



SAZE COMMUNITY SERVICES INC.

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PROGRAM DESCRIPTION

Our Mission

Our mission at Saze Community Services is to provide quality support and services for individuals with developmental disabilities to afford them an opportunity to prosper and function like all other citizens.

Our Vision/Philosophy

The board of directors, leadership, and staff of SAZE Community Services are dedicated to the values of integrity and professional ethics, confidentiality in the handling of information, and teamwork. It is through this philosophy of placing the needs of others before our own that guides our commitment to assist people with disabilities to achieve success in their personal goals.

SAZE Community Services is a community of staff, volunteers, and board members dedicated to creating a society in which our program participants and their families are treated as valued and cherished members.

Our Core Beliefs

- We cherish the individuals we care for and work with them to become positive and productive members of society.
- We believe all individuals deserve to live a life that is free from physical, sexual, and emotional harm.
- We advocate in the best interest of our program participants.
- We behave ethically and act at all times in creative rather than destructive ways.
- We value diversity and treat each other with consideration and appreciation of one another's worth.

SAZE COMMUNITY SERVICES INC. CILA (Community Integrated Living Arrangement) Program is a residential program that provides services and supports to individuals with intellectual disabilities in accordance with the guidelines and regulations of the Department of Human Services. Each residential facility and all program aspects are approved, licensed and certified by the Department of Human Services. In addition, all program components will be accredited by CARF.

SAZE COMMUNITY SERVICES INC. CILA program allows individuals served to reside in his/her own home or in a natural family home and provides an array of services to meet his/her individualized needs. Living arrangements range from single occupant apartments to homes with no more than 8 individuals residing together. Trained staff personnel are on site 24 hours a day to assist individuals with program goals and activities.

Services are oriented to the individual and are designed to meet the needs of the individual and his/her family. Individuals are recognized as persons with basic needs, aspirations, desires and feelings and are citizens of the community with all of the rights, privileges, opportunities and responsibilities afforded other citizens. Only secondarily are they individuals with an intellectual disability.

Based on their individual needs, persons served will receive supervision and supportive services which may be continuous or intermittent. Individualized support services are provided to program participants by staff trained to facilitate skill development and enhancement. The C.I.L.A. program is designed to teach, mold and modify behaviors in preparation for independent living, economic self-sufficiency and integration into the community through the interdisciplinary process.

ADMISSION CRITERIA/DESCRIPTION OF PERSONS TO BE SERVED

The CILA Program has its own eligibility criteria for program participation. Program participants must meet the following guidelines to be considered eligible for the CILA Program.

1. Must be at least 18 years of age
2. Must have a diagnosis of intellectual disability/Mental Retardation
3. Must agree to participate in a self-medication management program with or without assistance
4. Must be eligible for SSI/SSA benefits
5. Must be approved for placement and funding by the Department of Human Services
6. Must agree to give informed consent to participate in the CILA Program
7. Must agree to participate in the development and implementation of the Individual Service Plan
8. Must provide required assessments
9. Must demonstrate a need for services and a supervised living arrangement

All intakes are subject to review by the Intake Committee prior to placement.

SAZE COMMUNITY SERVICES INC. has a no decline policy and will offer services to all perspective program participants, regardless of their level of disability, diagnosis, age, limitations or ethnic background, contingent upon meeting the DHS guidelines for eligibility.

CRITERIA FOR TERMINATION/DISCHARGE

Program participants may exit the CILA program as follows:

1. The individual, family or guardian desires to stop program participation
2. The individual's physical disability or medical condition places the individual in danger and the individual's needs can no longer be met by the program
3. The individual exhibits maladaptive behaviors that places the individual or others in serious danger
4. The individual no longer benefits from CILA services
5. The individual is to be transferred to a program offered by another agency and the transfer has been agreed upon by the individual, family and/or guardian, the transferring agency and the receiving agency.

All program participants will be notified in writing no less than 30 days prior to termination or discharge from the program. The Discharge Committee will review all discharges prior to termination from the program. In the event of a discharge for any reason, the Discharge Committee will recommend alternative services that better meet the needs of the individual.

