

OAK-LEYDEN

PARTICIPANT HANDBOOK Residential Services

411 Chicago Avenue
Oak Park, Illinois 60302
708.524.2050
www.oak-leyden.org

This Handbook Belongs To:

My address is: _____

My phone number is: _____

My Q is: _____. I can call him/her at:

My Home Manager is: _____. I can call him/her at:

The Director of Residential and Clinical is: Sandy Vanoskey - (708) 524-1050 ex. 142

The Executive Director is: Bertha Magaña – (708) 524-1050 ex. 136

Oak-Leyden Developmental Services, Inc. is...

FUNDED BY:

Berwyn Township 708 Mental Health Board
Cicero Township Mental Health Board
Community Mental Health Board of Oak Park Township
Illinois Department of Human Services, Public Aid and Rehabilitation Services
Leyden Township
River Forest Community Mental Health Committee

SUPPORTED BY:

Corporations and Local Businesses
Foundations
Community Groups
Individuals

CERTIFIED BY:

U.S. Department of Labor, Wage and Hour Division
Illinois Department of Labor
Illinois Department of Human Services
Illinois Department of Public Health

ACCREDITED BY:

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WELCOME HOME!

We at Oak-Leyden Developmental Services welcome you to your new home. You are the newest addition to the Oak-Leyden family and we're very glad to have the chance to work with you. We are excited you are here and will do what we can do to make sure you feel right at home. The mission of Oak-Leyden is to help people with developmental disabilities meet life's challenges and reach their highest potential. To accomplish this mission, we have developed seven core values:

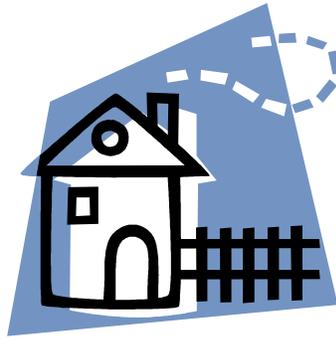
- Recognize the DIGNITY of each individual
- Support PERSONAL CHOICES whenever possible and safe
- Promote the INCLUSION of each individual served with the larger community
- Facilitate and encourage FAMILY involvement and participation in support of the individual served
- Strive to discover new and INNOVATIVE programs to enhance the lives of people with disabilities
- Provide INDIVIDUALLY-DESIGNED PROGRAMS that empower individuals served
- Use resources in a manner that provides the MAXIMUM BENEFIT for individuals served

This Handbook is yours to keep. You and/or your guardian should read it carefully and refer to it whenever you would like. This handbook contains the rules of Oak-Leyden Developmental Services, as well as your rights, resources, and a description of the services that we provide. If you have any questions, please feel free to ask any staff person. They will be happy to assist you.

We work together with you to learn new skills. We believe that there are no weaknesses, only ways to improve. Our goal is to help you achieve a greater level of independence in your community, like getting a job or your own apartment.

There are many things that you will learn while you are here. The most important thing that you will learn is that this is your home. We want you to live here as long as you would like, as comfortably as possible. We want you to feel safe. We also want you to freely and fully exercise your rights. We look at you as a person first. We consider your disability second.

Again, WELCOME HOME!!



Risk/Benefit Statement

The mission of Oak Leyden Developmental Services is to help people with developmental disabilities meet life's challenges and reach their highest potential.

To accomplish this mission, we have developed seven core values:

- To recognize your individual **dignity**
- To support your **personal choices** whenever possible and safe
- To promote your **inclusion** within the larger community
- To facilitate and encourage your **family involvement** and participation
- To strive to discover **new and innovative programs** to enhance your life
- To provide you with **individually designed programs**
- To use resources that provide **maximum benefit**

You should notice that certain words are highlighted in the core values specified above. To accomplish these things and provide you with services will sometimes involve risks. When we make a choice, we must always think about what might happen – the good and the bad. Will the choice promote your dignity? Will it promote your inclusion into the community? Is it safe? Is this the best way to reach your goal? How does your family feel about your choice? Are you comfortable with the steps involved? Is there anything you need to learn to meet this goal? Do you have any health issues that we need to think about?

For example, you may want to buy a new TV. You need to think about several things: What kind do you want? How much does it cost? Do you have enough money? Where will you put it? Do you have room for it? These are all important things to consider when making the choice of whether or not to buy a TV. We realize that sometimes choices can be hard to make alone. We are here to help you make that choice by talking through the options with you.

