

# Able-

SERVICES

## *Able Training Center Program Overview*



*May 2015*



## Organizational History

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**Leg Up Farm** is a comprehensive outpatient therapy center located in York County, Pennsylvania designed exclusively for children and young adults up to the age of 21 with disabilities, developmental delays, and acquired injuries. Incorporated as a non-profit organization in November 1997, **Leg Up Farm** began offering limited programs and services to the public in its new 20,250 square-foot facility on April 9, 2010. An additional 24,300 square-foot barn and indoor riding arena was completed in November 2010. The Wellness and Education Center opened in September 2013. A total of more than 18 acres, collectively known as the Rainbow Gardens, is available for therapeutic and recreational use at the site – including a handicap-accessible playground, music garden, walking paths, and one of country’s largest outdoor koi ponds.



Shortly after opening, **Leg Up Farm** became keenly aware that many of the children they served would soon “age out” of the programs they offered with limited opportunities for continued growth. To bridge the age gap and address this growing need in the community, **Leg Up Farm** assumed control of York County Able-Printers and founded **Able-Services** in June 2014. As a member of the **Leg Up Farm** family, **Able-Services** provides life-span services and customized day programming experiences for special needs adults, ages 18-59. These experiences include the teaching of general vocational skills, as well as specific opportunities in horticulture and screen printing.



**Leg Up Farm**’s philosophy is to enrich the development of each client regardless of diagnosis and to support the family as an integral member of the caregiver team. Based on the work of many different leaders in the developmental model, treatment is designed to be client-centered and to focus upon the strengths and challenges of the individual as a **whole**. **Leg Up Farm** believes that every person is *special* and that human relationships are critical to an individual’s development and overall well-being. For therapy and programming to be maximally effective, everyone involved in caring for the individual must work together ... from family and friends, to doctors and therapists, to teachers, volunteers, and community members. **Leg Up Farm** has

coined the phrase **“Circle of Care”** depicted in the illustration below to describe its client-centered, community-based, transdisciplinary team approach to programs and services.

At **Leg Up Farm**, each person is at the center of an individually-tailored therapy program. Our strategy for success includes a mix of highly effective programs and services delivered in fun, safe, client-friendly environments – both indoors and out. Every effort will be made to include all caregivers, including parents and siblings, in the ongoing development and implementation of each individual’s program.



## **Able Training Center (ATC) Licensure**

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Able-Services’ ATC is in compliance with the Title 55, PA Code, Chapter 2380 Regulations for Adult Training Facilities. It is licensed by:

**The Department of Public Welfare**

Central Region

Willow Oak Building, Room 430

P.O. Box. 2675

Harrisburg, PA 17101-2301

## **ATC Acceptance Criteria**

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- 1:6 Staff-to-Participant Ratio
- Consolidated or Person/Family Directed Support Waiver Funding
- Desire to Participate
- Reliable Transportation
- 5 Days per Week Participation

## Referral & Enrollment Process

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1. **Initial Contact:** A call is made to Able-Services' Program Director or Program Specialist.
2. **Initial Visit:** A visit/tour of Able Training Center is scheduled , preferably with client, family, and supports coordinator.
3. **Interest in Service:** The individual/family/advocate expresses an interest in attending Able Training Center – this may mean another call to the Program Director/Program Specialist or simply stating interest at the time of the tour.
4. **Securing Funding/Method of Payment for Service & Records Collection:** Funding must be secured and the following records obtained prior to admission:
  - a. **Completed Application**
  - b. **Physical Exam** – the physical must have been completed within the year, signed, and dated by a physician
  - c. **Immunization Records** – Must be complete and include a Mantoux Tuberculin test must have been completed within 2 years and a Tetanus booster must have been completed within the last 10 years.
  - d. **Free & Clear Statement** – A physician's statement that the individual is free from communicable diseases. If not, the physician should list any precautions that must be taken. This is usually included in the physical.
  - e. **Medical and/or Developmental History** – This is typically called a Lifetime Medical Report and should be obtained from a physician or a complete history must be written by parents/guardians.
  - f. **Emergency Medical Information/Medical Insurance Information** – A contact name and number in case of an emergency and the insurance policy name and number. A copy of the insurance card must be obtained. Emergency information is included on the application.
  - g. **Legal Guardianship Documentation** (if applicable)
  - h. **Medication Information** – A list of current medications, dosage, and time of administration. If the medication is to be taken during

program hours, the medication must be in its original prescription container. ALSO: if the individual should require over-the-counter medications such as Tylenol or Tums, we must have a doctor's prescription, as we cannot administer any over-the-counter medications without a prescription.

**i. Most Recent Psychiatric or Psychological Evaluation**

5. **Individual and/or Family is Notified of Acceptance Into The Program:** Start date and schedule are determined
6. **First Day:** Individual meets with his/her Program Specialist for fire safety tour and initial paperwork. If individual has a legal guardian, they must also be present to complete required paperwork. The Program Specialist is responsible for developing goals, conducting review meetings, and communicating with the individual and his/her team as to progress, questions, or concern.
7. **60 Day Assessment:** Completed by the Program Specialist within 60 calendar days.
8. **90 Day Individual Support Plan:** Meeting scheduled and completed by the Program Specialist within 90 calendar days

## **Program Area Descriptions**

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**Pre-Vocational Training:** Basic skills and concepts of increasing complexity are addressed in varying work areas, depending on the needs of the program participant.

**Activities of Daily Living:** Program Participants are introduced to tasks and activities that enable them to achieve independence and improve self-awareness. This includes participation in areas such as mobility, personal hygiene and self-care, and community living and involvement. These areas help to provide opportunities for self-expression and achievement.

