

IDENTIFICATION OF SERVICE PROVIDED

ADEC Inc., referred to as ADEC, is a 501c (3) charitable organization that proudly advocates for and serves people with developmental and intellectual disabilities in Elkhart and St. Joseph Counties, so they live lives full of informed choice and possibility.

For Families and Children - ADEC offers valuable support to children, youth and families through Extended Day and Summer Camp programs and individual therapy – music, recreational and behavioral.

For Adults with Disabilities - ADEC offers informed choice and possibility for adults with intellectual or developmental disabilities. Our programs for adult-age individuals work toward helping individuals with intellectual and developmental disabilities establish a life of their own and realize their full potential. We believe in the principles of Life Course and Person-Centered Planning and the Rights of Individuals Served.

For the Community – At ADEC, we are all about community. We help the people we serve become active parts of their communities, but we also love when the community is an active part of ADEC. Advocacy, being a voice and framework, for individuals and families we serve, is core in our mission.

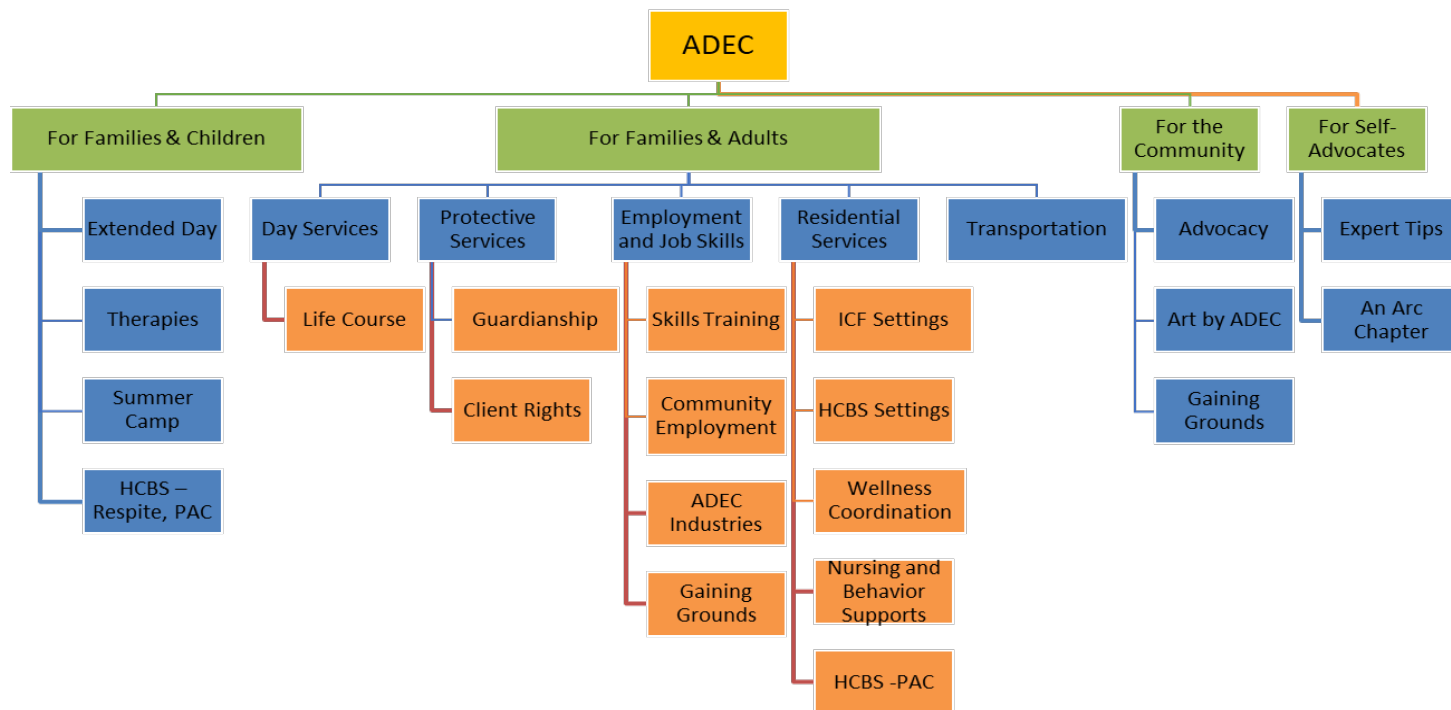
For Self-Advocates - ADEC supports and helps facilitate the Self-Advocates of ADEC chapter of Self-Advocates of Indiana (SAI). SAI is a statewide advocacy organization that empowers people with intellectual and developmental disabilities. As self-advocates, we are citizens who speak out and advocate and educate for equal rights, respect, and inclusion for all in the community.