As you can see, we all are interested in how your choice impacts your life. We will always try to assist you in making those choices that provide you with the maximum benefit.



What is a CILA?

CILA stands for Community Integrated Living Arrangement - this is what we call our residential program. Your CILA has been designed to allow for you to live in the most independent home possible appropriate to your needs. This means that you have the right to live your life without things being taken away as punishment. However, sometimes certain restrictions may be needed to keep you and your friends safe from harm. We will always talk with you and/or your guardian about these BEFORE using them.

Oak-Leyden provides both 24-hour and intermittent supervision in its CILA program. What? That means that staff will be at your house 24 hours a day if you live in a CILA. All services provided in a CILA are at no cost to you; there are no fees!

The staff is here to help and work with you. We will help you with:

- Daily living skills training,
 - o like laundry and grocery shopping
- Home maintenance training,
 - o like doing the dishes and taking out the trash
- Outdoor recreation,
 - o Like going to the park and the zoo
- Leisure time activities
 - o Like learning to garden or building models
- and an array of additional therapeutic services.



The most important goals that we have are for you to become totally independent in daily living, economically self-sufficient (this means that you handle all of your money, not us), and integrated into the community. Staff will give you as much assistance as you need.



Who are the staff that will work with me?

In the CILA and Intermittent CILA program, direct care staff are called CILA Instructors.

In order to become a CILA Instructor, a person must:

- have at least a high school diploma or GED certificate,
- have at least one-year experience working in a residential program, and
- have a current driver's license and proof of insurance to drive Agency vehicles.

People are not hired until these things happen:

- successful completion of reference checking, pre-employment physical/TB screen/drug screen, State Police Investigation report, Nurse Aide Registry report, motor vehicle report and credit bureau checks; and
- presentation of documentation relating to identity and eligibility to work in the United States, personal/professional references, proof of education, certifications or registrations as required must be presented.

Each CILA Instructor must attend an Agency orientation on their first day of employment to familiarize him/her with Oak Leyden. After an individual is hired as a CILA Instructor they must:

- attend and pass forty (40) hours of classroom training; and
- eighty (80) hours of on-the-job-training within 120 days of employment.

You may have one CILA Instructor or two working with you in your home. It will depend on the needs of all the individuals who live in that home. If there are more needs for support in daily living skills, there will be an additional staff person there to assist you or your housemates.

All CILA Instructors report to the Home Manager assigned to your home and the Home Manager reports to the Director of Residential & Clinical Services.



What is a QIDP?

QIDP stands for Qualified Intellectual Development Professional. The QIDP is responsible for the overall development and monitoring of your Person Center Plan (we'll talk about that in a few pages). Each QIDP must have:

- a Bachelor's degree in a social service discipline, and
- must have worked in a similar environment with people like yourself for one (1) year.

Additionally, a QIDP must meet all of the same pre-employment requirements as CILA Instructors as described above.

Each QIDP must complete or have completed a 40 hour course developed by the state of Illinois' Dept. of Human Services. Additionally, each QIDP must maintain an annual state mandated certification which requires them to attend at least twelve (12) hours of training. Each QIDP reports directly to the Director of Residential & Clinical Services.



What is an Intermittent CILA?

Intermittent CILA is for people who do not need staff around all of the time, but need some help with banking, shopping, and taking care of their home. These folks live in their own apartment either alone or with a roommate or spouse. Staff come in during the week to help out as needed with tasks such as shopping, budgeting, and cleaning.



Who decides which program(s) I should be in?

You do! With the help of your support team, you decide what type of living arrangement and vocational (work) program is best for you. You and your CST also decide what types of goals you will be working on.



What are your supports?

QIDP, DSP, Manager, Clinic and Director make a team to support you. This is a group of people who will help you on your journey here at Oak

Leyden. This team also includes your guardian, teachers, physician, psychiatrist, Think of them as teachers, partners, and cheerleaders. Suburban Access, and anyone else you might want, like a family member, pastor, or a close friend are also part of the team. The team will help you develop your Person Center Plan (PCP).



What is a PCP?

PCP stands for Person Center Plan. This is a plan made just for you that describes the services you want.

