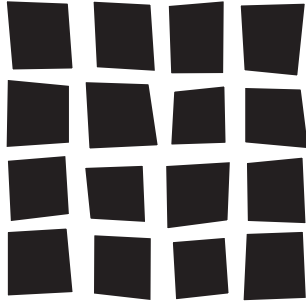




CLIENT HANDBOOK



Stone Belt

CLIENT HANDBOOK

For All Clients of Stone Belt

Stone Belt • 2815 East 10th Street • Bloomington, IN 47408 • 888-332-2168 • www.stonebelt.org

Revised January 2018

NOTICE

The content of this handbook is not all-inclusive nor a promise or contract between Stone Belt and its clients. These guidelines are intended to help you understand how Stone Belt's policies and procedures apply to you.

At any time, Stone Belt reserves the right to modify, change, suspend or cancel all or any part of the policies, procedures, and programs contained in this handbook. Stone Belt will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When possible and appropriate, Stone Belt will seek input from clients, staff groups, exclusive employee representatives, and administrators. When Stone Belt develops or modifies new policies, procedures, and programs, it will notify you as soon as possible. Differences that result from such changes will take precedence over the contents of this handbook.

For the most current policy information, contact Stone Belt CEO Leslie Green at
812.332.2168 ext 249
or email lgreen@stonebelt.org

This handbook can also be found online in text
and audio format @ www.stonebelt.org

MY TEAM

[illegible]

TABLE OF CONTENTS

Section One: Welcome to Stone Belt! 9-12

Welcome to Stone Belt!	10
What is Stone Belt?	10
What are Stone Belt’s mission and principles?	10
Can you tell me about Stone Belt’s history?.....	12

Section Two:

What Kind of Services Does Stone Belt Offer? 13-20

Residential Living. What is Residential Living?

What is Supervised Group Home Living?	14
What is Supported Living?	14

Day Services. What are Day Services?

What is Lifelong Learning?	15
What is Community Employment?.....	15
What is Manufacturing?	17

Milestones Clinical & Health Resources. What is Milestones?

What is Clinical Services?	18
What is Health Services?	18
What is Behavior Support?	19
What are Skills Development Services	19
Notes.....	20

Section Three: Getting Started 21-26

Do I have to choose Stone Belt’s services?	22
How do I get referred to Stone Belt for services?	22
What is Stone Belt’s referral-to-admission process?	22
How are services paid for?	23
How do I exit a Stone Belt program?	23
How are Stone Belt staff chosen and trained?	24
What is a Person-Centered Plan (PCP)?	24
What is an Individualized Support Plan (ISP)?	24
Will I have access to my records and health information?	24

TABLE OF CONTENTS

Does Stone Belt keep my personal information private?	24
What kind of Information is confidential?	25
What do I do during an emergency?	25
How do I travel between home, Stone Belt facilities and/or my job?	25

Section Four: Residential Living Policies 27-40

Supported Living Program (SLP) Policies

What is Supported Living?	27
Who can participate in Supported Living?	27
How much does it cost to participate in Supported Living?	28
What should I bring when I move into a Supported Living residence?	28
Will I have a key to my home?	28

Supervised Group Living (SGL) Policies

What is a group home?	30
Who lives in a group home?	30
How much does it cost to live in a group home?	30
What should I bring when I move into a group home?	31
What are my responsibilities in a group home?	31
Will I have a key to the residence?	32
What are the rules of the house?	32

General Residential Living Policies

How long can I live in my apartment or house?	33
Who will manage my money and budget?	33
Will staff be available 24 hours?	33
Can I have visitors?	33
Will I be able to receive mail at my home?	34
Can I use the telephone at my home?	34
Can I have a computer in my home?	34

TABLE OF CONTENTS

Can I go on extended visits and trips?	35
Can I take vacations?	35
Can I go to religious services?	35
What can I do in my spare time?	36
What about transportation?	36
Are there any safety procedures?	36
Am I responsible for cleaning and yardwork?	36
What will happen if I break something?	36
What about my health care?	37
What other health services are available?	37
Will I have to be able to take my medicine myself?	37
Who will get my prescriptions refilled?	37
Will I make my own medical and dental appointments?	37
What happens if I have to go to the hospital?	38
What if I get sick and can't go to work, school or day program?	38
What other health responsibilities do I have?	38
What kind of behavior is expected of me?	38
Are there any rules in Residential Living?	39
What happens if I break any of these rules?	40
Will my parents or advocates know about my behavior?	40