Responsible: President / Chief Executive Officer

Latest Reviewed: 8/28/2023

Approved:

PURPOSE: The following is the description of services offered to the families and individuals who select ADEC as a provider of choice and possibility. All services are based on the premise of informed choice for person-centered individual specific plans, or objectives and/or goals.



1. Family and Children Services

ADEC provides an array of services for families and children with special needs: Extended Day, Respite Facility-Based Services, Summer Camp, and many other resources. Recreation Therapies, Music Therapies and Behavioral Therapies are also available for children and adults.

ADEC's Family Services provides valuable support through programs, guidance, resources and individual therapies to parents and children ranging from infants to 22 years of age. Most of the children and young adults served by our Family Services deal with Autism Spectrum Disorders, though we routinely see a variety of other intellectual or developmental disabilities such as neurological disorders and mental illness.

Extensive options for Therapies include Music, Recreational and Behavioral Therapies. These provide one-on-one interaction with a certified therapist who conducts a personalized assessment and evaluation before designing a treatment plan.

- Recreational Therapy utilizes various interventions as a form of active treatment to improve the physical, intellectual, emotional and social functioning of persons experiencing life with a developmental disability.
- Music Therapy focuses on the clinical and evidence-based use of music to accomplish personal goals within a therapeutic relationship by a credentialed professional.
- Behavioral Therapy is a broad term referring to techniques derived from behaviorism. The therapy looks at specific, learned behaviors and how the environment influences those behaviors. The therapists tend to look for treatment outcomes that are objectively measurable. Behavior therapy

does not involve one specific method, but it has a wide range of techniques that can be used to treat a person's psychological problems.

ADEC Summer Camp Gives children with intellectual and developmental disabilities the opportunity to attend a camp designed just for them! Our summer camp meets five days a week for eight weeks. During this time, the kids enjoy field trips, fun activities and socialization while maintaining interpersonal and academic skills throughout the summer.

Extended Day offers relief and assistance for families of adults with disabilities. It is equivalent to facility-based respite services.

2. Respite Care and PAC

ADEC provides, when staffing is available, Home and Community Based Waiver Services (HCBS) such as Respite and PAC. ADEC Respite care may be offered as a facility-based at one of ADEC's fully accessible day center sites. It is available to stand in and care for a family member who has a developmental disability. This service allows relief of the primary caregiver. PAC is offered and/or provided in non-24-hour settings for adults and families with children.

3. Supervised Group Living

ADEC Supervised Group Living, Intermediate Care Facilities (ICF) commonly referred to as Group Homes, provide individualized training, active treatment, and twenty-four-hour supervision in a home setting for adults with intellectual disabilities. The homes provide training for varying levels of need. General health, behavioral, dietary, nursing, and psychiatric services are provided to individuals residing in group homes along with transportation and medication administration. All individuals have an option to day services, or employment, and if necessary, remain at home. These services are provided in both Elkhart and St. Joseph counties.

Those who live in one of ADEC's neighborhood group homes develop camaraderie and family relationships while experiencing a stable home environment and a wide range of social activities. ADEC operates 14 group homes in Elkhart and St. Joseph counties, each one part of a suburban neighborhood and home to eight adults. Staff provide 24/7 support, including home-cooked meals, transportation, and assistance with medication and other personal care needs.

Adults in ADEC's Supervised Group Living program, experience real community with their family of housemates and staff.

- a. **Behavior Supports** Individuals served in supervised group living have behavior supports services available to them. Behavior supports include writing and implementing individualized behavior programs with input from the interdisciplinary team and providing crisis prevention training to ADEC employees.
- b. **Health Services** ADEC nursing staff monitor medical conditions of Supervised Group Living individuals served. This includes writing initial plans such as Health Care Support plans, and other risk plans, i.e., seizure, choking/aspiration, fall, etc. These plans are updated with the annual Individualized Program Plan (IPP) or as conditions/diagnosis change. ADEC nursing staff also complete a Quarterly Nursing Assessment for each individual served on a quarterly basis.

