse staff.
- Certified Nursing Assistants / Resident Care Assistants- Available 7 days per week, 24 hours per day. Staffing will be sufficient to meet Resident's scheduled and unscheduled needs.

- Activities -Provided by Resident Care Assistants, CNAs, Life Enrichment Coordinator, Life Enrichment Assistants, other staff members and supervised volunteers. Self-directed activities are available at all times.
- Dietary Staff - Prepares meals and snacks 7 days per week. A Chef Manager is on duty 40 hours per week, during normal business hours and as needed based on Resident needs. A Certified Dietary Manager and Registered Dietician are available as needed to supervise the Menus, nutritional needs, and special diets.
- Laundry and Housekeeping - Available 7 days per week.
- Maintenance - Available 7 days per week and on-call.
- Life Enrichment Coordinator– Is on duty as needed, during all hours to coordinate, plan and implement the activity program.
- Contracted Therapy Department - is available based on Resident needs.

IV. ADMISSION POLICY

Residents are admitted to The Legacy at St. Joseph’s regardless of religion, race, national origin or sexual orientation and will not be excluded from participation, denied benefits, or be discriminated against in any way.

- ***Client Groups Served***

- Disabilities associated with infirmities of aging
- Disabilities associated with organic dementia.
- Physical disabilities.
- Past or existing emotional disturbance or mental illness, usually associated with aging.
- Terminally ill.

The above client groups all have one thing in common: part of their illness affects their thought process and behavior. Although our main client group is elderly, our staff has been cross trained for all the above groups.

- ***Client Groups NOT Served***

- Substance Abuse - meaning assigned in s.51.01(1) Wis. Stats.
- Dementia requiring a locked unit.
- Correctional Residents - meaning persons under commitment by the courts through the criminal statutes to the Department or to the country.
- Drug dependent Residents - meaning assigned in s.51.01(8b) Wis. Stats.
- Acute and Chronic Mental illness Residents - meaning assigned in s.51.01(13)(a) Wis. Stats.
- Developmentally Disabled Residents - meaning assigned in s.51.01(5)(a) Wis. Stats.

- ***Communicable Disease Prevention***

- Policy states those persons with symptoms or signs of a communicable disease are not permitted to work or reside at The Legacy at St. Joseph's.
- Health Screening. Resident shall submit to Facility documentation showing that Resident has been screened for clinically-apparent communicable diseases, including tuberculosis, within the previous ninety (90) days prior to admission or seven (7) days after admission. This testing shall include an Interferon Gamma Release Assay (IGRA) blood test, an X-ray or Mantoux 5TU PPD skin test. Such screenings must be conducted by a physician, physician assistant, nurse practitioner or licensed registered nurse using Centers for Disease Control and Prevention standards.

- ***Admission Process***

- A Comprehensive Assessment shall be completed, with each Resident, prior to admission. The Resident and/or responsible party shall complete the following prior to admission:
 - Application
 - Health Screening
 - Diet History and preferences
- On admission the Resident and or responsible party will review/complete:
 - Program Statement
 - Admission Agreement (which Includes lease, information authorization and media permission)
 - HIPAA Agreement Form
 - Resident Handbook
- Resident will receive a copy of all signed forms and a Resident Handbook.

V. FACILITY RESPONSIBILITIES

The Legacy at St. Joseph's shall be responsible for compliance with all laws governing the facility and its operations.

- Resident and employee records shall be adequately safeguarded.
- Resident Individual Service Plans (ISP)
 - Individualized Service Plans for the Residents shall be developed in writing within 30 days of admission, and reviewed at least annually.
 - When the needs of the Resident undergo substantial change, a reassessment of the Resident will be completed and the Individualized Service Plan shall be reviewed and updated as needed. Appropriate adjustments shall be made to the Individualized Service Plan.