Section Five: Day Services Policies 41-46

When are Stone Belt facilities open?	42
For what holidays do Stone Belt facilities close?	42
What other times do facilities close?	42
Does Stone Belt have an attendance policy?	42
Can I use tobacco at Stone Belt facilities?	43

TABLE OF CONTENTS

What do I do with my things while at Stone Belt facilities?	44
When will I be sent home from Stone Belt facilities if I am sick?	44
What if I have bed bugs in my home?	45
How do I get medicine while at day program?	45
Guidelines if you are in Manufacturing	46
Do I get paid vacations?	46
When and how do I get paid for my work?	46
Can I lose my job?	46
Are there Manufacturing rules?	46

Section Six: Rights and Responsibilities 47-58

What are my rights as a client?	48
Can I give feedback on the services I receive at Stone Belt?	52
Are there any rules I should follow?	52
What happens if I break any of these rules?	53
Are there rules staff has to follow to keep me safe?	54
What are examples of appropriate and inappropriate client/staff interactions?	55
What if I have a complaint?	56
How do I file an official complaint?	56
What is Equal Employment Opportunity?	57
What if I feel harassed at Stone Belt's facilities?	58
Who do I report problems to?	58

What does it stand for? 59-60

Who do I contact? 61

Notes	62
-------------	----

NOTES

Section 1

Welcome to Stone Belt!

WELCOME TO STONE BELT!

We're glad you are interested in Stone Belt. You may have lots of questions about the services we offer. With this handbook, you can look up answers to questions you might have after we talk to you and explain our programs and services. We will explain the handbook to you before you enter Stone Belt and whenever we change the information. If you need help understanding the handbook, tell the staff that assists you. They will be happy to help you with problems and questions you might have.

WHAT IS STONE BELT?

Stone Belt has been providing services for people with developmental disabilities and their families since 1958. We operate programs across south-central Indiana and have facilities in Monroe, Lawrence and Bartholomew counties. Stone Belt currently helps about 1600 people each year and employs over 500 staff. It is the oldest and largest service provider in South Central Indiana. The Chief Executive Officer (CEO) of Stone Belt is Leslie Green. Ms. Green reports to the board of directors. In 2017 Stone Belt's operating budget was over \$18 million. Stone Belt gets funding from the county, state and federal government, the United Way, and donations. Stone Belt's services are accredited by CARF. We must pass many standards to get our programs approved by CARF. We are a part of The Arc of the United States, The Arc of Indiana and The

United Way of Monroe County. For information about Stone Belt, visit our website at www.stonebelt.org and sign up to receive emails or visit us on Facebook (StoneBeltArc) or Twitter (@StoneBeltArc).



Leslie Green is the Chief Executive Officer (CEO) of Stone Belt. She is in charge of making sure the organization is running smoothly.

WHAT ARE STONE BELT'S MISSION AND PRINCIPLES?

We believe in the uniqueness, worth and right to self-determination of every individual. Therefore, it is our mission, in partnership with the community, to prepare, empower and support persons with developmental disabilities and their families to participate fully in the life of the community.

Stone Belt's Principles of Service

Principles of Service are guidelines for what we do and what we feel is important.

Self-Determination is essential

You have the right to decide what you want in your life. You must have the chance to make choices and to speak up for yourself when possible. We teach you and provide information for you to make choices and to be responsible for your own decisions.

Learning creates empowerment

We help you learn things so you can do more for yourself. We help you with things that you like to learn. We help you do things that help you to grow and develop as a person, and that help you have a good life.

All people have contributions to make

You have talents and things you are good at doing. We want to help you use your talents, to get better at what you do, and to show others how well you can do things. We feel it is good for you to use your talents to help others as well, and we hope we can help you do this.

Positive supports provide the best long-term results

If you act in ways that are not helpful to you, like hurting yourself or others, we want to help you learn new skills and new ways to behave with others. We can help you find new ways to tell others what you want, to make better choices, and to be around other people. Stone Belt staff is trained to

help you with this.

