



Legislative Report

Peer-Run Respite Services in Wadena County

Behavioral Health Division

November 2018

For more information contact:

Minnesota Department of Human Services

Behavioral Health Division

P.O. Box 64981

St. Paul, MN 55164-0981

651-431-2225



For accessible formats of this information or assistance with additional equal access to human services, write to DHS.infor@state.mn.us, call 651-431-2225, or use your preferred relay service. ADA1 (2-18)

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I. Introduction

This report is submitted to the Minnesota Legislature pursuant to 2017 Minn. Laws 1st Spl. Sess. Chap. 6 Art. 18 Sec. 2 Subd. 30(a)(6). This report was prepared by staff from the Department of Human Services, Behavioral Health Division.

In 2017, the Minnesota legislature appropriated a onetime funding grant of \$100,000 for fiscal year 2018 from the general fund to Wadena County for the planning and development of a peer-run respite center for individuals experiencing mental health conditions or co-occurring substance abuse disorder. The onetime appropriation is available until June 30, 2021. The legislative language states that the grant is contingent on Wadena County providing to the commissioner of human services a plan to fund, operate, and sustain the program and services after the onetime state grant was expended.

Wadena County entered into a memorandum of understanding (MOU) with Wellness in the Woods (WITW), a non-profit agency, to develop the plan to fund, operate, and sustain the peer-run respite center.

As part of the planning and development activities of the grant, Wellness in the Woods has determined that a license will not be required for the peer-run respite center and that the homes that are being considered meet the zoning guidelines (if the number of people being served is five or fewer per night). Additionally, WITW has identified the core elements of the peer-run respite center, developed policies and procedures, and developed a 3 year budget plan. The three year budget for the peer-run respite center is \$338, 573.

Letters of support have been obtained from Wadena City Council, two mental health and employment service organizations, over 50 potential community neighbors, and six state legislators. Letters of non-support were provided by Northern Pines Mental Health Center, and Wadena City and County Law Enforcement. Law enforcement cited concerns with lack of City and County resources to support the project and concerns expressed by a mental health center regarding financial sustainability.

Although a plan to sustain the program and services after the onetime state grant was expended is a grant requirement, the Behavioral Health Division has not received a plan for sustainability. \$20,000 of the grant funding remains available until a sustainability plan is provided. A sustainability plan is needed since peer respite in its current form is not Medicaid reimbursable and Group Residential Housing (GRH) funding is not available for peer respite services. However, Wellness in the Woods reported that they participated in a national conference call on sustainable funding with peer respite leaders. Following this call WITW identified the following sources of sustainable funding to be explored: Federal block grants, private donations and grants, health insurance carriers, and fee for service contracts.

II. Legislation

2017 Minn. Laws 1st Spl. Sess. Chap. 6 Art. 18 Sec. 2 Subd. 30(a)(6)

(a) Peer-Run Respite Services in Wadena County. \$100,000 in fiscal year 2018 is from the general fund for a grant to Wadena County for the planning and development of a peer-run respite center for individuals experiencing mental health conditions or co-occurring substance abuse disorder. This is a onetime appropriation and is available until June 30, 2021. The grant is contingent on Wadena County providing to the commissioner of human services a plan to fund, operate, and sustain the program and services after the onetime state grant is expended. Wadena County must outline the proposed funding stream or mechanism, and any necessary local funding commitment, which will ensure the program will result in a sustainable program. The funding stream may include state funding for programs and services for which the individuals served under this paragraph may be eligible. The commissioner of human services, in collaboration with Wadena County, may explore a plan for continued funding using existing appropriations through eligibility for group residential housing under Minnesota Statutes, chapter 256I.

The peer-run respite center must:

(1) admit individuals who are in need of peer support and supportive services while addressing an increase in symptoms or stressors or exacerbation of their mental health or substance abuse;

(2) admit individuals to reside at the center on a short-term basis, no longer than five days;

(3) be operated by a nonprofit organization;

(4) employ individuals who have personal experience with mental health or co-occurring substance abuse conditions who meet the qualifications of a mental health certified peer specialist under Minnesota Statutes, section 256B.0615, or a recovery peer;

(5) provide at least three but no more than six beds in private rooms; and

(6) not provide clinical services.