VI. SERVICES

BASIC SERVICES PROVIDED

- Staff members will be available 24 hours a day to provide assistance and supervision in a supportive environment.
- Staff will observe and document changes in personal care/assistance needs and will refer to a health care professional and clinic services when indicated.
- Three meals a day will be offered, with diets as prescribed by attending physician and supervised by the Chef Manager and/or Certified Dietary Manager / Dietician. Snacks will be available 24 hours per day, 7 days per week.
- Special nutritional needs and diets shall be monitored and provided only upon physician order.
- Staff will assist with housekeeping. Staff will assist with laundry services if requested.
- Staff will provide assistance with following physician's orders.
- Medications will be administered by Resident Care Assistants / Certified Nursing Assistants who have completed the required CBRF medication training course through the State of Wisconsin. Medications may also be administered by a License Nurse on staff. Medications will be administered under orders of the Resident's physician and general supervision, and on-going training will be done by a Registered Nurse. All medications will be monitored on a regular basis.
- Leisure and socialization opportunities will be provided including educational, cultural, and recreational activities.
- A Registered Nurse will be on call 24 hours a day, seven days a week.
- Assistance will be provided in utilizing community resources such as home care and therapy services, if prescribed by a physician.
- Family or legal representative will be kept informed regarding the Resident's well being.
- Assistance with transportation arrangements may be provided.
- Review and identification of physical, psychosocial and emotional needs will be determined by staff, Resident and family members during admission assessment, service plan review and as needed.

SERVICES PROVIDED BY OUTSIDE AGENCIES FOR ADDITIONAL FEES

- As the need arises, personal care and intermittent skilled nursing care may be arranged for the Resident with area skilled nursing facilities.
- Psychological, psychiatric and social service intervention will be arranged as appropriate and addressed on the individual service plan.
- Transportation will be arranged with private or public providers for medical and recreational purposes when necessary.
- Pharmacy, podiatry, laboratory, and X-ray services may be arranged for the Resident.
- Hair stylist / Barber services will be available in the residence "Beauty Shop".
- Home health or hospice services may be provided according to Resident needs through licensed Home Health and Hospice Agencies. Assistance with making such arrangements will be provided by staff.
- Arrangements for outside therapy services including speech, occupational and physical therapy may be arranged for the Resident as requested or prescribed.

ASSESSMENT AND INDIVIDUALIZED SERVICE PLANS

- A comprehensive assessment will be completed upon admission, and reviewed at least annually and with any change in condition. Areas addressed in assessment include:

Physical health, including identification of chronic, short- term and recurring illnesses, oral health, physical disabilities, mobility status and the need for any restorative or rehabilitative care.

Medications the Resident takes and the Resident's ability to control and self-administer medications.

Presence and intensity of pain.

Nursing procedures the Resident needs and the number of hours per week of nursing care the Resident needs.

Mental and emotional health, including the Resident's self-concept, motivation and attitudes, symptoms of mental illness and participation in treatment and programming.

Behavior patterns that are or may be harmful to the Resident or other persons, including destruction of property.

Risks, including, choking, falling, and elopement.

Capacity for self-care, including the need for any personal care services, adaptive equipment or training.

Capacity for self-direction, including the ability to make decisions, to act independently and to make wants or needs known.

Social participation, including interpersonal relationships, communication skills, leisure time activities, family and community contacts and vocational needs

- Individualized Service Plans for the Residents shall be developed based on the Comprehensive Assessment. ISPs will be developed within 30 days of admission, and reviewed at least annually and with any change in Resident condition.

RESPITE CARE SERVICES

Respite care may be provided for the same client groups as our Residents. Minimum notice and stay requirements must be met which are:

- Minimum one (1) week notice for admission for respite care (based on availability).
- Minimum seven (7) consecutive day stay at The Legacy at St. Joseph's for respite care.

Persons admitted for respite care need to complete the Comprehensive Assessment prior to admission. Respite stays may not exceed 28 consecutive days in length as prescribed by law.

Persons admitted for respite care will receive a written temporary service plan upon admission and receive an individualized Service plan within 30 days of admission.

PERSONAL CARE MONITORING

- Staff will observe and document changes in personal care/assistance needs and will refer to a health care professional and clinic services when indicated.
- Registered Nurse will consult with Resident care staff and assess as necessary.
- Special nutritional needs and diets shall be monitored and provided only upon physician order.
- Residents shall receive an annual health assessment or physical examination.
- A Registered Nurse will be on call 24 hours per day seven days a week, to address concerns.

VII. TRANSFER AND DISCHARGE POLICIES

- *Transfer of Resident within the Home*

The Legacy at St. Joseph's may transfer a Resident to a different room, when necessary for medical reasons, Resident's welfare or the welfare of other Residents or The Legacy's staff.