Housing/home life must be self-directed

People should be able to live in the home of their choice according to their budget and needs. We offer both group homes and supported living homes. When you have your residential services with Stone Belt, we try to make sure you have choice and that your needs are met in your home.

Employment is a fundamental part of adult life

Work is very important because it is a way to be more independent. Also, a person is often known to others by the work he/she does. We want to help you have a successful career in which you can do work that you like. This includes helping you to move from school to a job, to plan your career (the work you will do in your lifetime), to get better jobs when you want to, and then to finally plan for your retirement.

Social life and relationships help create quality of life

People are happier when they have friends and family. We want to help you make and keep good friends in your life and stay connected to your family, if that is what you want. We feel this will help make your life better. Our staff is here to help you with your friendships and family connections.

CAN YOU TELL ME ABOUT STONE BELT'S HISTORY?

Stone Belt celebrated its 58th anniversary in 2017. Here are some milestones in our history:

1958 — Stone Belt starts in the basement of a church by nine families who want to provide educational services for their children.

1959 — Stone Belt is incorporated as a non-profit organization. Services are moved to the Headley School building. This is the date we celebrate as our anniversary.

1970 — Stone Belt opens some of the first group homes in Indiana in small apartments (cottages) contained within Indiana University's Development Training Center.

1971 — The Stone Belt Comprehensive Center is opened at our 10th Street location offering school and adult services.

1975 — Stone Belt is serving 157 clients and has 61 employees. Legislation passed that allows children with disabilities to attend public school. It isn't until 1985 that classes are entirely phased out of Stone Belt and into regular schools.

1978 — The 10th Street facility's Adult Center opens. It costs \$400,000 to build.

1981 — The LARC Achievement Center opens and begins offering services for individuals in Lawrence County.

1985 — Stone Belt phases its last class into the public school system. Stone Belt's first group home, Blackstone, opens. Eleven more homes open in the next 12 years.

1986 — Stone Belt makes its first community job placement. It is one of the first to do so in the State of Indiana.

1987 — Stone Belt opens an Infant and Toddler Development Clinic, which later becomes Infant and Child Developmental Services (ICDS).

1988 — Stone Belt begins its Supported Living Program (SLP).

1989 — Stone Belt of Owen County (SOI) is opened and begins offering services for individuals in Owen County.

1997 — Stone Belt of Bartholomew County opens and begins offering services for individuals in Bartholomew County.

2000 — Stone Belt's Psychological Services division opens, which is renamed Milestones: Clinical & Health Resources in 2005.

2004 — Stone Belt begins selling client-created art to the public at various temporary gallery locations. An expansion of the 10th Street building is finished and Stone Belt buys a building on Adams Street in Bloomington to house the Milestones Clinical and Health Resources and the Community Employment program. Service expand east into Jackson and Jennings counties to serve some of the last remaining residents leaving Muscatatuck State Developmental Center.

2006 — Stone Belt spins off its Infant and Child programs to early childhood providers in Monroe County.

2008 — Stone Belt premieres I Am You, empowering clients to write and perform their personal stories to a live theatre audience as a powerful way for people with disabilities to engage, educate and inspire their audience.

2009 — Stone Belt upgrades its 10th Street location to provide an environmentally controlled space for life sciences productions. Operations from Owen County are moved to Monroe County. Milestones Clinical Services are expanded into Bartholomew County with the opening of a new clinic.

2010 — After the Christmas Eve fire of 2009, Stone Belt is able to move back into the Doug Otto United Way Center. Stone Belt Employment Services launches Project SEARCH, an internship program for young adults.

2017 — Stone Belt leads advocacy efforts with other partners in achieving an increased appropriation from the Indiana General Assembly to provide much needed wage increases for Direct Support Professional.

Section 2

What Kind of Services Does Stone Belt Offer?

WHAT KIND OF SERVICES DOES STONE BELT OFFER?

Stone Belt has several different services that you may be interested in and eligible for. You may participate in one or more services. The following are short descriptions of the services we offer. If you would like a more detailed description of any program, please ask your Stone Belt Coordinator for a program description. You may also get more information about programs on our Web site: www.stonebelt.org.

Residential Living

Stone Belt has two residential (home) options available:
Supervised Group Living and Supported Living.