By November 1, 2018, the commissioner of human services, in consultation with Wadena County, shall report to the committees in the senate and house of representatives with jurisdiction over mental health issues, the status of planning and development of the peer-run respite center, and the plan to financially support the program and services after the state grant is expended.

IV. Peer-Run Respite Services Plan

Core Design Elements

The core design elements for the peer respite center are:

1. Admit individuals who reside in the city of Wadena and Wadena County that need peer support and supportive services while addressing an increase in symptoms or stressors related to their mental health which requires more support than they could gain in their home setting, but do not require a crisis level or hospitalization level of care;
2. Admit individuals to reside at the center on a short-term basis; no longer than five days;
3. Be operated by a nonprofit organization;
4. Employ individuals who have personal experience with mental health or co-occurring substance abuse conditions who meet the qualifications of a mental health certified peer specialist under Minnesota Statutes, section 256B.0615, or a recovery peer;
5. Provide at least three, but no more than six beds in private rooms; and
6. Not provide clinical services.

Note: There is a recommendation that the term “respite” be changed since respite is defined differently in waived services and may cause some confusion.

Letters of Support

Wellness in the Woods (WITW) met with the Wadena City Council who were in support of a Peer Respite Center. The Council submitted a written letter of support.

Additional supporters include two other mental health and employment service organizations and over 50 potential community neighbors, along with six state legislators. The Wadena Development Agency discussed potential financing if law enforcement is onboard.

Non-supporters include Northern Pines Mental Health Center, and Wadena City and County Law Enforcement. Wellness in the Woods, with Wadena County Human Services met with Wadena City and County Law Enforcement officials. Information and data from the State of Wisconsin, which has three Peer Respite Centers was provided in-person and through written reports. In-person and web-based opportunities for local law enforcement were provided about the experiences of Nebraska law enforcement officers who have been through a Peer Respite services development and planning experience that is now established in Lincoln, Nebraska.

Wadena City and County Law Enforcement stated that their non-support position is centered on:

1. The County resources to respond were limited.
2. The City resources for responding to potential need are not available for this type of project.

3. The mental health center has concerns regarding the sustainability of the peer respite project.

WITW is recommending that local Wadena and County law enforcement submit a more detailed analysis regarding the resources needed to be able to respond to potential needs for this project.

Zoning

Wadena Development Authority (WDA) confirmed with Wellness in the Woods that homes being considered met the zoning guidelines *if the number of people being served in a peer respite was at five or fewer per night there would be no zoning concerns*. However, WDA could not offer a written response to the zoning of a Peer Respite Center until a specific property had been designated.

Licensing

The Minnesota Department of Human Services, Licensing Division determined that a Peer Respite service would not be required to have a DHS license under current law because the peer respite will not be providing treatment or crisis services. According to the Minnesota Department of Health (MDH) no further licensing is required as The Peer Respite Center is not cooking food for guests. Legislation would be necessary to require the licensure of The Peer Respite Center.

Policies and Procedures

A mission and intended use statement, goal worksheet and policies and procedures have been developed for the peer-run respite center. In addition, job descriptions for the positions of Respite Services Director, Assistant Director, and Peer Companion have been developed. See [Appendix A](#) for the Wellness in the Woods peer-run respite center draft policies and procedures

Budget Plan

The three year budget for the peer-run respite center is \$338, 573. See [Appendix B](#) for the budget plan.

Sources for Sustainable Funding

A sustainability plan has not been provided to the Department of Human Services. \$20,000 of the grant funding remains available until a sustainability plan is provided. Peer respite in its current form is not Medicaid reimbursable because medical necessity is not a requirement for admittance. Additionally, Group Residential Housing (GRH) funding is not a feasible option because GRH requires medical necessity and income verification, neither of which part of the intake is process for peer respite.