The PCP is developed with Suburban Access each year along with your CST. You will meet with Suburban Access prior to your PCP meeting to complete a Discovery Tool to discuss and decide what you would like to learn and work on for your future. During the PCP meeting, we will review with you what makes you happy and what you would like to achieve now and in the future. We will identify behaviors and skills that will help you achieve your outcomes. We will also talk about behaviors and skills that need improvement in order for you to achieve your outcomes. With input from you, your guardian and family members, and your staff, we will start planning for the future. Your QIDP will then create an implementation plan to help you achieve your outcomes.

A plan will be developed that will include outcomes that will help you gain appropriate skills and behaviors that will empower you to succeed in your future plans. As you grow and learn, supports and services will change with you. Review of your progress is ongoing. The Support Team will meet as a group to discuss how you are doing up to twice a year, however, you can meet at any time. We want you and/or your guardian to actively participate in making choices of what services you want.



Who can live in the CILA Program?



You must be 18 years old, have a developmental disability, need to learn new skills (or get better at skills you already have), and require a supervised living arrangement - that means that you are not quite ready to live on your own.

Just because you may have a certain kind of disability doesn't mean that you can't receive services in CILA. Oak-Leyden Developmental Services has an Admission Policy that we would be happy to show you if you would like to see it. If we have the capacity, an opening, and ability to accommodate and to serve you in a current home or in a new home we are developing in time to meet your needs, no qualified person with a developmental disability will be denied services based on physical disability. If we are not able to provide a home or services, we will work to assist in efforts to locate another service provider.

If you decide that you want to live in a CILA, a few things need to happen:

- (1) You must be screened by your local Pre-Admission Screening agency;
- (2) The State of Illinois must agree that you would benefit from residential services;
- (3) You will need to give "informed consent" to participate; and
- (4) You will need to agree to participate in writing and working on your PCP. (It's that easy. We'll show you how to do these things and help you do them if you'd like.)



Can I be asked to leave CILA?

Yes, but only if certain things happen:

1. If your medical needs can't be met; or
2. If your behavior places you or others in serious danger; or
3. If you are going to another agency; and
4. The recommendation for termination has been approved by the Department of Human Services.

If you are not able to receive services for any of the above reasons or reasons of your own choice, Oak-Leyden Developmental Services will assist you in any way we are able to locate another service provider. We will work with you and the local case coordination agency to assist you in finding needed services and supports.

Also, whenever you are required to be absent from CILA for an extended period of time, Oak Leyden Developmental Services cannot ask you to leave unless your absence has been at least 60 days long and it is documented that your absence is expected to continue indefinitely (this means that no one knows when you will be able to return). The Department of Human Services (DHS) reserves the right to terminate payment within the 60 days during which you are absent when it is clear that you will be unable to return to your home.



Will I get Orientation to Oak-Leyden?

Absolutely!! We believe that you will be the happiest if you know all about your new home, the rules of the home and your rights. Before you ever move in, you will be introduced to the people living there, staff, and your QIDP. Also, you will meet with the Q. to review several things:

- Your rights and how to exercise them
- The rules
- Your new home and the community
- You'll probably review lots of paperwork, too.
- Lastly, if you don't already have one, we'll work with you to choose a daytime program (sometimes called a vocational program).



So, now that I'm here, what happens next?

Well, our main goal at this point is to make sure that you are comfortable in your new home. You should feel completely at home, ask as many questions as you want and settle in as much as possible. Moving is always stressful; we want to minimize your stress.

Within 30 days from the time you move in, your Support Team will have a meeting with you and your guardian, if you have one, your QIDP, Suburban Access and any others that you want there. At that meeting, we will talk about what you want your future to look like and a PCP will be developed. That means we'll be talking a lot about what skills you're really good at and which ones you will be working on as well as other things you may want to work on. We'll actually be coming up with real outcomes and objectives.

Once your PCP is done, you (and/or your guardian), and anyone else you choose, will be given a copy of it. That way, you can look at it any time you want.



What are the Rules?

Excellent question! Oak-Leyden Developmental Services wants your home to be comfortable for you. We think that some rules are necessary to provide that kind of home for you.



You will receive and review the Rules and Regulations. We'll ask you to sign these rules and regulations. But before that, we'll ask what changes you would like to make to the rules. If we can make those changes, we'll be happy to do so. If not, we'll work with you towards a compromise.