WHAT IS SUPERVISED GROUP HOME LIVING?

Stone Belt has eight group homes in Monroe County and three group homes in Lawrence County. Each home provides staff 24 hours per day helping up to seven residents. If you live in one of these homes you will have a chance for long-term friendships and a sense of family. In Supervised Group Living there will be ongoing training in daily living skills and contact with nurses, behavior clinicians, and other program coordinators. Find out more about participating in Supervised Group Living in Section Four.

WHAT IS SUPPORTED LIVING?

The Supported Living Program helps you learn skills that allow you to be independent in your home and community. Stone Belt staff will help you learn how to shop, cook, clean, take care of your clothes and property, make friends and live with different people. We will also help you with your personal goals. The Supported Living Program offers you a chance to live in your own home with roommates you choose. We may also help you and your family at home. Supports range from staff visits a few hours per week to 24-hour supports. Learn more about Supported Living in Section Four.



WHAT ARE STONE BELT'S DAY SERVICES?

There are several Stone Belt Day Services that you can take part in.

- > Lifelong Learning program teaches you new skills.
- > Supported Employment and Placement Assistance are programs that help you get and keep a job in the community.
- > Manufacturing teaches you work skills in our workshops.

You can participate in more than one service at a time. We will help you choose which services are right for you based on a planning process that looks at your interests and skills. A description of each service follows.



WHAT IS LIFELONG LEARNING?

Lifelong Learning (LL) helps you learn and practice skills in different places to become an important member of your community. Staff members work with you alone and in small groups.

The goal is to help you become more independent. You can take art classes, visit places in the community or choose from a number of other activities. There are some rules in Stone Belt's LL program that must be followed. You can find out more about these in Section Five.



WHAT IS COMMUNITY EMPLOYMENT?

Work is an important part of most adults' lives and it is no different for you. Employment Services helps you to match your skills and interests with those of employers. Clients currently hold jobs in areas such as clerical, restaurant, retail, housekeeping, industry, nursing, janitorial, day care and recycling to name a few. Support is provided to help you find, gain and maintain employment. You can participate in Supported Employment or Placement Assistance. In both of these programs you will get good work experience, make friends and become more independent. You will also earn a paycheck and become a tax-paying citizen.

Supported Employment

In Supported Employment you will have an Employment Consultant (EC) who will help you discover your talents and identify what type of job is right for you. They will then help you look for a job. Your EC might help you with training at your new job, alongside the training provided by your employer. Your EC will support you on the job as needed and as funding permits.

> *Placement Assistance*

In Placement Assistance you will have an Employment Consultant (EC) who will help you identify your employment goal, make a resume and set up interviews. Your EC may also assist you with talking to your employer and may sometimes train you alongside the employer. When you can do the job well, without help, your EC will leave you to work on your own.

> *Internship Program*

Employment Services also offers an internship program for young adults age 18-24 called Project SEARCH. In this program interns learn about getting a job and being a good employee in a classroom setting and work as an intern at several job sites.

All clients are eligible for employment programs. Staff will talk with you about your interest in working in the community.

If you are in another program and choose to enroll in Employment

Services, you may return to another program if you lose your job for reasons beyond your control.

However, there are some funding sources that limit your choice of programs if you are in community employment.

This will be explained to you when you decide to enter the employment program.

Stone Belt will try to meet your needs immediately. This sometimes will require funding changes that must be approved.

How can I get in the employment program?

All referrals come from the office of Vocational Rehabilitation (VR).

To schedule an appointment:

In Bartholomew County, call 812-376-9935 or 877-396-3271

In Monroe, Owen and Lawrence County call 812-332-7331 or 877-847-9893.

VR has some restrictions on who can be served. If you meet eligibility, you can select Stone Belt, or whomever you choose, as your provider, and Vocational Rehabilitation will send your referral. Then an EC can get started helping you identify your employment goals and looking for work.

WHAT IS MANUFACTURING?

If you have a real desire to learn and build your work skills, then the Manufacturing Program is a good place for you. Manufacturing, often called the workshop, offers the possibility of paid training doing a variety of jobs at one of our two sites --10th Street in Bloomington or Larc (Stone Belt of Lawrence County) in Bedford. The primary focus is to create employment training for you. The jobs we have will give you good work experience and a paycheck. This is real work with real deadlines and our customers depend on us to supply a quality product at a competitive price.