Wellness in the Woods participated in a national conference call on sustainable funding with peer respite leaders across the United States through *The National Empowerment Center*.

Wellness in the Woods identified the following sources of sustainable funding to be explored:

- Federal block grants
- Private donations and grants
- Health insurance carriers
- Fee for service contracts

**Appendix A: Wellness in the Woods Draft Respite
Policies and Procedures**

Ladyslipper Respite

DRAFT

Policies & Procedures

November 2017

The policies and procedures are subject to revision and addition and must be approved by Wellness in the Woods' Board of Directors and Executive Director.

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Our Mission: Our mission is to be a voice of individuals with a mental health experience, and fortify opportunities that positively impact and inspire communities and support systems.

Our Vision: To foster and embrace acceptance of all life experiences.

What is Wellness in the Woods? Wellness in the Woods became a reality in March of 2013, when several consumers of mental health services came together to create an organization that will work to help rural Minnesotans be healthy and stay well.

Wellness in the Woods is a nonprofit agency promoting wellness in eight dimensions including: Physical, emotional, vocational, social, spiritual, intellectual, environmental and financial.

We specialize in advocacy and education work with and for persons with a mental health lived experience and hold each community member in unconditional high regard by providing wellness and strength based services in rural Minnesota.

Our organization is considered “consumer run.” This means that all of our board and staff with have a lived experience with a mental illness. We want to work to decrease the stigma that surrounds asking for help, getting healthy, finding god support networks and living well in a part of Minnesota that we all call “home”!

2 Respite Mission & Values Statement

Respite Mission:

Provide a safe and welcoming environment that offers an opportunity for individuals experiencing emotional distress or crisis to grow and change through the support of others with lived experience.

Our Values:

We believe in hope and that recovery is possible for everyone.

- We recognize all individuals have strengths and find different pathways to recovery. We will make space for individuals to find their own way to wellness and provide support with education, information, connections and resources.
- We foster an environment that supports renewal and growth.
- We all have an opportunity to give back through using our strengths and lived experience.

We believe in respect for self and others.

- We will communicate with compassion and listen with compassion.
- We have the ability to set our own boundaries and limits and will respect the boundaries and limits of others, including privacy and confidentiality.
- We will honor our differences in beliefs, values, and culture.
- When conflict arises, we will address it through non-violent conflict resolution.

We believe in creating a space that is welcoming and healing.

- Our home will be a peaceful and healing space that is accessible for all.
- We will hold a space that honors the values of trauma-informed care, including recognizing needs for physical and emotional safety and being conscious of verbal and body language.
- Our space will be free of use of alcohol or illegal drugs.
- Peer respite will provide capacity for serving 3-6 guests.

There is no required schedule of groups, bed/wake times, etc., and individuals staying at the respite take the lead in designing their stay in the way that will be most helpful to them.

This point speaks not only to personal choice but to personal responsibility. Although part of the picture is leaving room for choice in how someone organizes their day, the other part is their need to take responsibility for making sense of and doing something with those choices.

Program offerings will include the Wellness Recovery Action Plan, 1:1 support time with peer staff, a space for spiritual meditation and prayer, art spaces and supplies, additional areas of interest as identified by guests that can be accessed through local volunteers.

3 Confidentiality

Ensuring privacy and confidentiality for guests is essential to creating a safe and welcoming environment.

1. Staff will keep all information related to participants, volunteers or other staff confidential.
2. Records of a guest, volunteer or staff member may not be released without that individual's written consent.
3. Guests, volunteers and staff may always see their records, add to their record and challenge the accuracy, completeness, timeliness and relevance of entries in their records.
4. Records for guests will be kept in a locked file cabinet on site. Only staff will have access to the locked records, and guests may request access to their file at any time. Past guests may have access to their records but need to call to make an appointment in advance to do so.
5. Any information, either verbal or written, that is received pertaining to an individual's psychological, physiological, sociological, vocational or monetary history or present state is considered strictly confidential and is treated as such.
6. Confidential material or information will not be shared with any other person who is not professionally involved without explicit, written consent from the individual.
7. No confidential information or material will be copied or removed from the office files without written consent and permission from the Executive Director.
8. Staff will not discuss confidential information with any other person. This information includes acknowledgment of the individual's involvement with any of the programs or services of Wellness in the Woods.