Here are some of the rules:

1. Your friends and family can visit you, or you can go and visit them. We ask that you tell a staff person before having a visitor or making a visit so we can help you get ready. We ask that you do so when everyone is awake so that your housemates aren't disturbed, and that your guests are respectful of your home and housemates. General visiting hours are between 8am -8pm, unless you and your housemates agree to a different time.



2. You can receive and make phone calls and send and receive mail. When you make or receive phone calls, we also ask that you do so when everyone is awake. Your mail will not be opened or read by staff unless you or your guardian asks us to do so.





3. You can watch television or listen to the radio when appropriate. You should think about what your housemates want to watch or listen to. If you have your own TV or radio in your room, we ask that it is not played too loud. You can also close your door as not to disturb your housemates.

4. We hope that you will want to participate in all activities unless you're sick, your behavior is dangerous or you choose not to participate.

5. Your behavior should be appropriate as much as possible. We realize that sometimes people have bad days. We'll be here to help you through these bad days. If you have a lot of bad days, we may work with you on a behavior program. Hitting, spitting, kicking, cursing, pushing, and yelling, are not allowed.



6. You do have jobs to do in your home. For example, since this is your home, we ask that you help in cleaning activities, cooking, keeping your bedroom neat, doing laundry, and personal hygiene.



7. We do not allow alcoholic beverages or illegal drugs to be consumed in any Oak-Leyden Developmental Services properties.

8. If you are a cigarette smoker, you may smoke in designated smoking areas only. Please do not smoke in bedrooms, bathrooms, closets or hallways. It's a fire hazard.



9. Do not steal things from other people in your home.

10. We encourage you to go to church, temple, or other house of worship if you want. If you need it, we'll be happy to arrange transportation to and from activities.





11. Bed times, wake up times and curfews are set by you and your housemates, with input from staff.

12. While you live here, you must take your own medications. We will work with your doctor to make sure you do so safely. Staff will help you.



13. Because you share your home with others, we have a policy of no pets in our group homes. Other people may have allergies or animal fears so to be fair to all - we do not allow pets.

These are the basics. If you have any questions, just ask.



What are my rights?

A "right" is something that anyone can have or do, just because they're a person. Some things are not rights: for example, prescribing medications is not a right - only doctors can do it; making an appointment to go and see a doctor is a right - anyone can do it.

Sometimes people don't understand their rights. Some might think that because they have a disability, they don't have as many rights as other people. That's not true; you have the same rights as everyone else. Oak Leyden believes that all people are inherently equal and deserve to be treated with dignity and respect.

Your rights here in the CILA are made to fit your needs. You will, as a part of your orientation, get a copy of your rights. You should review them very carefully and ask lots of questions. We want to make sure that you know what your rights are and what they mean. Here are some of your rights:

1. You have the right to be free from abuse, neglect and seclusion.



This means that no one is allowed to hit you or yell at you. Staff cannot keep a meal from you unless ordered by a doctor. Staff cannot force you to stay in a room, or lock you in a room.

2. You have the right to confidentiality.

This means no one is allowed to talk about your private business with people outside of Oak Leyden unless you or your guardian says it is OK, or it is an emergency.



3. You have the right to be informed of your rights.

This is why we ask you to sign a paper stating that you have received them.

4. You have the right to remain in your CILA unless you leave or meet termination criterion (we went over those in an earlier section).

5. You have the right to contact the Guardianship and Advocacy Commission; Equip for Equality, the Oak Leyden Developmental Services Human Rights Committee, DHS, Illinois Department of Public Health, or Office of Inspector General; and, you have the right to staff assistance in contacting these groups.



6. You have the right to receive information in language that you understand. That means if you understand Spanish better, we must give you information in Spanish.

7. You have the right to present grievances and appeal adverse decisions of the Agency and other service providers up to and including the authorized Agency representative.

This means that if you feel you have not been treated fairly, you have a right to complain.

8. You have the right to purchase and use the services of private physicians and other mental health and developmental disabilities professionals of your choice.

This means that you can pick your own doctors.



9. You have the right not to be denied, suspended or terminated from services or have services reduced for exercising any of your rights.

This means that Oak Leyden cannot punish you for exercising your rights.