What work is available in Manufacturing?

We do mostly subcontracted work for other companies, such as packaging, looking for bad parts (quality checking) and putting parts together (assembling). Prime products are

products that we make and sell to other people, companies or the government. Stone Belt Manufacturing wants employees who do good work, not fast work. Most of our jobs are paid by how many pieces you do (piece work). You can work at your own speed. Sometimes there is not enough paid work products to keep everyone working. When this happens, your supervisor or another staff person will provide other learning activities. These activities will help you learn new skills as well.

How can I get into the Manufacturing?

Your case manager or coordinator can refer you (send your name to) our Manufacturing program. If you can work well in larger groups of up to 10 people you may be able to be in this program. You have to be willing to stay on the job you are given, work hard and not bother other people who are also working.



Milestones: Clinical & Health Resources

Milestones is a group of professional services designed to help people have healthier and happier lives. There are several support services offered in this program that address both the mental and general health needs of our clients. For example, you may attend counseling or get help when you are feeling down, are sick or hurt, or need help taking medicine. Your support team will help you decide if you need these services.



WHAT ARE CLINICAL SERVICES?

Milestones Clinical Services include psychiatry and counseling to address mental health needs. You can use these services if you are feeling blue or have a problem and want to talk to someone about it.

Clinical Services are part of Milestones' certified Outpatient Mental Health facility, where you can attend individual and group counseling. Your support team can help you decide if you need these services.

WHAT ARE HEALTH SERVICES?

Stone Belt offers nursing services to most clients in day services and all clients in residential programs. If you receive nursing services, a nurse will keep track of your medicine and talk with your staff regarding your medical needs. This will help your staff and coordinator understand what kind of medical help you need.

WHAT IS BEHAVIOR SUPPORT?

Milestones Behavior Support Services help people learn better ways to get what they want. Sometimes people behave in a way that prevents them from doing the things they like to do. For example, sometimes you might want something but you don't know exactly how to ask for it. That can be frustrating, and it can lead to problems like getting into arguments or even being aggressive. Our Behavior Clinicians – or BCs – can work with you, your family, and your staff to help you figure out better ways to get the things you want. Stone Belt's BCs often work very closely with therapists to help you figure out ways to get what you want without having a bad response. They also can work with you on reaching fun goals like learning how to find a friend. The BC usually is part of your support team. If you don't already have a BC, you can ask your team about it.

WHAT ARE SKILLS DEVELOPMENT SERVICES?

The Skills Development Program is a service available to help clients overcome barriers to success. Rather than trying to help people improve their behavior, Skills Clinicians – or SCs – help clients learn new skills that directly address mental health needs. For example, if you feel anxious all the time or have trouble concentrating because you are feeling blue, an SC can work with you to gain new coping

skills so these things don't get in the way of reaching your goals. We partner with Centerstone, which is our Community Mental Health Center, to run the Skills program. All Skills services are conducted face-to-face, and it is not unusual for an SC to work directly with a client for two or three hours each week. The Milestones team works closely together, and that includes SCs. If you are interested in learning more about Skills or would like an SC to be part of your team, please talk to the other members of the team, and they can help you find an SC who will work with you.



MILESTONES



CLINICAL & HEALTH
RESOURCES

NOTES

Section 3

Getting Started

GETTING STARTED

DO I HAVE TO CHOOSE STONE BELT'S SERVICES?

You have several choices in services and service providers. In some cases you may have the opportunity to choose between different agencies for all or part of your services. Stone Belt supports your right to make your own informed choice. We will give you information about the support and services we can provide. We hope you will visit, observe and ask questions about any program in which you are interested and eligible.

HOW DO I GET REFERRED FOR SERVICES?

You are probably working with a case manager, vocational counselor or service coordinator. This person, provided by the State of Indiana, helps you to decide what kinds of supports you want and need from providers such as Stone Belt. If you would like to receive services from Stone Belt or would like to start additional services with Stone Belt, you should let your case manager or service coordinator know this. He/she will know if you are eligible for (able to get) the services and will let Stone Belt know your interests.

