



A program of Abilities First  
**Participant Handbook**

Art Inspired Academy  
230 S. Market St.  
Springfield, MO. 65804  
417-886-0404 ext. 4

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## MISSION STATEMENT

**Mission:** Turning abilities into opportunities helps create a community where we all have more likenesses than differences.

**Vision:** Expand opportunities, empower voices, and enable people with developmental disabilities to realize their dreams.

### Core Values:

Selfless, Respectful Service;  
One Team, One Vision;  
Inspire Others;  
Be Resourceful, Never Give Up;  
Seek Knowledge, Embrace Change

This handbook has been provided so you can review the general procedures and information about the Art Inspired Community Services Programs. Please contact your Supervisor with any questions regarding the meaning and content of this handbook.

## 1. ADMISSION CRITERIA

Abilities First operates Art Inspired Academy, an inclusive creative arts program which will provide opportunities to you whether you have a disability or not. Activities take place in community settings in and around the Greene County area. Referral sources are families, individuals, Support Coordinators and the Springfield Regional Office (DMH). If you are approved through the Missouri Department of Mental Health (DMH) and Southwest Missouri Autism Project (SWMAP), you will have assessments and an Individual Support plan (ISP) that reflects your short-term goals that are achievable in the amount of hours authorized. If you are not affiliated with DMH or SMWAP, and pay privately, you can request to have a goal(s) established at the beginning of a class session with the instructor for that class. If this is established then the instructor will gather documentation relating to that goal or goals throughout the class session and provide a written review/report to you or your parents at the end of the time period for that class. The final decision on providing services will be made by Art Inspired Academy/Abilities First administration. Art Inspired Academy will not discriminate in their services delivered due to race, color, sex, marital status, disability, age, or religion.

Art Inspired Academy at no time obligates itself to serve or to continue to serve anyone whose medical condition is too delicate or beyond our means to support or who is considered a danger to other students or staff. Art Inspired Academy will not be responsible for administering medication. If you require medications during class time, you must either self-administer or have someone with

you that will be responsible for administration. A consent form to self-administer will be signed by the you, your parent, or Guardian prior to starting with AIA.

Art Inspired Academy will require an annual personal plan and proper authorization for you before services may begin for individuals if you are served through DMH or SWMAP. If sufficient personnel hours are available to provide adequate support for the outcomes, then service can begin right away. Art Inspired Academy operates on a first come first served basis. If you are private pay, not affiliated with DMH or SWMAP, you, your parent or guardian may request to have a specific goal(s) developed prior to the class session starting with the instructor assigned to that class. If this is established, the instructor will gather documentation relating to that goal or goals throughout the class session and provide a written review/report to you, your parent or guardian at the end of the time period noting observations and progress or regression on goals for that class or time period.

## **2. DISCHARGE CRITERIA**

Reasons services might be terminated include the following:

- If you become too ill for services, or move outside of the area
- There is no funding source for you to receive services
- If you become uncooperative (i.e. refuses services for a month or has several absences, unwilling to participate in offered assistance)
- Achieves the short-term goals set and no further assistance is needed
- If it is determined that you will need staff or caregiver support to administer medication during class time
- If it is determined that you need a Behavior Support Plan and the agency does not have proper staffing or resources necessary to implement the plan
- Guardian or you choose other programs

If you receive DMH or SWMAP services, Art Inspired Academy will give a 30-day notice, if possible, to the Support Coordinator if the decision is made to terminate services. Art Inspired Academy will cooperate in transitions if possible or needed. Art Inspired Academy may request a meeting with the Support Coordinator and interrupt services until a meeting can be held if problems arise with you or service. If you are private pay, not affiliated with DMH, a meeting will be held with you, your parent, and/or caregiver and the Program Manager to explain why it is felt that Art Inspired Academy cannot meet your needs through our program.

## **3. COST TO PARTICIPATE**

Each class is assigned a cost and is published in the class schedule for that Term

Funding Sources include:

- Private Pay
- Scholarships
- Springfield Regional Office (DMH)

- Southwest Missouri Autism Project (SWMAP)
- CC Links (Individuals receiving services through CC Links Case Management in Christian County)

#### **4. REQUIRED EMPLOYEE TRAINING**

Art Inspired Academy administration will ensure that staff maintains certifications consistent with our DMH/SWMAP contract agreement. These mandatory certifications include CPR, First Aid, Abuse and Neglect training, Positive Behavior Support training, Quality Outcomes training, confidentiality and client rights. Art Inspired Academy administration may mandate other trainings beneficial to staff persons whenever necessary.