10. You (or your guardian) have the right to request to see most of the information kept in your records.



11. Oak Leyden Developmental Services also believes that you have the right to be free from exploitation.

This means that staff are not allowed to ask you to do their job, take your money, or threaten you.

We have included some very important addresses and phone numbers at the end of this handbook. You should keep these in a safe place so that you can find them if you ever need them.

Oak Leyden Developmental Services takes your rights VERY seriously. If you believe that any of your rights have been violated, we ask that you please tell a staff member who you feel close to or any of the groups listed above. If your rights are violated, it's a big deal -- please speak up.



How do I file a grievance?

If something happens to you that you don't think is right, you have a right to submit a grievance (also known as a complaint). If you feel you have been mistreated by anyone, you should report it right away to any staff member that you trust. It is extremely important to do this immediately because it is easier to investigate; it allows Oak-Leyden to immediately protect you; and, it adds to your credibility.

1. If you have a problem with any programs or services, you are strongly encouraged to work out problems with the staff member.

2. If you are unable to reach an agreement with the staff, they will help you complete a Grievance Form.
3. Within five days after completing the form, staff will help you make an appointment with your QIDP. You will get an appointment within two days.
4. If an agreement has not been reached at this meeting, the QIDP will help you make an appointment with the Director of Residential & Clinical Services within five (5) days. You will receive an appointment with this person within two (2) days.
5. If an agreement has not been reached at this meeting, the Director will help you to make an appointment with the Executive Director within five (5) days to make an appointment.
6. The Executive Director will meet with you within two (2) days.
7. If you remain dissatisfied, ask the Executive Director to give your complaint to the Agency's Human Rights Committee Chair for presentation at the next regularly scheduled meeting. If the date of the next meeting is too far away, you can ask for a special meeting.
8. If none of these steps satisfy you, a staff will assist you in contacting the agencies listed at the end of this handbook.



How Do I do my Banking and Finances?

Policy: Oak-Leyden prefers to maintain "Representative Payee" for the purpose of the Social Security income, and manages resident entitlement and earned funds in a fiscally sound and transparent manner. In no way does Oak-Leyden infringe on a person's ability to spend his/her own funds, but assures that money is handled in a responsible and safe manner so it is available for a resident to spend. Participants and/or their guardians shall be entitled to an accurate and timely accounting of all personal income and expenses as outlined in this policy.

Quality indicators assure audits performed and documents filled out: Monthly budget form (SOP1101a), expense log (SOP 1101b) and monthly banking statement. This also ensures accurate accounting, consistent methods, and compliance with Rule 50 protecting (participants, guardians and staff) from financial exploitation abuse or accusation.

Procedure:

General Requirements

1. Upon admission, the new residential participant and family member/guardian is informed that Oak-Leyden recommends managing the entitlements, earned and unearned income. If the family member/guardian or participant elects not to have Oak-Leyden provide the financial oversight services, the admission must be approved with this stipulation by the Program Director.
2. The staff person entrusted with the coordination of entitlements will assure that the representative payee paperwork is completed, with Oak-Leyden as representative payee, and direct deposit to the Oak-Leyden SSI bank account.
3. The residential participant's bank account is set up with the participant's name only. It cannot be accessed by Oak-Leyden staff.
4. When Oak-Leyden is the participant's representative payee, Oak-Leyden will issue a check to the participant for the monthly stipend amount of \$60.00 (effective 10/17).
5. Bank accounts set up through Oak Leyden's designated bank can be accessed in view-only by the Oak-Leyden Finance Department.
6. Money earned or gifted to the participant may be deposited by the participant with the assistance of the Oak-Leyden staff, or deposited by the Oak-Leyden Finance Department.
7. Oak-Leyden staff is never authorized to withdraw money from a participant account for any reason. Staff does accompany participants and assist participants with making withdrawals and deposits from the bank designated by Oak-Leyden. Staff will not deposit or withdraw from bank accounts that are not designed by Oak-Leyden (currently designated bank is ABC Bank).