▪ *Discharge Policy:*

- A decision to discharge a Resident from The Legacy at St. Joseph's may be made by the Administrative staff or the family in conjunction with other staff care providers. Normally, a month's written notice will be given.
- When it is apparent that the Resident is approaching discharge, the designated Administrative staff member will request a conference with the Resident and/or responsible party to discuss discharge plans. At this conference, discharge planning options will be explored with assistance given by staff for appropriate placement.

- *Emergency or Temporary Transfers* – If a condition or action of a Resident requires the emergency transfer of the Resident to a hospital, nursing home or other facility for treatment not available from the CBRF, the Resident shall not be involuntarily discharged unless given a 30 day notice with the reasons for said discharge specifically explained. During the time of a temporary transfer, the Resident remains responsible for the monthly fees of their room at the CBRF.

Transfers shall be accomplished only after status and needs have been identified by CBRF staff, Resident and/or Resident's guardian, which shall ensure an orderly, systematic and coordinated effort, to lessen stress for all concerned, when a Resident transfers from one level of care to another or to another facility.

- Any competent Resident or family member may initiate transfer or discharge at any time in accordance with the terms of the admission agreement if the Resident is not in the custody of a government correctional agency, committed under s. 51.20, Wis.Stats., or under a court-ordered protective placement under s. 55.12, Wis. Stats.
- *Discharge or Transfer Initiated by the Facility:* The Legacy at St. Joseph's retains the right to involuntarily discharge a Resident with a 30 day written advance notice. The notice will list the need for and possible alternatives to the discharge. Assistance with relocation to ensure suitable arrangements are made to meet the needs of the Resident will be available.

The Legacy at St. Joseph's Criteria for Admission and Retention: Each Resident must demonstrate that he or she meets the following criteria in order to be considered for admission and continued stay at the facility.

1. Do not have an ambulatory or cognitive status that is inconsistent with Facility's license classification of class "C" non-ambulatory (CNA) CBRF for the elderly and the handicapped.
2. Are not destructive of property or self, or physically or mentally abusive to others, unless Facility has sufficient resources to care for such an individual and is able to protect the Resident and others.
3. Do not require more than three (3) hours of nursing care per week except for a temporary condition needing more than three (3) hours of nursing care per week for no more than thirty (30) days, or unless the Department of Health Services grants a waiver from this requirement.
4. Do not require twenty-four (24) hour supervision by a Registered nurse or a Licensed Practical Nurse.
5. Do not have chronic personal care needs that cannot be met by Facility or a community agency.

6. Do not require chemical or physical restraints, except as may be authorized by law.
7. Do not require care above intermediate level nursing care.
8. Are not incapacitated, unless the person has a health care agent under a valid and properly activated power of attorney for health care, or a court-appointed guardian, except for the admission of an incapacitated individual who does not have such a legal representative and who is admitted directly from the hospital according to the provisions of Wisconsin law.
9. Have physical, mental, psychiatric and social needs that are compatible with Facility's client group as described in Facility's program statement.
10. Have entered into an Individualized Service Plan and agree to revise the Individualized Service Plan when there is a documented and significant medical reason for doing so
11. Fifty -five years or older.
12. Able to eat independently or willing to accept assistance to maintain safety.
13. Perform activities of daily living or accept assistance as needed to maintain safety and hygiene.
14. Walk safely or use support equipment (cane, walker, wheelchair or motorized scooter) safely and independently or accept assistance as needed. Nursing evaluation to determine safety and appropriateness will be required prior to Resident utilizing a motorized scooter. Resident will be responsible for the cost of the evaluation.
15. Able to transfer independently or with assistance from one-two person, or with use of a mechanical lift.
16. Able to maintain or accept assistance to maintain a safe and sanitary environment, free from hazards.
17. Not at risk of injury to self or others.
18. The Legacy at St. Joseph's is a non-smoking facility.
19. Health Screening. Resident shall submit to Facility documentation showing that Resident has been screened for clinically-apparent communicable diseases, including tuberculosis, within the previous ninety (90) days prior to admission or seven (7) days after admission. This testing shall include an Interferon Gamma Release Assay (IGRA) blood test, an X-ray or Mantoux 5TU PPD skin test. Such screenings must be conducted by a physician, physician assistant, nurse practitioner or licensed registered nurse using Centers for Disease Control and Prevention standards.
 - A positive TB test will necessitate a follow-up chest x-ray
 - Annually, documentation shall be submitted consisting of a yearly physical or documentation of visits that occurred since last physical
20. Provide a copy of advanced directives that are in place, such as, Power of Attorney for Health Care, Durable Power of Attorney for Finances, Living Will and Do Not Resuscitate form
21. Provide documentation if there is a psychiatric history