4 Data Collection & Storage

1. Data collected will include:
 - a. Staff: Documents relating to hiring, salary and performance reviews.
 - b. Volunteers: Volunteer application, hour logs and notes pertaining to their service.

2. Guest data collected will/may include any or all of the following:
 - a. Potential Guest Log/Waiting List
 - b. Guest Wellness Vision (if guest desires)*
 - c. Guest Agreement
 - d. Contact Logs
 - e. Entrance and Departure Surveys
 - f. Guest Follow Ups: 1 Month, 3 Month
 - g. Other forms as filled out by guests (emergency contact, WRAP, etc)

3. Documentation that includes personally identifiable data will be kept in a secure location.

5 Statement of Americans with Disabilities Act (ADA) Compliance & Accessibility

1. Ensuring access is a priority for Wellness in the Woods. As such, Wellness in the Woods will work to ensure a safe and welcoming atmosphere that eliminates barriers to access.
2. Wellness in the Woods is committed to providing equal access for all members of the community. To create a safe and welcoming environment, Wellness in the Woods will comply with all requirements of the ADA including:
 - a. Compliance with all standards for accessible design.
 - b. Ensuring that all written and spoken communication is as clear and understandable to all as possible.
 - c. Providing reasonable accommodations to guests to meet their needs.
 - d. Training staff and volunteers on understanding the ADA and its implementation at the respite.
3. The House Manager will be responsible for quarterly and annual reviews for accessibility of the program and facility. This review will include evaluation based on ADA guidelines as well as ensuring the environment is safe, welcoming and accessible.
4. Part of the guest checkout evaluation will include questions assessing if the respite provided a safe and welcoming environment.

6 Creating a Safe, Stable & Welcoming Environment

Wellness in the Woods will work with the local health department, law enforcement and fire department to ensure compliance with city, county, state and federal codes and guidelines related to:

- Fire
- Weather
- Communicable Disease
- Food Contamination
- Safety Hazards/Precautions

The House Manager will be responsible for daily, weekly, monthly, quarterly and annual checklists and inspections to review policies, procedures and compliance with code.

7 Cleanliness/Use of Common Areas

1. The Staff will hold responsibility for maintaining cleanliness of common areas along with all guests, volunteers.
2. Upon welcome and during tour/orientation, guests will learn the standards for cleanliness of shared areas including bathrooms, kitchen, dining room and other shared spaces, as well as equipment and furnishings.

8 Security of Building, Equipment & Guest Belongings

1. The respite will be locked at all times. Staff will be responsible for opening the door for guests and visitors. Signs on the door will indicate that visitors and potential guests need to call before arriving.
2. All Guest Rooms will have locks. Guests will receive keys to their individual rooms.
3. All Guest Rooms will have a lock box for medications and/or personal belongings of value. Medications that need to be refrigerated will be kept in a lock box in the kitchen refrigerator.
4. Each guest will have a designated space in the cupboard to store any food they wish to bring to the respite, as well as having shared refrigerator space. Guests will be asked to mark any food that is theirs in the refrigerator with their name and a date or the expiration date and to be respectful of leaving space for other guests to also store items in the refrigerator. All food left after a guest's stay will be disposed of upon their checkout.
5. Wellness in the Woods is not responsible for lost/stolen belongings of guests utilizing the respite.

9 Potential Guest Conversation

The purpose of the initial conversation with a potential guest will be to:

- Share basic information about what it is like to stay at the respite.
- Learn about the person's hopes and needs that led them to call.
- Learn about the person's hopes, needs and thoughts regarding time spent at the respite and what it might provide them in terms of relief and/or resources.