8. Participants are not authorized to have/use debit cards on these accounts due to the inability of Oak-Leyden to monitor use or assure safety. Exceptions would apply to participants that are employed outside of Oak-Leyden and are managing their employment income.
9. Participants that are managing their outside employment income will be provided support from the Home Manager on a monthly basis. Participants will have access to spending money within their personal budget. Spending money is limited to \$20 a month. Exceptions may arise from funds budgeted for field trips arranged by the Life Learning Center.
10. Oak-Leyden will establish financial controls to protect participant funds. The controls include a monthly budget and a spending account of the funds. The Home Managers prepare the required forms and the Finance Department reconciles and verifies deposits and receipts on a monthly basis.

Money Use Within the Residential Home

1. The home managers will manage the funds for each home, which includes the participant withdrawals, and link cards. Each participant will have a separate money pouch.
2. The participant funds and link cards are protected under lock and key by the home manager in the 319 building. When DSP is assigned to complete food purchases, the DSP is responsible for the link card, see policy SOP1104.
3. The money pouch must be able to accommodate an organized system of receipts and documentation forms for financial accounting.
4. Each home manager will maintain not more than \$100.00 per participant. Exceptions for large purchases are approved by the Program Director and are indicated in the monthly budget with the appropriate notes and signature. The funds maintained by the home manager must be consistent with the monthly budget.
5. Home manager will provide funds to participant/staff in relation to weekly spending money needs, and scheduled outings.
 - Each instance of the home manager providing participant money the staff must sign a receipt that he/she received the money.
 - Staff must provide receipts that document the purchases made with the money.

6. Home manager will approve staff member taking participant(s) to the bank so participant can withdraw funds for approved reasons. Staff member is not authorized to take a participant to the bank for funds unless approved by the home manager.
7. A monthly expense log is created to include the date, description, and amount. The information recorded in the expense log must be supported with receipts.
8. The monthly expense log will also include the bank withdrawal form that was issued by the bank.
9. Home managers will direct participants and staff to make withdrawals at a frequency that will allow spending money and community outings without disruption.

Financial Accounting & Reporting

1. On a monthly basis the Oak-Leyden finance department will check the electronic banking to verify the deposits and withdrawals are appropriate and correct.
2. The paper withdrawal form will be matched to the electronic withdrawals that show on the account.
3. If an entitlement is interrupted the Finance Department will notice the lack of deposit and will immediately notify the Program Director and QIDP to assure the entitlement is recaptured.
4. When no receipt is available the staff will create a receipt and sign the receipt, both the home manager and Program Director will review and initial said receipt.
5. Receipts are not available for spending money. The home manager will authorize the amount of pocket money each person is given per month. This will be initialed by the home manager. As staff provides the pocket money to the participant the staff member will initial the receipt and place in the money pouch.
6. When dining out or ordering food delivery and one check is given and is to be split between participants a copy of the receipt should be put in each money pouch with the amount to be entered on the participants account clearly labeled on the receipt.

7. Staff is responsible for maintaining all receipts. Without a receipt in a situation where one is always given, the staff is responsible to pay the cost of the item. (This relates to neglecting to get the receipt or losing the receipt.)
8. The log will be totaled and the total should match the available cash.
9. If there is a discrepancy, the QIDP will notify the home manager.
10. The home manager and QIDP will review the accounting and attempt to determine why there is a discrepancy. (Lost receipts, possible theft, etc.)
11. The Program Director will be informed of all discrepancies immediately. If fraud is suspected, the Program Director will notify the Executive Director. The Program Director will conduct an internal investigation and follow proper OIG requirements.
12. If any financial misdeed is uncovered (other than accidental) the Executive Director will inform the Board, participant, guardian, and ensure that proper OIG requirements were followed.
13. The expense log and receipts, once all discrepancies are resolved, are sent to the Finance Department by the Program Director for final filing and review.

**Wow, this seems like a lot of information.
Anything else?**



You're right, it is a lot of information. Just a few more things for you to know...



Once a month, staff will call a fire or disaster drill. Most of the time, these drills will be a secret. We need to make sure that everyone can safely exit the house just in case a real fire happens. You should take these drills very seriously. If you need any special help in exiting the house, it's our job to give you that help. Just tell us what you need.