If you receive funding through DMH or SWMAP has a Personal Plan that has a narrative of information about you and your goals/outcomes to achieve. The employee is to read, understand, and follow the information described in the personal plan. Prior to the first class, AIA instructors will write implementation strategies for each goal where AIA is responsible for tracking. Each employee working directly with you will receive training on the Personal Plan and implementation strategies for you. If you are private pay, not affiliated with DMH or SWMAP and do not have a Personal Plan, the you, your parent or guardian may request that a goal(s) be established prior to the class session starting with the assigned instructor. The instructor will gather documentation relating to that goal or goals throughout the class session and provide a written review/report to you, your parent or guardian at the end of the time period for that class.

Employees working with you will be trained about you and any specific needs you may have. Training includes spending direct time with you, reviewing the Personal Plan or outcome sheets as well as class observation.

#### **5. ABUSE AND NEGLECT OF INDIVIDUALS**

Art Inspired Academy's policy is that individuals participating in our program are free from neglect, misuse of funds and property, verbal abuse, physical abuse, and sexual abuse as defined by the Department of Mental Health:

- **NEGLECT-** Failure of an employee to provide reasonable or necessary services to maintain the physical and mental health of any Individual and when that failure presents either imminent danger to the health, safety, or welfare of a Individual or a substantial probability that death or serious physical injury would result. This includes but is not limited to failure to provide adequate supervision during an event in which one Individual causes serious injury to another Individual.
- **MISUSE OF FUNDS/PROPERTY-** The misappropriation or conversion for any purpose of an Individual's funds or property by an employee or employees with or without the consent of the

Individual. The purchase of property or services from an Individual in which the purchase price substantially varies from the market value.

- VERBAL ABUSE- An employee making a threat of physical violence to an Individual, when such threats are made directly to an Individual or about an Individual in the presence of an Individual. A single count of verbal abuse will result in the perpetrator being placed on the Employee Disqualification Registry.
- PHYSICAL ABUSE- An employee purposefully beating, striking, wounding, or injuring any Individual. In any manner whatsoever, an employee mistreating or maltreating an Individual in a brutal or inhumane manner. An employee handling a Individual with any more force than is reasonable for an Individual's proper control, treatment, or management.
- SEXUAL ABUSE- Any touching, directly or through clothing, of an Individual by an employee for sexual purpose or in a sexual manner. This includes, but is not limited to, the following:
  - Kissing
  - Touching of the genitals, buttocks, or breasts
  - Causing a Individual to touch the employee for sexual purposes
  - Promoting or observing for sexual purpose any activity or performance involving Individuals including any play, motion picture, photography, dance, or other visual or written representation
  - Failing to intervene or attempting to stop inappropriate sexual activity or performance between Individuals
  - Encouraging inappropriate sexual activity or performance between Individuals
- This rule applies to any director, supervisor, or employee of the agency. Any such person shall immediately file a written complaint if that person has reasonable cause to believe that a Individual has been subjected to any of the following while under the care of an agency: physical abuse, sexual abuse, misuse of funds/property, neglect, or verbal abuse. The complaint shall be made to the Program Manager.
- Failure to report shall be cause for disciplinary action, criminal prosecution, or both.
- The Program Manager shall immediately report to the local law enforcement if there is a reasonable suspicion that any of the following abuse or neglect has occurred: sexual abuse, abuse or neglect that results in physical injury, or abuse, neglect, or misuse of funds/property if the Program Manager has cause to believe that criminal misconduct is involved.
- If a complaint has been made under this rule, the Program Manager and employee shall fully cooperate with law enforcement authorities and with department employees or employees from other agencies authorized to investigate the complaint. Failure to cooperate may result in dismissal of employee.
- If receiving services through DMH : Within twenty (20) calendar days of receiving the final report of the investigator, the alleged perpetrator will receive a letter summarizing the allegations and findings for the alleged abuse or neglect, as will the agency. The employee and/or agency may present evidence and submit comments in a meeting with the department;

they must notify the department within twenty calendar days. If the department is not notified, the department will make a final determination, and all parties will be notified via mail. An appeals process is available and explained in letter.