WHAT IS THE REFERRAL TO ADMISSION PROCESS?

If you decide you would like to be part of Stone Belt's programs we will

meet with you to find out what you are interested in. We will enroll you in the programs that best fit what you want and need to do, as long as there is enough space and you have eligible funding. When you are referred (someone lets us know you want our services) you will have a meeting with one or more of our staff. You may have a tour of the program site. We will gather information about you and ask many questions so that we can get to know you better. After the meeting, the director of the program you wish to enter will determine if we can meet your interests and needs and if you have the appropriate funding for the services you want. If you are accepted you will be told when you can start. If there is no space available in the program for you, your name will be placed on a waiting list. If we do not accept you we will let you know why and whether or not we have other suggestions for you. If you want to live in one of our group homes or in a supported living house or apartment, an admissions committee will look at your information. If it looks like you would get along well and we have an opening, we will invite you to come for a visit. After a couple of visits you can decide if this is where you want to live. The other people from the house you have chosen may also decide if it is what they want. If you are accepted, a meeting will be held to plan when you can move in.

HOW ARE SERVICES PAID FOR?

Usually people who receive services at Stone Belt have funding available through state agencies such as Vocational Rehabilitative Services (VRS) and The Bureau of Developmental Disabilities Services (BDDS). This includes money from Medicaid, Medicaid Waiver and Vocational Rehabilitation.

In order to receive these funds, you will be asked questions to see if your disability and financial situation make you eligible for services.

If this is the case, the state can pay for services. However, some people have to wait to receive services until funds are available. If this is the case for you, you will be put on a waiting list by the state. When funds are available, the state pays Stone Belt to provide services to you.

Stone Belt can also arrange for you to make private payments for services if you do not currently have state funding available. The director you are working with can provide Stone Belt's fees for services to you.

Though most people do not pay for services, if you are in one of our residential programs, you will be required to pay for some of your living expenses. Our coordinators will help you to determine what you will need to pay. Sometimes assistance is available for these costs.

HOW DO I EXIT A STONE BELT PROGRAM?

A person may leave services for several reasons including:

- You or your guardian may decide to leave services
- You may have gotten all you can get from our services or your needs might have changed
- You may no longer have funding for services
- Your health might have changed so that it is not safe for you to be in services
- You have done something dangerous to yourself or others and the problem cannot be solved by a change we can make

When you leave services we will hold a meeting to discuss why you are leaving and to see if there is anything else we can do to help you.

If you decide you want to return to services after leaving, we will have to see if there is room in the program you want to be in.

We will also need to know if you still have funding for the program and if there is anything that has changed that would prevent us from being able to serve you.

You may have to be put on a waiting list if space is not available. A meeting will have to be held to start services again.

HOW IS STONE BELT STAFF CHOSEN AND TRAINED?

At Stone Belt we try to help all clients learn. We want to have places where you can be your best. To do this, we work hard to choose and train good and caring staff to work with you. We don't accept everyone who applies. We want only the best people we can find. There are several staff requirements.

- Staff must meet the educational requirements of the job they are applying for.
- Staff must pass a criminal background check.
- Staff must meet the training requirements set by the state, all funding sources, CARF and Stone Belt.

We train new staff after they are hired. They go through a required training period. Current employees are required to take training at certain times after they are already working.

WHAT IS A PERSON-CENTERED PLAN (PCP)?

A Person Centered Plan (PCP) is a description of your abilities, hopes and dreams. This information is learned by talking to you, your family, friends, staff and your coordinator. Your PCP will help guide what you want to do to meet your own life's goals. The information from your PCP will help you and your team choose the services you want to receive. Another way to think of this is as a long-term plan for your life.

WHAT IS INDIVIDUALIZED SUPPORT PLAN (ISP)?

Once you have decided what you want to learn, an Individualized Support Plan (ISP) will be developed. This is a plan of what you want to do in the next year with the support of Stone Belt and perhaps other providers. You are encouraged to make choices and decisions about the services you will receive.

WILL I HAVE ACCESS TO MY RECORDS AND HEALTH INFORMATION?

You have the right to the information that we keep in your record and you may read it at any time. Stone Belt staff members will explain the information to you if you cannot read, or if you or your legal guardian requests help.

Information will be explained about the goals and objectives for your Individualized Support Plan (ISP).