Termination may also occur whenever individuals are required to be absent from the living arrangement for an extended period. The agency will not consider termination unless an absence has been at least 60 days in duration and it is documented that the absence is expected to continue indefinitely.

Termination of services will occur only when the termination has been approved by the DHS.

No individual will be denied services, suspended or terminated from services or have services reduced for exercising any of their rights.

NO DECLINE OPTION

SAZE COMMUNITY SERVICES agrees to a No Decline option. It is the policy of SAZE COMMUNITY SERVICES that no individual seeking residential placement will be denied or declined services. Lack of space in our program will not be used to suspend or discharge individuals and will be used only to deny admission to a program that is presently at capacity. SAZE Community Services Inc. therefore, may decline services to an individual, because of insufficient program capacity to accommodate the particular type or level of disability and cannot, after documented efforts, locate a service provider which has the capacity to accommodate the particular type or level of disability.

No otherwise qualified persons will be denied placement into the CILA program on the basis of his/her physical disability or level of intellectual disability.

It is also the policy of SAZE Community Services Inc. not to discriminate in the admission and provision of needed services to individuals on the basis of race, color, religion, national origin or disability.

MEASURABLE OBJECTIVES

SAZE COMMUNITY SERVICES INC. measurable objectives include but are not limited to the following areas of *Program Quality Review*:

1. ***Participation Satisfaction Surveys***- these surveys are conducted by face to face interviews with program participants as well as secondary service recipients and focus on the satisfaction of the program participants in the areas of Choice, Independence, Self-Advocacy, Community Integration and Dignity and Respect.
2. ***Individualized Program Plans***- these service plans are developed along with the input of the service recipient and are tailored to meet the specific needs and deficits of the program participant. Annual and Semi-Annual reviews of these goals afford the Community Support Team (CST) the opportunity to meet the needs of the person served.

SOURCE OF REFERRAL AND FUNDING

All referrals will be screened for funding thorough the PAS screening process and must be eligible for DHS funding prior to placement. Referrals to the CILA program are received from various sources such as:

1. Referrals from PAS offices
2. Referrals from other agencies
3. Referrals from state operated facilities
4. Referrals from parents or family members in which the service recipient resides in the natural home or family members home, and can no longer be maintained or given the required services in the home

TRAINING AND SUPPORT/ DESCRIPTION OF RANGE OF SERVICES TO BE PROVIDED

Program participants of the CILA program are offered an array of training and support services geared to assist each individual in the development of individualized goals to foster independence and integrated community living. Training services are designed from each program participant to develop skills in performing activities of daily living, including self- help skills, motor skills, communication, enhancement of emotional and personal development, positive self- image, promote experiences and opportunities for gaining useful occupational, prevocational and vocational skills.

Based on appropriate evaluation and objectives, each program participant is given the choice to participate in a variety of skill and training programs including but not limited to the following:

- 1) Assist and plan household activities such as, maintaining the property, cleaning their own bedrooms, and daily upkeep of all areas of the home
- 2) Plan, prepare and serve meals
- 3) Shop for groceries, purchase their own clothing and non-food items
- 4) Use laundry facilities
- 5) Use public transportation
- 6) Access community resources such as local clinics, hospitals, churches, post offices, libraries and banking facilities
- 7) Increase acceptable social behaviors
- 8) Self-Medication training program
- 9) Client Council Meeting Participation

QUALITY ASSURANCE PROGRAM

A systematic program evaluation review is essential to maintaining quality services and the satisfaction of the program participants. The Program Quality Review Committee and the Program Evaluation Committee will ensure that these standards are maintained at their highest level at all times.