The following abuse and neglect issues are defined and enforced by this agency:

- **NEGLECT II-** Failure of an employee to provide reasonable or necessary services to a client according to the treatment, habilitation, or rehabilitation plan, if feasible, or according to acceptable standards of care. This conduct will be dealt with by agency directly.
- Notification of the following is the responsibility of Art Inspired Academy:
  - Parent/guardian: verbal and written
  - Complainant: within five days (receipt and initiation)
  - Law Enforcement: sexual abuse, physical abuse with injury, and any other incident believed to be criminal misconduct
  - Alleged Perpetrator: within twenty days (along with action steps)
- Under new rules in sexual abuse cases, rape kit exam is to be conducted by Independent Medical Experts with experience in examination.
- Art Inspired Academy will not tolerate employees that have had complaints of ill treatment to clients. Art Inspired Academy reserves the right to terminate staff on the suspicion of ill treatment. If a staff is investigated of committing an offense, they will be suspended without pay while a formal investigation takes place. Art Inspired Academy will cooperate with DMH and/or local authorities during the investigation. Individuals served will receive a list of rights.

**6. RIGHTS AND PRIVILEGES OF THOSE WE SERVE**

Art Inspired Academy’s policy is that individuals participating in our program free from neglect, misuse of funds and property, verbal abuse, physical abuse, and sexual abuse as defined by the Department of Mental Health:

<b>YOUR RIGHTS</b>	<b>YOUR RESPONSIBILITIES</b>	<b>STAFF RESPONSIBILITIES</b>
To accept or refuse services, know what services are being offered and by whom, as well as who is part of your Planning Team.	To let staff know if you have questions about any services to be sure you are making decisions based on informed choices.	Explain all services & programs in sufficient detail to ensure informed choice, including any risk factors that may be part of the service & determining with the individual, parent/guardian the safety applications & choices.
To accept or refuse participation in research after being informed of the specific nature and requirements of the research.	To let staff know that you do or do not agree to share information or participate. To sign Authorization for Disclosure of Information if you are in agreement with the	Abilities First does NOT engage in any experimental research projects. Abilities First does allow student case studies with your approval and collection of demographic

	participation.	information for trend analysis.
To have the same legal rights and responsibilities as any other citizen unless otherwise limited by law including access to visitor or access/referral to legal entities, physician, self-help support services, advocacy support services, private visits from a lawyer, doctor, or clergy at reasonable times.	To observe and obey all laws.	To ensure that all rights are provided as outlined in statutes.
To be treated with respect and personal dignity as a human being with humane care and treatment, including having privacy when needed or requested.	To respect others in the same way you want to be respected and treated.	To respect others in the same way you want to be respected and treated.
To have a safe and clean environment, which is free of, unsanitary conditions, free of hazardous equipment/materials, and evaluated for safety regularly.	To help keep your area/classroom safe with items put away as requested when it will affect therapy services.	To discuss any areas of concern with you and try to work out an acceptable solution.
To be free from abuse or neglect including verbal, psychological, (humiliation), sexual, or financial, or other forms or exploitation without fear of retaliation.	To not engage in any abusive or neglectful behavior toward your child or yourself.  To express a complaint or concern if you have one.	To refrain from any interactions or behaviors which could be abusive or neglectful. To report any observed abuse or neglect as outlined for a mandated reporter. To investigate and resolve any alleged infringements of rights without retaliation.
To be free of any form of abuse to personal property or services including the amount, frequency, and location of services, including action from staff/other individuals enrolled.	To notify your staff or another adult anytime you feel is not right or being provided incorrectly.	To notify a supervisor of any situation that appears incorrect or inappropriate
To receive prompt evaluation, high quality treatment,	To request services or modifications that will help	To respond in a timely manner, clearly explaining and