You can ask for copies of records and/or documents; however, please give us two days to get the papers ready.

DOES STONE BELT KEEP MY PERSONAL INFORMATION PRIVATE?

Stone Belt does not tell anyone about you unless you tell us we can or we are required to release information. We will ask you to sign papers giving us this permission. Please respect other peoples' privacy, too.

WHAT KIND OF INFORMATION IS CONFIDENTIAL?

- Your individual support plan, assessments and data
- Your medical and psychiatric information
- Your personal finances and benefits information
- Incident and observation reports written about you
- Your behavioral health plan and the data from it
- Any grievances or complaints you may have



WHAT DO I DO DURING AN EMERGENCY?

There are procedures for what to do in case of an emergency and for what to do during bad weather. You will regularly practice what to do if there is ever a fire, a tornado or other emergency. When the alarm sounds, follow the route that your staff shows you. Emergency route maps, posted in the building, can also show you where to go.



HOW DO I TRAVEL BETWEEN HOME, STONE BELT AND/OR MY JOB?

If you are able, you may use public transportation or rely on your staff or family. If you ride on a bus system arranged by Stone Belt, such as Rural Transit, it will be decided through your support team who is billed for the services.

Below are some transportation companies available:

Monroe County

- > Bloomington Transit & BT Access
812-336-7433
- > Rural Transit
812-876-1079

Lawrence County

- > TASC
812-275-1633
- > Rural Transit
812-876-1079

Bartholomew County

- > ColumBus (fixed route)
812-376-2506
- > Call a Bus (accessible)
812-376-2506

Owen County

- > Rural Transit
812-829-6066

NOTES

Section 4

Residential Living Policies

RESIDENTIAL LIVING POLICIES

Stone Belt offers two options for those interested in residential living: Supervised Group Living and Supported Living. Each program has its own policies.

Supported Living Policies

WHAT IS SUPPORTED LIVING?

Supported Living offers you a variety of options for maintaining a home of your choice, including having your own apartment with housemates you choose or living with your family and receiving respite services. Services are provided based on your needs and available funding, ranging from a few hours of staff time per week to staff that provide you supports 24-hours a day. Stone Belt will provide staff to support you and your housemates in reaching your goals, managing your home and finances, and participating in activities that are important to you.

A Supported Living residence is a home or apartment that you rent and share with housemates you choose. While you will share your home with



your housemates, you will have your own bedroom.

WHO CAN PARTICIPATE IN SUPPORTED LIVING?

Adults who have a developmental disability and who need help in developing and using their skills may be eligible to participate in the Supported Living Program. If you are interested in participating you must first apply and be deemed eligible by The Bureau of Developmental Disabilities Services (BDDS) and you must have budget allocation (enough funds) to pay for the services you need. Once deemed eligible for service by the BDDS, you may request services from Stone Belt through your case manager. If we determine we can provide the supports you are looking for, you may be admitted to our program.





HOW MUCH DOES IT COST TO PARTICIPATE IN SUPPORTED LIVING?

For most people in the Supported Living Program, services are paid for by the Medicaid Waiver.

The Medicaid Waiver is government funding that helps you receive necessary services and supports. In order to be eligible for the Medicaid Waiver, you must apply for and maintain Medicaid.

In the Supported Living Program, you may share costs of renting and maintaining home or apartment - such as rent, utilities and groceries - with your house mates. If you are independent enough, you may live alone.

You are also responsible for your own clothing, furnishings, and other items such as recreation, etc. You may pay for these items with your Social Security, SSDI or money from your community job. Stone Belt will support you to manage your money if you need help.

WHAT SHOULD I BRING WHEN I MOVE INTO A SUPPORTED LIVING RESIDENCE?

Unless you and your housemates rent a furnished house or apartment, you will need to furnish your own home, including: furniture, dishes, sheets and blankets, small appliances, etc. Because it is your home, you and your housemates can choose to decorate however you'd like. Feel free to bring whatever personal items will make your new house a home to you. Supported Living staff can help you and your family determine what you need to purchase to get started.



WILL I HAVE A KEY TO MY HOME?

Yes, it is your home and if you know how to take care of a key you will have one.