PLEASE NOTE: Having an empty room should not factor in to whether or not someone is considered to be a good fit for the house. The end result of doing outreach and offering a valuable support will likely be full rooms, but open rooms should NOT be the immediate focus of any initial conversation.

Peer Respite guests who do not meet criteria for entrance will be guided to services that provide the level of service they require and request. The services may include but are not limited to: Emergency Departments, Law Enforcement, and Mobile Crisis Outreach Team.

Ask the individuals if they are able to find private space to speak for a while – share that we have a fair amount of information to share about the respite and also want to learn more about them. Private space means that they are in a private room *without* another individual present. If they would like a supporter present, that's okay. The conversation should take place with the potential guest themselves.

During the Initial Conversation:

1. Let the individual know that you will be taking notes to remember things that s/he said accurately and that they will be shredded afterward. Shredding of personal notes will happen after a guest leaves unless they request them personally.
2. Decision making: Let the individual know that the decision about fit for stay is made by two members of the staff team. Let the individual know that we will get back to them within four hours of the conversation to make a final decision.

Information to include but not limited to:

DATE: _____ TIME OF CALL: _____

NAME: _____

PHONE: _____

GUEST IS: _____ NEW _____ RETURNING

____ Guest is a local resident and has a permanent address (confirmed place to return to upon checkout).

____ Guest must identify as an individual with mental health and/or substance use challenges.

____ Guest is able to administer own medications and care for own activities of daily living.

____ Guest will be free of alcohol and non-prescribed drugs while at the house.

____ Guest is over the age of 18.

- ___ Guest understands personal responsibilities including preparing meals, cleaning up after him/herself, treating other guests, volunteers and staff with respect and following house values.
- ___ Guest understands and agrees to uphold the mission and values of the respite.
- ___ Guest commits to signing the Guest Agreement.

Once it has been determined that the guest and respite are an appropriate fit, the guest will be invited to meet at a designated time that they determine between the hours of (9 am and 9 pm) at the respite.

Entrance/Check In will include:

1. Completing an anonymous entrance survey.
2. Reviewing the Mission, Vision and Values of the respite.
3. Acknowledging these values by signing the Entrance Agreement which also includes information about their stay.
4. Guests will receive a tour of the respite and receive a key to their room and lockbox.
5. Guests will receive a “menu” of wellness activities and/or programs at the respite that they may choose to take part in.
6. Guests will be asked to fill out an emergency form including contacts and medications/allergies. This form is intended for if an emergency were to occur that leaves them unable to communicate with medical personnel while they are at the respite. In addition, guests will also be given a chance to indicate who to disclose information to regarding the guest’s stay at the respite.
7. The Peer Supporter will review the Guest Checkout form/responsibilities with the guest the day before the guest indicates that they intend to leave.
8. Guests of Ladyslipper Peer Respite must provide their own transportation or identify support networks that will assist them with transportation to the respite, appointments and return to their home or other service providers during their stay and upon discharge

Note: These steps are to be done early in the guest’s stay but do not need to be done as a single process immediately after a guest enters the Respite. Priority is on getting the Entrance Agreement signed and ensuring a safe and welcoming entrance process.

Guest stays may last from 1 to 5 days. Extensions of the stay will not be possible. Guests may contact the respite to inquire about a second stay using the same pre-stay process if another stay is wanted.

Guests may leave at any time of their own volition or they may be asked to leave if:

- a. The guest leaves and does not make contact about a plan to return within 24 hours of departure.
- b. The guest brings alcohol, drugs (or paraphernalia) or weapons to the respite.
- c. The guest has medical or other needs that s/he cannot manage independently or with community supports.
- d. The guest is unable to follow and uphold values, guest agreement or mission of the respite.

The following form will be given to a guest when they are preparing to depart the respite.

We hope that you have enjoyed your stay and hope that it has been a rewarding point on your personal recovery journey. Before you leave we ask that you take a few steps to help ensure you have all of your items as well as that you take a few minutes to tell us what your experience was like.