rehabilitation or habilitation services and supports in which you and any significant persons have actively participated as well as timely modifications to your plan, program, or service.	you achieve your goals and objectives.	discussing options including safety and risks versus benefits of services in various environments and locations.
To maintain culturally and ethnic sensitive interactions.	To talk with Therapists about your background, beliefs, and values.	To be aware of and incorporate any strategies or activities that support culturally and ethnic sensitive interactions.
To maintain religious freedom.	To not talk about or “push” your personal religious beliefs on others.	To recognize and accept all religious beliefs without being judgmental or discouraging.
To be evaluated and receive services and supports in the Least Restrictive Environment and most integrated setting appropriate for your specific needs.	To assist Staff in identifying personal needs, natural environments, and locations considered being least restrictive.	To provide services in environments identified as the least restrictive as much as possible, and if not possible to identify the reasons and plans to move to the least restrictive.
To have your records kept confidential and privacy protected unless signed authorization is obtained.	Sign the Notice of Privacy Practice on an annual basis.	To maintain all records according to HIPAA regulations.
To have access to your records.	To complete the Request for Records form and be aware that some information may not be available as outlined in your Notice of Privacy Practices.	To ensure that authorizations are obtained and approved by the Privacy Officer prior to allowing review of any records.
To have due process with timely grievance procedures regarding care/treatment that is or fails to be furnished, or the lack of respect for property by anyone providing services or when any right is limited or is alleged to have taken place without fear of retaliation.	To let someone know if you have an issue or concern. To attempt to resolve any conflicts directly with the person(s) with whom the problem exists prior to requesting a formal grievance.	To meet with and be willing to compromise on issues or concerns of individuals. If grievance is filed to handle it in a timely, confidential basis without reprisal, discrimination or loss of services.

To be advised of any required payment of services, which may be expected from Medicare, First Steps, Medicaid, or other sources, and the extent payment may be required from you.	To provide information, which allows billing of 3rd parties, or to make payments as requested.	To bill on a timely basis and provide receipts as appropriate.
To be advised orally and in writing of any changes in the charges as soon as possible and no later than 30 days.	To provide notice to your Staff if any changes are occurring such as moves, age, service needs, etc.	To provide oral and written information to the legally responsible person in advance of any change.
To have access to rules and regulations from any state agency that provides oversight and supports or services.	To ask for information if it's not provided or not clear.	To assist/refer any individual who has a question to the appropriate person.
To have services, supports, and personal records explained so that they are easily understood and in a timely manner to assist in decision making expectations.	To ask for clarification any time something is not understood.	To provide explanation in a timely manner and in terms that are easily understood using the communication method understood by the individual.
To have input and be part of any decisions related to concurrent services and the composition of the individual planning team	To ask questions regarding services provided and those providing supports.	To be aware of all services, provide collaborative supports, and acknowledge any changes as soon as evident.

**The following rights and privileges may be limited if approved and documented in your record:**

- To wear your own clothes and use your own personal things.
- To use the telephone at reasonable times.
- To keep some spending money for expenses and small purchases.
- To see your records.
- To have visitors at reasonable times.
- To have physical exercise and outdoor recreation.
- To be free from chemical and physical restraint.

Abilities First will not deny admission or services to you because of your race, religion, color, sex, age, national origin, ancestry, creed, sexual orientation, military status, or disability.

If you believe any of your rights have been restricted or violated without your participation and approval, you may file a complaint by contacting the HIPAA Privacy Officer at the number listed on your handbook. An investigation of your complaint will be initiated immediately.

**Call Your Support Coordinator or Staff at the number on the front of this Handbook.**

Additionally, you may contact **anonymously and** without penalty or reprisal:

Springfield Regional Office: 417-895-7400

The Department of Mental Health Client's Rights Monitor: 1-800 364-9687 or TTD 573-526-1201

Vocational Rehabilitation: 417-895-5861 or 417-895-5732

Office of Constituent Services

Department of Mental Health

P.O. Box 687

Jefferson City, Mo 65102

1-800-364-9687

For those that are private pay/not affiliated with DMH, rights violations should be reported to:

Protection and Advocacy:

PO Box 3305

Springfield, MO 65808-03305

(417) 833-2925 or 888-632-9551

- 7. MANDATED REPORTING-** Every employee of Art Inspired Academy is a mandated reporter. As a mandated reporter, every employee has the responsibility to report any incident of suspected abuse or neglect to the proper authorities. (DMH, Health and Senior Services or Children's Division.) Any person shall immediately file a written or verbal report if that person has reasonable cause to believe that an Individual has been subjected to any of the following misconducts while receiving services from Art Inspired Academy: physical abuse, sexual abuse, misuse of funds/property, neglect, neglect II, or verbal abuse