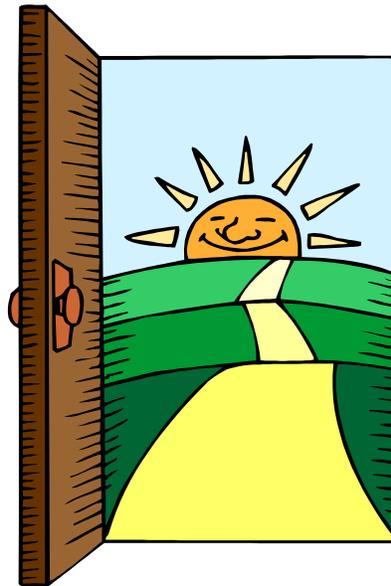
Believe it or not, but that's it!!!

This handbook is yours. There's lots of information in it, so we keep it in a safe place. If you lose it, let us know and we'll make sure you get another copy.

We are so glad you're here. Oak Leyden Developmental Services, Inc. is proud of the services it provides, its staff and, most of all, the people who live here. It is your home, and we hope you will enjoy living here.

One last time -

Welcome Home



IMPORTANT NUMBERS



Illinois Guardianship & Advocacy Commission

P.O. Box 7009
Hines, IL 60141
(708) 338-7500 or (866) 274-8023

Equip for Equality

20 N. Michigan Avenue, Suite 300
Chicago, IL 60602
(312)341-0022 or (800)537-2632
TTY: (800)447-6404

Illinois Dept. of Human Services (DHS)

401 S. Clinton Street
Chicago, IL 60607
(800)843-6154
TTY: (800) 447-6404

Office of Inspector General (CILA only)

HOTLINE: (800)368-1463

Illinois Department of Public Health (IDPH) (ICF/DD only)

(312)814-2608
Nursing Home HOTLINE: (800)252-4343

NOTES

(this space is for you to use for your notes)

RECEIPT OF PARTICIPANT HANDBOOK

Residential Services Program

Participant: _____

I have received a copy of the "Participant Handbook." I have reviewed and understand the contents of the Handbook.

Participant

Date

Guardian

Date

Witness

Date

Oak Leyden Developmental Services, Inc.

411 Chicago Avenue
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What exactly is the person-centered planning? (Further detailed explanation)

There are many different styles to Person-Centered Planning (PCP), but there are some things that they generally have in common. Trained and experienced facilitators using one of the nationally recognized person-centered planning approaches, engage the person, their family/guardian and SODC staff, to design the appropriate supports they will need to be successful and have a fulfilling life in the community.

Person-Centered Planning meetings focus on the positive aspects of a person's life - and what CAN be - rather than just a discussion of the historic problems or failures. They tend to be more conversational and less about the professionals talking about all the things the person can't do. Almost all Person-Centered Plans involve creation of a drawing that is intended to involve the person and others in the process and depict important aspects of that individual's life.

It is a meeting of people that care about the person. The person for whom the meeting is being held should be there unless there is a very good reason for them to not be (for example if they would be upset). This usually means that the meeting is attended by family members and/or the guardian (preferably in person, or if necessary by phone) and usually some staff from their current residence.

During the meeting, the facilitators try to get the individual to tell us, or help us to know what he/she likes and wants for his/her life - and often what they don't like and don't want. The other participants in the meeting contribute what they know about the person's gifts, strengths, needs, interests, and dreams. These meetings work best when everyone contributes what they know about the individual so that the person's life in the community meets their needs and desires.

Person-Centered Planning encourages everyone to dig deep and contribute anything that the participants can think of that will help us assist the individual to find the right kind of place to live, build new relationships and continue those that he/she has, receive the kinds of supports he/she needs, find work or other meaningful activities to do during the day.... in short - have a life that's just right for him/her.

Sometimes the things that make a difference between a life that's just right and one that isn't right for a person may seem very minor - but sometimes those very small bits of insight into a person turn out to be very important, so we encourage everyone to think hard about big and small things that the participants know about the person and to contribute those to this meeting. The more that is contributed the better everyone gets to know the person and understand what we can do to help them be successful in the transition.

At the end of a good Person-Centered Planning meeting everyone who participated should know quite a bit more about the person and have a much better idea about what a good life in the community may look like for him/her.

In a nutshell, Person-Centered Planning assists in identifying what is important to the individual whereas assessments identify what is important for the individual. For example, having a pet or a yard to enjoy may be important to the individual, whereas taking a needed medication is important for the individual. Support plans that include what is important to the individual have a far better chance of success than supports plans that just include what is important for the individual.