Guest Checkout List

- _____ Make sure that you have all of your personal belongings.
- _____ Strip all of your bed linen.
- _____ Remove all of your leftovers from the refrigerator/kitchen cabinets. Take food with you or dispose of it.
- _____ Return keys.
- _____ Fill out Departure survey.

Please feel free to ask any questions or express any concerns regarding your departure. We hope you remember us in the future if further support is ever needed.

12 Conflict Resolution and Guest, Staff or Volunteer Grievances

The respite will maintain space for guests, volunteers and staff to share concerns, conflicts or grievances at any time, both in verbal and/or written manner.

1. In a conflict, guests, volunteers and staff should first approach the other individual involved in a one-on-one fashion utilizing respect, mutuality and intentional communication to resolve the conflict.
2. If a one-to-one conversation is not possible to resolve the conflict, a 3rd person (such as a respite peer supporter) may be present to help facilitate dialogue.
3. If the conflict/grievance does not come to an agreeable resolution (for either individuals), an individual may file a verbal or written grievance with the Respite Director or WITW Executive Director.

13 Visitor Policy

1. As stated and acknowledged by signature in the Guest Entrance Agreement, individuals hold responsibility to uphold the values of the respite including respect and confidentiality. These values should be considered by the guest when welcoming visitors to the respite.
2. Space will be designated at the respite for a private space for guests and their visitors. Visitors may not enter common areas of the respite or guest's private rooms.
3. Guests have the right to refuse any visitors at any time.
4. Guests have the opportunity to meet with anyone of their choosing outside of the respite.
5. Children are welcome as visitors.
6. It is the guest's responsibility to inform their visitors of respite policies. Visitors who do not abide by respite policies may be asked to leave.

1. Guests, visitors, staff and volunteers may not have or use alcohol, illegal substances, non-prescription drugs or paraphernalia at the respite.
2. Because guests are responsible for holding the values and responsibilities of the respite during their stay, use of alcohol or drugs outside of the respite may not interfere with any other guest, volunteer, or staff's physical or emotional safety, health, or security. If a guest returns under the influence, their continued stay will be determined by the Respite Director.
3. Staff will work with local law enforcement in regards to disposal of alcohol, illegal substances/drugs, medications or paraphernalia discovered on site.

15 Background Checks and Criminal History

1. Respite staff and volunteers will have a background check completed in compliance with best practices for peer supporters.
2. A history of incarceration or criminal conviction will not automatically disqualify an individual from staying at the respite. However, potential guests must be willing to undergo a background check and speak honestly with respite staff about any past or current legal issues which may interfere with maintaining a safe and welcoming atmosphere at the respite.
3. If the individual is not a good fit for the respite, staff will collaborate to find resources to support the individual when possible.

If someone wishing to stay at the respite has a service animal that has been trained (or is in training) to do work or perform a specific task that the person is unable to do on their own, an accommodation will be made to welcome the animal. Proof of vaccination and training may be requested. Unfortunately, emotional support pets that are not trained to do work or perform a specific task are unable to stay at the respite. When service animals do accompany someone, they are expected to stay with that person and under their control at all times.

From the US Department of Justice Civil Rights Division ADA website on Service Animals:

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Guests will need to find another place for their pets to stay, and/or someone else to care for them if they do not wish to leave their animals at home alone.

17 Guidelines for Guest Stay/Entrance Agreement

The following agreement must be reviewed and signed by a potential guest as part of the entrance process.

Our respite operates in a home located in a residential neighborhood. The respite offers a peer-run alternative to traditional services and has grown out of many years of advocacy on the part of the peer-led recovery community. Because the space only works if everyone comes together as a community in an intentional way to hold its values and mission, everyone staying at the respite will be asked to review and sign this acknowledgement.