22. Participate in an admission face-to-face assessment

The Legacy at St. Joseph's Criteria for Discharge:

- Nonpayment of charges, following a reasonable opportunity to do so.
- There is imminent risk of serious harm to the health or safety of the Resident, other Residents or employees, as documented in the Resident's record.
- Care is required beyond that of the CBRF license classification.
- Care is required that is inconsistent with The Legacy at St. Joseph's program statement and beyond that which The Legacy at St. Joseph's is required to provide under the terms of the admission agreement or applicable regulations.
- Medical care is required that the CBRF cannot provide.
- As provided under s.50.03(5m), Wis. Stats.
- As otherwise permitted by law.

VII. RULES AND GUIDELINES OF FACILITY

For the mutual benefit and safety of all Residents of The Legacy at St. Joseph's, the following guidelines are in effect:

1. Meals---Times as listed in the Resident Handbook
2. Bed linens cleaned on a weekly basis. Personal laundry is managed by the Resident or family. Resident may arrange for The Legacy to do personal laundry if they desire (see **EXHIBIT B**). Residents are expected to wear a clean change of clothing and change as necessary.
3. Residents must bathe at least weekly.
4. Residents must keep rooms free of clutter to avoid safety concerns.
5. Smoking, including e-cigarettes is prohibited in ALL areas or grounds of The Legacy at St. Joseph's.
6. Residents are required to sign in and out in the log book when leaving and returning to The Legacy at St. Joseph's.
7. All electrical fixtures must be approved by Administration, to ensure Resident safety and fire protection for all Residents
8. Residents are asked to bring with them, upon admission to The Legacy at St. Joseph's:
 - a. Personal toiletries, e.g. toothbrush, toothpaste, all personal incontinence supplies, (ex: Depends, wipes), shavers, hair dryers, creams, lotions, etc.
9. Residents are encouraged to bring personal items for their rooms, such as pictures and other items.

10. If staff is administering medications, Residents may not bring or permit others to bring any prescription medicine or over-the-counter drugs into The Legacy at St. Joseph's without prior permission from the nurse.
11. Residents must be appropriately dressed while in the common areas of The Legacy at St. Joseph's. This includes ensuring that personal hygiene habits have been observed.
12. For their own safety, Residents are requested to not walk in the staff kitchen or staff laundry area.
13. Residents are permitted to visit with representatives from state and federal agencies, clergy, personal physician or legal representative.
14. A Resident or their legal representative (Guardian or activated Health Care Agent) may withdraw an individual's visiting privileges at any time.
15. Residents may have visitors as he/she permits or deny visitors as he/she permits.
16. Visitor Responsibilities:
 - Visitors should not visit if they are feeling ill.
 - Visitors must follow transmission-based precautions (wash hands, cough into sleeve, etc.) and use personal protective equipment (gloves, masks, gowns, etc.) as instructed.
 - Visitors may not interfere with the plan of care or the provision of care.
 - Visitors may not compromise DQA requirements.
 - Visitors must be considerate and respectful of the Resident, other Residents and their visitors, staff, facility, and other Resident property.
 - Visitors must cooperate with disaster plans and drills.
18. Visitors could be asked to leave if:
 - Resident requests.
 - Visits are medically contraindicated (the Resident is contagious and/or the visitor is contagious, etc.).
 - They are inebriated or disruptive.
 - They endanger the safety of the Resident, other Residents, or staff.
 - They are disturbing or abusive to the Resident, other Residents, or staff.
 - There are any other issues that could be deemed dangerous or have a negative impact on the Resident, other Residents or The Legacy at St. Joseph's.

COMMUNITY RESOURCES

Residents and/or their significant other(s) will be informed of community resources available and/or used to guarantee arrangements for any needed services.