4. Supported Living

ADEC Supported Living is a program that provides residential supports to people on the Community Integration and Habilitation and the Family Support waiver and persons who choose to private pay for supports. These services are intended to help individuals served gain community connections and be independent in their lives and in their community. These services are provided to people that live with family or in their own homes/apartments.

Often all that is needed for an adult with developmental or intellectual disabilities to live on his or her own is the support and oversight of a professional caregiver. Whether care is needed 24/7 or for only a few hours a day, ADEC's Supported Living staff will help facilitate an individual support person centered plan and help support the individual's person-centered plans for informed choice. Individuals served in Supported Living typically live in an apartment with one or two roommates. Supported Living staff help supervise the daily tasks required for independent living, such as cooking, cleaning, shopping and bill paying. Supported Living staff also provide transportation when needed to appointments, jobs, grocery shopping and social outings, keeping individuals served connected to their communities.

With the help of their own personal staff, adults in ADEC's Supported Living program experience a life of their own by living on their own.

Support and skill development are provided in the following areas: financial management, community integration, coordination of medical care, wellness coordination, transportation, and community advocacy. Supports are also provided in other areas that may be specific to individuals served such as personal hygiene, meal preparation etc. Our goal is to help people we work with to realize their dreams and be independent in their community. Staff schedules are driven by the specific needs of the person being served and can range from one hour to 24-hour per day care.

- a. **Wellness Coordination** is a service on the Community Integration Habilitation waiver and is provided by ADEC to our Supported Living individuals served who qualify. Wellness Coordination is defined as the development, maintenance, and routine monitoring of the waiver participant's Wellness Coordination plan and the medical services required to manage his or her healthcare needs. Such needs generally extend beyond those services provided through routine doctor or healthcare visits required under the Medicaid State Plan. Duties include but are not limited to face-to-face visits, developing risk plans, and facilitating with PCP the medical care plans, and communication with the individual served's team. Risk plans are updated annually prior to the Person-Centered Individualized Support Plan or throughout the year as an individuals' condition/diagnosis change. It is specifically designed for participants requiring assistance of a registered nurse (RN) or licensed practical nurse (LPN) to properly coordinate their medical needs. It incorporates a tiered system based on health scores from the State's objective-based allocation (OBA) process.

5. Day Services – Facility and Community Habilitative Services

ADEC day service locations offer and support both facility habilitation and community habilitation. These programs are built upon the opportunity to have informed choice in their daily activities. This program is designed to assist people with intellectual disabilities develop connections in the community through integrated settings, vocational skill development and increasing independence in those we serve.

The goal for everyone served is to have a sense of personal accomplishment each day while developing marketable skills. The focus is on developing skills based on the individual's strengths and personal choice that can help increase income and social opportunities. The main areas of skill development are vocational, recreational, and social including, but not limited to, pre-vocational training, group participation, community awareness, music, and exercise. Services are provided to promote independence through training and support from Direct Support Professionals, predictable schedules and assistive technology and equipment. Those individuals participating in Day Services can earn commission on items they make that are sold through ADEC's integrated coffee shops or art shows and storefront.

Services may be provided on an individual or group basis at our two Elkhart locations (the Plaza and the Hub), and locations in Bristol, Goshen, Middlebury and South Bend.

ADEC strongly believes that intentional day programming can dramatically change the lives of the approximately 260 adults we serve at five Day Service sites. The people we serve range in age from 18 through retirement and are generally diagnosed with moderate to severe developmental and intellectual disabilities. To foster independence and develop a fulfilling daily schedule, we built our Day Services around a variety of age-appropriate vocational, social, community-based, and recreational activities including Woodworking, Art, Baking and cooking, Photography, Sewing, and Volunteering at various community organizations.

Our support staff takes time to discover the natural abilities and interests of the people we serve, and then challenges them to work at developing skills related to their abilities and interests. Recreation is accomplished by providing not only exercise groups, but also organized community recreational opportunities such as individual and team sports (i.e., softball, basketball, bowling, etc.).

6. Transportation

Daily round trip transportation is available to persons with disabilities residing in Elkhart County and enrolled in day programs or working at "The Shop" (ADEC Industries) or Bristol Gaining Grounds.