By signing below, I acknowledge that:

- I am an adult (18 years or older)
- I believe that a 24-hour, peer-supported environment will benefit me at this time
- I have no legal issues that prohibit my staying at the respite
- I understand that the respite community values respecting each other’s privacy, and I will not share personal, identifying information about others staying or working at the respite
- I understand that the respite strives to be scent free and that I will be encouraged to use scent-free products whenever possible while here
- I understand that I will be provided a lock box for personal items, but the respite staff cannot take responsibility for preventing or replacing missing or broken items.
- I agree not to enter another guest’s private space without their consent
- I understand that I have a right to:
 - Follow my own schedule and have access to private and common spaces and community food
 - Access peer support and resource information during my stay
 - Leave the respite at any time
 - Have visitors throughout the day as detailed in the visitor guidelines, and I also have the right to refuse visitors
 - Oversee and manage any documentation connected specifically to me
- I understand that – although efforts will be made to work through any conflicts - I may be asked to leave the respite:
 - If I leave and do not make contact about a plan to return within 24-hours
 - If I bring alcohol, other drugs, drug paraphernalia or weapons to the respite.
 - If I otherwise am not in a place where I can hold the values and mission of the space or benefit from the supports offered

I have been offered a copy of the respite grievance procedure.

GUEST NAME (print) _____ GUEST SIGNATURE: _____

STAFF SIGNATURE: _____ DATE: _____

In the event of serious injury, illness, or property damage, respite staff will contact the Respite Coordinator or designated on-call staff. An incident report will be completed detailing the following:

1. Date and time of incident
2. Individuals involved
3. Witnesses to the incident
4. Location of incident
5. A brief description of what caused the incident
6. A brief description of actions taken (medical treatment given, police called, etc)

All involved in the incident will be offered an opportunity to meet with the Respite Director or other appropriate staff to discuss the incident, give feedback, and receive support.

Guests and peer respite staff will utilize the following guidelines to identify the requirement for a higher level of care for the person being served. A transition plan will be created for individuals who:

- Are at significant risk of acting on suicidal thoughts
- Are observed having episodes of uncontrolled destructive behavior and/or violence
- Are in need of significant medical attention
- Live outside the geographic area served by the Ladyslipper Respite
- Are unable to administer their own medications
- Are unable to care for their own activities of daily living
- Are using alcohol or non-prescribed drugs while staying at the respite

Peer respite staff will contact the Respite Coordinator for guidance in the identification of requirements for a higher level of care and a transition plan. Staff will have access to potential referral sources serving the geographic area of the peer respite and will determine with the guest a transition plan. Staff will encourage invitations to established support networks such as ARMHS, CSP staff, family, Mobile Crisis Outreach and law enforcement. The transition plan will be created with staff and guests that identify a timeframe for the plan, support networks and assistance required by the peer respite staff.

Peer Staff will routinely inspect the peer respite environment and complete a checklist. Any damage occurring to the respite site will be reported to the house manager and program coordinator within 24 hours. Bremer Insurance will be contacted and process followed to create a claim and complete the replacement or repair of damages incurred by peer staff or guests.

The respite will be staffed 24 hours/day, including all holidays.

Respite staff includes:

- Respite Coordinator
- House Manager
- Peer Supporters

Additional Wellness in the Woods staff supporting the respite will include the Executive Director and Financial Manager, and other staff as needed.

The Respite Coordinator supervises respite staff. All staff will attend regular staff meetings which will include ongoing training and administrative/policy information.

All peer respite staff shall hold certification as peer specialists under MN DHS guidelines, or hold a four-year degree in a Human Services field while identifying a person with a lived experience of chemical and or mental health challenges and being in recovery for at least one full year.

All peer staff will be required to complete a back ground check, provide proof of peer specialists certification or graduation from a four-year program in Human Services.

Individuals working or volunteering at the respite are supported (through training, team work, co-reflection, etc.) to come from a peer-to-peer perspective.

Although many roles are called “peer” some people in designated peer roles work for organizations that offer them the same training as all other employees, and often don’t fully understand the different job responsibilities that should be involved (see Handbook on Peer Roles for more information on development of peer roles in the broader system: www.psresources.info/peer-roles-handbook). In a peer respite, it is essential that the training and expectations of the team be well thought-out and based in peer-to-peer principles.