Furthermore, When an individual is using DMH as a payment source and is a client of the Springfield Regional Office (DMH), Art Inspired Academy will report any incident or suspicion of the occurrence to them.. The Support Coordinator for the individual will be contacted to see what action can be taken (i.e. to hotline Children's Division or the Dept. of Health and Senior Services). If the alleged victim is a minor (under 18), the information must be reported to the child abuse hotline (800-392-3738). After taking such action in reporting a matter of suspicion, Art Inspired Academy will file a Community Event Report that will include the nature of suspicion and the action taken to the Springfield Regional office (DMH) if appropriate. If the individual is NOT using DMH as a payment source then any incidents or suspicion of occurrence will be made to the appropriate local authorities (Children's Division, Health and Senior Services hotlines)

## **8. GRIEVANCE PROCEDURE**

If you feel that you have a problem or concern that has not been satisfactorily resolved, and would like consideration for an appeal of anything within ABILITIES FIRST programs, please contact the Program Manager of Art Inspired Academy. To initiate an official grievance, please follow the procedure and timelines listed below:

1. Talk to your class instructor. If that is not working, the class instructor will take the problem to the Program Manager or you may contact the Program Manager yourself if you prefer
2. The Program Manager will meet with you within 5 business days and write down your problem or complaint.
3. The Program Manager will talk to everyone involved and will notify the Director of Community Development and, if appropriate, the Springfield Regional Office (DMH)
4. If a solution cannot be worked out, the Director of Community Development will help you make an appointment with the Executive Director of Abilities First
5. The Executive Director of Abilities First will meet with you within 15 working days of the time Director of Community Development submits your complaint
6. The Executive Director will meet with you. The Executive Director of Abilities First has the final decision
7. You will be informed in writing of the result of your grievance

If the problem or issue is resolved at any point, the ABILITIES FIRST Director of Community Development will work with you to develop a plan to address any necessary action needed and who is responsible

## **9. INCLEMENT WEATHER POLICY**

If Springfield Schools are canceled due to inclement weather, Art Inspired Academy will not hold classes that day. If Springfield is in school but road conditions are questionable, the AIA team will determine when to cancel classes. Your, your parents/guardian or staff will be notified by email and/or phone if class is canceled that day. You can also get information by calling the Art Inspired Academy office at 886-0404 ext 4.

## **10. LIMITATIONS ON INDIVIDUAL RIGHTS**

If you participate in any Art Inspired Academy class or service and begin to experience behavioral issues, Art Inspired Academy staff will work with you and your Support Coordinator or care giver to

resolve the behavioral issues. None of your rights will be limited without a signed, approved Behavior Support Plan (BSP) if you are served by DMH and a behavior plan if you are self pay/not affiliated with DMH

If you exhibit inappropriate behaviors that could present imminent danger to yourself or others on two or more occasions during a three-month period, the Support Coordinator or care giver will be contacted and requested to develop a BSP (DMH) or a behavior plan if Self pay/not affiliated with DMH. Depending on the seriousness of the behaviors, you may be suspended from services until a signed, approved BSP or behavior plan is in place. If there are any restriction of your rights, they will be restored as directed by the BSP or behavior plan.

Art Inspired Academy will participate in the development of a BSP or behavior plan when requested along with the your support team to identify the behaviors that are dangerous or inappropriate, the causes of the behaviors, and methods to decrease the behaviors. When the BSP has been approved by the Springfield Regional Office Due Process Committee (DMH), Art Inspired Academy will follow the plan as it is written. If Technical Mandt is required, Art Inspired Academy will request a BSP from the DMH or will develop a behavior plan along with your support team. If you require PRN meds for behavior, you will be required to have someone you who is responsible for administering medications, or be able to self administer as indicated on the consent form signed when entering the AIA program. We reserve the right to require you to have a staff person with you if you pose a danger to yourself, other students or our staff.

## **11. DUE PROCESS**

Art Inspired Academy Administration will respond within five (5) business days of a complaint or grievance being filed in writing from you or an employee. A written response of the outcome of the review will be placed in your record or the appropriate staff's personnel file.