7. Employment Services

Employment Services includes four levels of opportunities:

- a. Community employment
- b. Skills Training
- c. ADEC "The Shop"
- d. Gaining Grounds

Community employment provides services which may include discovery, job readiness training, trial work experiences, job development, job placement, on the job supports and training and extended services. Individuals served may be referred to ADEC community employment through Indiana's Vocational Rehabilitation Services or a case manager. Services provided are determined on an individual basis and will vary by individual served. Placements are in community employment settings at the federal minimum wage or higher. Hours of employment are decided on a case-by-case basis. Placement settings are to be highly integrative in nature, with the opportunity for the individual served to work and associate with other employees who are not disabled. When an individual has achieved a level of independence to function without staff involvement, fading of services will occur.

ADEC takes pride in providing choice and possibility to the individuals we serve. We also want to provide choice and possibility to businesses, employers, and community partners through our community employment services program. We help dozens of employers in Elkhart and St. Joseph counties fill open positions with pre-screened, qualified, and job ready candidates. Some of those employers come back to us for additional hiring needs!

Below are just a few reasons why employers choose ADEC to help them with their hiring needs:

- **Reputation & Recognition** – *ADEC has been a part of the community and providing quality services for more than 70 years.*
- **No Cost to Employer** – *Placement service and support is free.*
- **Extra Support for Employee & Employer** – *ADEC provides job coaching, training and assistance from an Employment Consultant.*

Employing individuals who have disabilities diversifies the workforce, offers professional and personal development for current employees, and contributes to the overall well-being of the community while increasing social awareness.

ADEC's Skills Training Center is designed to help bridge the gap between education and employment.

"The Shop", also known as ADEC Industries, is a 100% competitive integrated light assembly manufacturing facility. It operated historically as a 14C shelter workshop until 2020 when it converted to competitive integrated employment. Work services may be provided at ADEC Industries. ADEC Industries no longer will employ and pay subminimum wages. Individuals' plans may include short term or long-term work opportunities. At any time, a hired individual with an intellectual or developmental disability, can seek other competitive employment through Indiana's Vocational Rehabilitation Services and utilize ADEC's Community Employment Specialist.

Social Enterprise – Gaining Grounds. The Bristol Campus location features the Gaining Grounds Coffee/Retail shop.

8. Guardianship Services

ADEC provides guardianship services to individuals with developmental or intellectual disabilities who are not able to make health care decisions and personal need decisions and do not have anyone who can help them. Individuals may live in long-term care facilities, community group homes, or in their own apartments. Because of very limited skills in communication or self-care, or perhaps a history of severe abuse or exploitation, an individual may need a guardian to protect and preserve their human and constitutional rights.

The ADEC Corporate Guardianship Program offers:

1. Full or limited guardianship
2. Temporary or permanent guardianship
3. Community Education about guardianship
4. Advocacy
5. Training in self-advocacy

ADEC has adopted the National Guardianship Association Standards of Practice and Codes of Ethics as our policy and guidelines for operating our program. Staff are credentialed National Certified Guardians.

We provide a full range of advocacy, decision-making and protective services to individuals unable to care for themselves. Without this program, many participating individuals with intellectual and developmental disabilities would fall through the cracks and create a burden on the community. Instead, these individuals are gifted with impeccable care and support throughout the duration of their lives. With decades of excellent service to our credit, the community has come to rely on us as a resource for consultation, education, and direction regarding the legal guardianship process.

ADEC operates a corporate guardianship program which has adopted the National Guardianship Association Standards of Practice and Codes of Ethics as our policy and operating procedures. www.guardianship.org.

Our staff are National Certified Guardians who maintain and renew this two-year credential issued by the Center on Guardianship Certification. www.guardianshipcert.org

9. Protective Services Office Services

In accordance with state and federal regulations, ADEC Protective Services ensures the compliance and implementation of the Bureau of Developmental Disabilities Services (BDDS) incident reporting process; including conducting investigations involving abuse, neglect and or exploitation and collaboration with community agencies, such as local Law Enforcement and Adult Protective Services when required.

ADEC Protective Services provides incident report data tracking and trend identification documentation and records retention, the development and presentation of staff training on the Prevention of Abuse and Neglect and ADEC's Incident Reporting Process and provides data and trend reports to the President/CEO, Program /Leadership and Board Committees monthly.

10. Self-Advocates

Self-Advocates of ADEC is a chapter of Self-Advocates of Indiana. Self-Advocates of Indiana is a statewide advocacy organization that empowers people with intellectual and developmental disabilities. As self-advocates, the group is comprised of citizens who speak out, advocate, and educate for equal rights, respect, and inclusion for all in the community. Self-advocacy is standing up for individual rights, overseeing one's life, and being treated with respect.