A Program Quality Review is completed quarterly for each fiscal year and consists of:

1. Case Records Review
2. Participation Satisfaction Surveys
3. Secondary Service Recipient Surveys
4. On Site Program Reviews
5. Interviews with staff personnel

A Program Evaluation consisting of monthly, quarterly and annual reviews is essential to the development and enhancement of all areas of service delivery. Program Evaluation reviews consists of:

1. Monthly Funding Review
2. Monthly Management Reports
3. Monthly Staff Payroll Reports
4. Quarterly Satisfaction Surveys

STAFFING

Each residential facility is managed and maintained by a Program Director and /or a Residential Supervisor. The duties and responsibilities of the supervisory personnel include, but are not limited to:

- Planning, coordinating and participating in the activities of the home and the community
- Assisting in establishing and implementing procedures for admitting individuals to the home and providing related services
- Recruiting, supervising and coordinating activities of staff personnel
- Keeping Direct Support Persons (DSP) staff informed of changes in responsibilities or procedures
- Interpreting Program plans to parents, guardian and visitors
- Establish relationships with community services, to facilitate the use of such services by program participants
- Providing recommendations and reports reflecting the home's programs and operations.

Each Program Director or Residential Supervisor will supervise a number of DSP'S. The DSP'S are responsible for the implementation of the training program as outlined by the program participants Individualized Service Plan (ISP) or Individualized Habilitation Plan (IHP). Direct Support staff, are trained to provide individualized care and are designated to provide support and assistance to enable program participants to acquire the necessary skills to live as independently as possible.

The staff to client ratio is determined on a case by case basis.

In addition, consultative services as outlined in each individual's ISP/IHP, are available at all times for each residential facility and each program participant. These services include, but are not limited to:

1. Registered Nurse
2. Psychiatrist/Psychiatric
3. Psychologist/ Psychological
4. Dentist/Dental
5. Optometry
6. Podiatry
7. Dietitian/Dietary
8. Physical Therapy
9. Occupational Therapy
10. Speech Therapy

In maintaining compliance with CILA standards, the Program Director or the Residential Supervisor may also function as the Qualified Intellectual Disabilities Professional (QIDP).

The Community Support Team (CST) consists of the QIDP, as indicated by the individual's primary disability, the individual, the individual's guardian or parent, unless the individual is his or her own guardian and chooses not to have his or her parent involved, or if the individual has a guardian and the guardian chooses not to involve the individual's parent, providers of services to the individual from outside the licensed CILA provider agency, and persons providing direct services in the community.

In addition, the CST will be the central structure through which CILA services are provided to one or more individuals. The CST shall be responsible for all aspects of planning and implementation of the individuals served.

A CST member who is a QIDP will be designated for each individual and shall assure that all program components are met in accordance to DHS, the program, residential setting and the individuals served.

STAFF DEVELOPMENT

All staff personnel are required to participate in the DSP training programs as outlined by the DHS.

All Nurse Trainers are required to participate in the Nurse Trainer Program as outlined by the DHS.

Staff which work with program participants are also required to participate in On-the-Job and Classroom Training on an on-going basis in the following areas but not limited to:

1. Cardiopulmonary Resuscitation (CPR), Heimlich Maneuver and First Aid
2. Concepts of Treatment, Habilitation and Rehabilitation including, Behavior Management, Normalization, Age Appropriateness and Psychosocial Rehabilitation depending on the needs of the individual served
3. Safety, Fire and Disaster procedures
4. Abuse and Neglect, Unusual Incident Prevention and the Handling and Reporting of Incidents
5. Individual Rights and Confidentiality
6. The Nature, Structure, Development and Implementation of the ISP/ IHP
7. Formal assessment instruments used and their role in the Development of the ISP/IHP
8. The type, dosage, characteristics, effects and side effects of medications
9. Screening for involuntary muscular movement such as Tardive Dyskinesia
10. Documentation/Record keeping requirements with reference to the ISP/IHP
11. Specialized Care training specific disabilities treatment and intervention techniques
12. Techniques for monitoring and regulating hot water temperatures
13. And any other training as it relates specifically to the type of disability, treatment and intervention techniques being used specifically for the individual served and geared towards assisting staff personnel to meet the objectives of the ISP/IHP.

SAZE Community Services is a community of professionals dedicated to providing the highest level of quality services to our program participants and their families.

All services are delivered with respect to the (405 ILCS 5/) Mental Health and Developmental Disabilities Code and the Illinois Mental Health and Developmental Disabilities Confidentiality Act (“IMHDDCA” or “Act”), 740 ILCS 110/1.