If you feel that your rights have been unduly limited or violated, the staff at Art Inspired Academy will support you in finding an external advocate. Examples of external advocates are as follows:

### **Protection and Advocacy**

PO Box 3305  
Springfield, MO 65808-03305  
(417) 833-2925 or 888-632-9551

### **Office of Constituent Services**

Department of Mental Health  
P.O. Box 687  
Jefferson City, Mo 65102  
1-800-364-9687

## **Southwest Center for Independent Living**

2864 S. Nettleton Ave.  
Springfield, MO 65807  
(417) 866-1188

### **12. BEHAVIORAL CRISIS AND SUPPORT**

In the event of a behavioral crisis, Art Inspired Academy staff will follow your BSP or behavior plan and all Technical Mandt regulations as well as Positive Behavior Supports, Tools for Choice and other relationship-based trainings. The Program Manager shall be contacted within twenty-four (24) hours of the behavioral crisis if they are not present at the time of the incident.

If needed, the Art Inspired Academy staff will request a meeting with your person-centered planning team, support team and/or family. If the behavioral crisis is deemed a negative experience for you, the team will review and possibly ask you to attend a class at a later date.

### **13. RESEARCH RELATED TO INDIVIDUALS**

At no time will you participate in any research projects, as outlined in the Department of Mental Health guidelines. Any state research must be in compliance with state and federal regulations.

### **14. EMERGENCIES AND DISASTERS**

Art Inspired Academy will do the following if present in emergency situations:

1. FIRE- The working member of Art Inspired Academy will request that you go to the nearest exit and leave while crawling on the floor if necessary. An Art Inspired Academy representative will call Emergency Services at 911. Art Inspired Academy staff will account for all people served.
2. TORNADOS- When a tornado warning has been issued, Art Inspired Academy staff will instruct you to proceed to the lowest level possible. Staff will assist you into a kneeling position in a hallway or bathroom.
3. EARTHQUAKES- You will be requested to either get under a table or in a doorway until the quake is over.
4. MISSING PERSONS
  - Staff should ask community personnel for help, i.e. security guard, store managers, etc.
  - The staff should notify your parent, guardian or emergency contact
  - Contact police right away after not locating the Individual who is not their own guardian within thirty (30) minutes of time

- Contact a supervisor to get emergency identification to assist in search.
- File a Community Event Report

5. Staff should notify the supervisor in the event of any of these emergencies. Staff will also be required to fill out a Community Event Report to document how the emergency was handled

#### **14. SEIZURES**

- If you have a seizure, staff will begin to time seizure, remove items that could be dangerous from around you, and call 911. Staff should follow this protocol unless otherwise directed by a doctor or personal plan
- Art Inspired Academy staff should notify your parent, guardian or emergency contact of any suspected seizures. If you live in your natural home, you will be encouraged to contact your physician if any seizures are reported to or by staff. Staff will also document any seizure activity on a Community Event Report if you have had a seizure unless otherwise directed by personal plan.
- All direct care staff will receive training covering seizures and any training necessary specified by your personal plan.

#### **15. LIFE THREATENING EVENT**

In the event of a life threatening injury, Art Inspired Academy staff will call 911 then perform first aid and CPR until medical personnel arrive. Following First Aid and CPR, staff should fill complete a Community Event Report.

In the event of death, Art Inspired Academy staff will call 911, CPR will be administered unless otherwise directed by a living will, and an incident report will be filed. Art Inspired Academy will notify the Springfield Regional Office in the event of any client death if supported by SRO.

#### **16. INFECTION CONTROL AND PREVENTION**

The staff with Art Inspired Academy should always use universal precautions while working with you. Art Inspired Academy staff is instructed to use these methods of safety while serving you in your home and while in the community.