All staff and volunteers will meet the qualifications required in the job descriptions and attend initial and ongoing training identified in the Employee Handbook and Peer Respite Policies and Procedures. This will include but is not limited to: CPR, Peer to peer support guidelines, HIPPA guidelines, mandatory reporting guidelines, environmental safety, decision tree process for supporting guests, intake processes, documentation and reporting requirements.

Staff training will include skill building to ensure both physical and emotional safety, including principles of trauma-informed peer support.

All staff must complete a training and orientation that includes:

- Standards of Conduct/Ethics
 - Safety and First Aid
 - Privacy and Confidentiality
 - Certified Peer Specialist, Intentional Peer Support, or other appropriate peer support training
1. A weekly staff meeting will be held with all staff to provide training, support, and administrative/policy updates.
 2. Opportunities for ongoing training and education will be made available to respite staff.

21 Community Resources & Linkages

1. The respite will offer a resource library that includes computer access, community information and other reference materials.
2. All staff will be responsible for assisting guests in connecting to community resources.
3. The House Manager or other designated staff will maintain updated community service literature.
4. The Coordinator will be responsible for connecting with area stakeholder groups to provide continued information on the respite including:
 - a. Statewide Peer Run organizations & affiliates
 - b. Local Law Enforcement
 - c. Mental Health Providers (public, private and nonprofit)
 - d. Health/Human Service Agencies

22 Quality Improvement Plan

Multiple vehicles will be used for feedback on Guest, Volunteer, and Staff Satisfaction, including:

- Verbal feedback: Guests, volunteers and staff are welcome to share feedback at any time.
- Regularly scheduled staff meetings
- A formal grievance procedure
- Guest surveys (departure, 30 days, 3 months)

The peer respite coordinator will create a tool to report fiscal details approved by funding agencies and will be responsible for 1/4ly reporting with oversight by the Executive Director. The peer respite coordinator will create a tool to measure identified goals and objectives and report to the advisory board, Executive Director and Wellness in the Woods board of directors.

The peer respite coordinator will partner with the respite advisory council, Executive Director and funding agencies to create a measurement tool, identify measurable goals and objectives and a reporting schedule. The fiscal report and Quality Improvement Plan report will be completed on a 1/4ly basis and delivered to appropriate agencies no more than 30 days after the end of the reporting period.

Appendix B: Three Year Budget Plan

Budget Overview

Contract Period: Years 1, 2, and 3

Annual Line Item Budget	Amount	Detailed Sub-Budget	Additional Detail
A - SALARY/PERSONNEL COSTS	\$226,272.00	See part 2	Justification on part 2
B - FRINGE BENEFIT COSTS	\$52,390.98	See part 2	Justification on part 2
C - OPERATING EXPENSES	\$33,400.00	See part 2	Justification on part 2
D - SUPPLIES	\$2,000.00		Justification on part 2
E - IN STATE TRAVEL	\$5,022.00	See part 2	Justification on part 2
F - OUT-OF-STATE TRAVEL	\$3,488.00	See part 2	Justification on part 2
G - TRAINING	\$10,000.00		Justification on part 2
H - INSURANCE & SURETY BONDS	\$5,000.00		Justification on part 2
I - ADVERTISING & PUBLIC INFORMATION	\$1,000.00		Justification on part 2
J - OTHER			
SUBTOTAL - DIRECT COSTS (SUM A...M)	\$338,573		
K - INDIRECT COSTS	\$33,857	See part 2	
TOTAL COSTS	\$372,430		

Budget Detail

I - ADVERTISING & PUBLIC INFORMATION

JUSTIFICATION

Printing of brochures, business cards, advertisement in regional publications.

J - OTHER

K - Indirect Cost Detail Sub-Budget

Direct Cost	Indirect Cost Rate	Indirect Cost
\$338,573	10.00%	\$33,857