**Social Skills:** Program Participants participate in social activities and are taught examples of acceptable behavior and interaction through their participation in various situations, instruction, and role-playing and modeling activities. In addition, participants learn conflict resolution, anger management, and interpersonal relationship skills.

**Leisure/Physical Fitness/Recreation:** Program Participants are a part of activities that assist them in enhancing their gross and fine motor skills, eye/hand coordination, recreational play, and leisure experiences for personal and social development. Participants utilize a greenhouse space to learn to grow and care for plants and produce to enhance their skills and self-esteem as they produce products that can be used in other areas of the program. Additional activities include theatre, arts and crafts, fitness activities, and games.

**Communication:** Effective communication skills are taught through activities, role-playing, and modeling, including conversational skills, vocabulary, spelling, and letter writing.

**Community Participation:** Program Participants are involved in community activities so that they may experience cultural enrichment, enhance their self-esteem, and develop a sense of belonging.

**Nutrition/Health:** Program Participants learn many skills to address health and nutrition needs. These lessons may begin in the greenhouse with planting and growing healthy foods and carry over into programming where they learn how to prepare the items they grow in a healthy way, plan menus, and utilize appropriate personal hygiene.

**Self-Advocacy:** Program Participants are encouraged to advocate for themselves and support is provided as needed, as well as a nurturing atmosphere that communicates a respect for all and the importance of each person's feelings and opinions.

## **Program Rules & Regulations**

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1. Physical appearance should be neat and clean.
2. Obey all safety signs and engage in proper safety practices.
3. Treat others with respect and common courtesy.
4. Store personal belongings in the designated places provided upon arrival.
5. Adhere to all fire and safety procedures.
6. The Able Training Center and its property are smoke free. There is no smoking allowed at any time during program hours.

7. All areas of the building must be kept neat and clean.
8. Receive permission/assistance from a staff member before using any tools, appliances, or machines.
9. Wear or use protective equipment as needed (goggles, safety shoes, gloves, etc.)
10. Immediately report any accidents or emergencies to staff.
11. The use of drugs and alcohol are strictly prohibited.

## Program Operation Information

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**Lunch:** Each person is responsible for bringing a lunch daily.

**Transportation:** Each participant is responsible for arranging their own round trip transportation and notifying their transportation provider if they are unable to attend or if the program is closed for a holiday, in-service, or inclement weather.

**Inclement Weather:** If the decision is made to open the facility late or close for the day, due to inclement weather, notification will be made as follows:

1. Program Participants will be notified at the listed emergency contact phone number that the program will be opening late or closing for the day.
2. A pre-recorded message will be placed on the Leg Up Farm answering machine – (717) 266-9294 and the Able-Services answering machine – (717) 384-6130; and
3. A notice will be posted on the Leg Up Farm Facebook page – <http://www.facebook.com/#!/groups/legupfarm/>

**Hours of Operation:** The facility opens at 9:00AM and individuals must be picked up no later than 3:30PM.

**Medications:** No medications will be administered without meeting the requirements of the medication policy. This includes the storage of medications in their original prescription container and the provision of prescriptions before the administration of any over-the-counter medications. All medication changes/instructions must be submitted to Able-Services staff members in writing from the individual's physician. We are prohibited from accepting verbal instructions.

**Health Policy:** It is the policy of Able-Services, Inc. that program participants stay home if they are ill, as any person who is not feeling well should be in the comforts of home, not in a day programming environment. Participants should stay home or will be sent home in the event that any of the following are observed: high seizure activity, diarrhea, vomiting, abnormally unsteady gait, excessive lethargy, fever or subnormal body temperature. If a participant is unable to attend programming due to illness, please contact Able Training Center to let staff know they will be absent and when they will be returning, if known.

A participant who has a contagious/infectious\* condition is to remain home a minimum of 24 hours after starting an antibiotic. Although the person is no longer contagious after 24 hours, it is understood that he/she may still not feel up to par and require more time to recuperate at home.

A participant who contracts a communicable disease\* requires a written statement from a physician to return to the program. This written statement must contain the diagnosis, any physical limitations, and precautions that must be taken in order to prevent the spread of the disease to other individuals.

*\*Contagious/Infectious* – an illness in which an infection is present and is easily transmitted from person to person by casual skin contact or respiratory droplets when coughing or sneezing.

*\*Communicable Disease* – an illness due to a specific infectious agent or its toxic by-products. This illness is passed by transmitting the infectious source of an infected person or an infected non-living object to a susceptible person, either directly or indirectly within the environment.

**Fire Safety Policy & Procedure:** All people we support shall be instructed in each person's primary language or mode of communication, upon initial admission, and re-instructed annually on these topics: general fire safety, evacuation procedures, responsibilities during fire drills, the designated meeting place outside the building or within the fire safe area in the event of an actual fire. If a person we support is medically or functionally unable to participate in the fire safety training, the facility will keep documentation specifying why the person could not participate. A staff person will be assigned to ensure that person exits the building during emergencies.

**Holidays:** Able-Services will be closed on the following holidays/in-service days. A yearly calendar will be sent home to inform you of the exact dates of the closings.

<b>Holiday</b>	<b>Number of Days Closed</b>
New Year's Day	1
Memorial Day	1
Independence Day	1
Labor Day	1
Thanksgiving Day	2
Christmas Day	2
In-Service Days for Staff	4





Thank you for inquiring about our program and services.  
For more information, please contact us at:

**Able-Services, Inc.**  
**Able Training Center**  
3100 North George Street  
York, PA 17406  
P: 717-384-6130  
F: 717-855-2533  
[kwood@able-services.org](mailto:kwood@able-services.org)

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