- Hands should be washed regularly
  - Before and after using the restroom
  - Before and after food preparation
  - Before and after eating
  - After sneezing and/or coughing
  - After touching any toxic chemicals

- Prior to application of latex gloves as well as after their removal
- Any other time contamination may have occurred
- Gloves should be worn for procedures where there is blood or other bodily fluids containing blood. Staff who have cuts, abraded skin, chapped hands, or the like should wear gloves. Gloves should be made of appropriate material and should be of appropriate size for each staff member. Gloves should not be used if peeling, cracked, discolored, or show any other signs of deterioration. Gloves should not be washed or disinfected for reuse.
- Gowns should be worn when performing tasks that may cause blood or other bodily fluid splashed to skin or clothing. Gowns should be made of or lined with impervious material and should protect all areas of exposed skin.
- Masks and protective eyewear should be worn when performing tasks that may cause blood or other body fluids to splash to mucus membranes.
- Good housekeeping controls are another way to limit one's exposure to germs and/or infection:
  - Clean and disinfect work surfaces, common areas, bathrooms, and equipment (phone, keypad) regularly.
  - Immediately disinfect visible spills of body fluids on any work surface and/or equipment.
  - Keep trash containers lined with disposable bags, and use them to dispose of potentially contaminated items.
  - Handle potentially contaminated items in a manner that prevents cross-contamination.
  - Never reuse gloves, towels, mops, or any other contaminated item without first disinfecting the item. If possible, only use disposable personal protective equipment and cleaning materials.
- If you have been exposed to "known" infected blood, blood-borne pathogens, or other potentially infectious material while at work, the following actions are recommended:
  - Wash hands or other skin with soap and water; flush eyes, nose, and mouth with water as soon as possible.
  - Report the exposure to your supervisor, and complete a form with the assistance of the Financial Director.
  - Follow any and all instruction provided by Art Inspired Academy management and health care professionals.
- Employees at a substantial risk of contacting blood or body fluids should be required to get Hepatitis B vaccinations.
- Soiled linen should be bagged at the point of origin and should not be sorted or rinsed with other laundry.
- Equipment or personal belongings of client should be sterilized before use.
- Following a report of an exposure incident, the exposed employee shall have a confidential medical evaluation and follow-up. Protocol for post-exposure reporting will be given and reviewed during Universal Precaution training. If a worker is exposed to HBV, timely post-exposure follow-up with hepatitis B immune globulin and initiation of hepatitis B vaccine will be offered. Art Inspired Academy will request a health care professional's written opinion concerning the exposure.
- There should be an employee training to provide all personnel with an understanding of Universal Precautions as it applies to their work practices.



- Any questionable situation will be reported to the Health Department.
- Should an exposure incident occur, contact the Director of Human Resources and the Director of Community Development/Art Inspired Academy at Abilities First. Following the initial first aid, the following activities must be performed:
  - Document the routes of exposure and how the exposure occurred.
  - Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
  - Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
  - If the source individual is already known to be HIV and/or HBV positive, new testing need not be performed.
  - Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g. laws protecting confidentiality).
  - After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.

If the employee does not give consent for HIV and serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

## **17. BACKGROUND CHECKS**

All persons employed by Abilities First/Art Inspired Academy will be required to register with the Division of Senior Services Family Care Registry within two (2) days of being employed. A Background Screening will be submitted to the Department of Senior Services within two (2) days of the person's employment. Registry and Background Screening will be submitted prior to direct Individual contact. Any person found to have been convicted of any felony identified under Section 630.170 RSMo9 and CSR 10.5.190 (under revision) will not be eligible for hire. Art Inspired Academy also reserves the right to determine on a case-by-case basis if employment will be extended to individuals who have been convicted of felonies not identified under Section 630.170 RSMo9 and CSR 10.5.190 (under revision).

To complete the process identified above, the following steps will be taken:

- Qualified persons will be offered the opportunity to interview with the management at Art Inspired Academy. During this process, applicants will be informed that they must register with the Family Care Registry and have a Background Screening conducted with feedback from the Division of Senior Services, Division of Family Services, Department of Mental Health, and the Highway Patrol. This process can be completed by the applicant online at the Family Care Safety Registry website.
- Art Inspired Academy will receive written consent to obtain a background screening from the applicant before any offer of employment is made.

- Following the interview, those persons to whom Art Inspired Academy would like to extend an offer of employment will be given a copy of Section 630.170 RSMo9 and CSR 10.5.190 (under revision) which lists all disqualifying felonies.
- When the results of the Background Screening are received by Art Inspired Academy, a final decision to hire or not hire an individual will be made, and the applicant will be notified.

Information obtained through this process is for employment reasons only, and any individual who uses the information from the Registry or Background Screening for any purpose other than employment may be found guilty of a Class B misdemeanor. Any results from this screening will be kept in strict confidence and will be filed in a separate file from the personnel file. Files will be kept under lock and key available only to those persons who have a need to know the contents of the file.

## **18. RESTRAINT AND TIME-OUT**

Art Inspired Academy staff is to refrain from restraining anyone in our programs. If you become a threat yourself or others, staff is instructed to do the following:

- Follow BSP, if part of the personal plan or written behavior plan if one is in place.
- Call family, guardian, and police if needed.
- Call the Director of Community Development to report incident.
- If you are affiliated with DMH, Fill out a Community Event Report with Program Manager within 24 hours of the incident occurring.
- Supervisor will notify Support Coordinator if appropriate or appropriate family or caregivers. If you are a client of The Springfield Regional Office (DMH), they will be given a Community Event Report within 24 hours. Art Inspired Academy will request a BSP or will write a behavior plan if the individual being served has a patterned behavior.
- An emergency BSP will be requested or a behavior plan will be written immediately if any Technical Mandt or restriction of rights were necessary for the your safety or the safety of someone else.
- Services may be interrupted to have planning team meet to come up with strategies to redirect Individuals or to establish a BSP with planning team
- If you suddenly display s atypical behaviors, such as noticeably aggressive or irritable behavior, it will be a recommendation that you be evaluated for any medical/physical problems that could be enhancing the behaviors. Evaluations could include a dental check, eye exam, or any other professional assessment of a physical ailment.

## **19. HUMAN RESOURCES POLICIES FOR EMPLOYEES**

- No personal or program information is to be discussed outside your team (i.e. Art Inspired Academy staff, Support Coordinator) unless staff has consent by the individual/guardian.
- Staff should not do anything outside of personal plan without talking to the Program Manager.

- Staff should not do anything on their own personal time you without talking to the Program Manager.
- Staff should not take you home without authorization of the Program Manager, who will get permission from guardian and/or proper approval from Support Coordinator. If this is approved, staff will NOT be on the clock.
- Staff should not take other people (staff friends and family or your friends and family) with them during your paid time without prior approval. If this is approved and other people do accompany, the persons must be agency-approved volunteers. Staff not following this protocol may be subject to a neglect investigation.
- Staff should never have minors or anyone else with them during your time.
- The Project Manager will request written statement approving any of the above to put into the your file along with the Project Manager's signature.

## **20. HIPAA/CONFIDENTIALITY**

Art Inspired Academy recognizes the legal requirement of the Health Insurance Portability Accountability Act of 1996 (HIPAA) and the responsibility to safeguard the protected health information (PHI) of the agency's participants. In order to fulfill this responsibility, the agency resolves that:

- With the exception of information required internally for the student program planning and services, employees or other persons associated with Art Inspired Academy who have contact with students or information regarding students may not verbally or in writing disseminate, discuss, or otherwise disclose information about said students without written consent of the student or his/her guardian.

So important are the HIPAA regulations that if breach of confidentiality takes place, the individual who breached the confidentiality can be fined \$100; fines can be imposed up to \$25,000. All those who have any access to any client information must take the legislation seriously. The protected health information of all clients must be kept confidential, and breach of any confidentiality may result in the immediate dismissal of an employee.

Discussion about Individuals should be conveyed in a general sense without the use of direct, identifiable names. Discussion is defined as spoken and written word including texting, email, and any social networking media. Employees will refrain from having negative discussions about Individuals, coworkers, and/or agency policies with other employees. Any issue concerning a Individual, coworker, and/or agency policy will be addressed when the grievance policy is followed.

**ART INSPIRED ACADEMY**  
A PROGRAM OF ABILITIES FIRST  
**Participant Handbook**  
ACKNOWLEDEMENT OF RECEIPT

A copy of the Participant Handbook has been provided for your review with the general procedures and information about the Program. Please contact the Program Manager at Art Inspired Academy at anytime with any questions regarding the meaning and content of the handbook.

I \_\_\_\_\_, acknowledge the receipt of the Art Inspired Academy Participant Handbook and understand the content of the manual. I understand my rights and processes with Art Inspired Academy.

\_\_\_\_\_ Date \_\_\_\_\_  
Your Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Parent/Guardian (if appropriate)

Relationship: \_\_\_\_\_