Supervised Group Living Policies



Hite House was opened in 1996

WHO LIVES IN A GROUP HOME?

Adults who have a developmental disability and who need help in developing and using their skills live in a Group Home. The Bureau of Developmental Disabilities Service (BDDS) Coordinator will have some evaluations (tests) completed that will show what you are able to do by yourself and what you need to help you with daily living. When the evaluations are done, the Service Coordinator can show you the results.

The evaluation will determine if you are able to live in a group home. If Stone Belt has an opening in a home that fits your needs, and the Service Coordinator approves, you will be able to move into a Stone Belt Group Home.

WHAT IS A GROUP HOME?

A group home is a home owned by Stone Belt, shared by five to seven people, and located in a neighborhood. Staff is at the home when you are there to help you with things you might need.

At the home you will learn how to take care of your health and safety needs and how to do things such as budget your money, take care of a home, cook, enjoy recreational activities and be as independent as possible.

You will have a private room and a bathroom that you will share with no more than three other people.

Each house has a living room, kitchen, dining room and a recreation area. In some of the homes both men and women live together, while others have only men or women living there.

In all cases, women and men have separate bedrooms.

HOW MUCH DOES IT COST TO LIVE IN A GROUP HOME?

The government will help you pay for the cost of your program. Because of this, Stone Belt requires that you apply for Medicaid.

Because you are expected to help pay as much of your costs as possible, if you receive a Social Security or SSI check, you will be required to pay most of this money toward the cost of living in a residence.

You will also be able to keep part of your Social Security or SSI check and part of the money you earn at your job.

You will be able to keep some of your Social Security (SSDI), some of your SSI check plus about half of your pay from your job. The money that you keep can be used for clothing, recreation and other items you may want to buy.

It will be necessary for you to save money for special large purchases such as a TV, stereo and other things that cost a lot of money.

WHAT SHOULD I BRING WHEN I MOVE INTO A GROUP HOME?

The homes are completely furnished, but you may want to use your own furniture in your room. You may bring your personal furniture, TV, stereo and things to decorate your room and to give it your personal touch. Sheets, blankets, pillows, bedspreads, towels and washcloths are furnished. If you have a favorite bedspread, pillow or blanket, you may bring them also.

WHAT ARE MY RESPONSIBILITIES IN A GROUP HOME?

- Keep clean by taking a bath or shower every day, washing your hair, brushing your teeth and wearing clean clothes. Men also need to shave every day or keep beards and mustaches trimmed.



- Make dinner or help the staff when it is your time to cook, and clean up after meals when it is your turn.
- Keep your bedroom and bathroom clean. Towels, dirty clothes, and personal items such as shampoo, toothbrush, etc., should be kept in your bedroom and stored properly.
- Share the general cleaning of the home with your roommates.
- Do your own laundry on certain days or assist staff with this chore.
- Help the house staff and other residents plan healthy meals.
- Go to the doctor and dentist for regular check-ups, and when you get sick or have dental problems.
- Work on your program goals to learn new skills.
- Immediately leave the house during fire drills and go to an assigned place when there are tornado drills.
- Make or help with preparing your own breakfast and lunch.

WILL I HAVE A KEY TO THE RESIDENCE?

A staff member will always be at the residence when you return home; therefore, you will not be given a key.

WHAT ARE THE RULES IN THE HOUSE?

- Follow the schedule of programs you do outside the home during the day.
- Tell your staff when you leave the residence and also let them know where you are going and when you will be back. You must also go with a person who will be responsible to help you unless your staff believes it is okay for you to go alone. You also may be able to ride the city bus if you have bus training.
- Guns, knives and other things that could be used as weapons may not be kept at the home.
- You can only keep medicine in

your room if your doctor says you are able to take your medication by yourself. The medicine must be kept in a locked box.

- If you smoke, you must smoke off premises.
- There can be no illegal drugs (non-prescription) or alcoholic beverages kept or used at the residence.
- Only pets like fish are okay as personal pets. If you have a pet like a fish, you will need to know how to take care of it.
- If you want to have private conversations with your visitors, staff can help you arrange for a private area in the house. Staff can also help you with arranging dates and times to see your friends. Ask your house manager or coordinator and let them know if you have questions or need help with this.
- Treat other residents and their property with courtesy and respect.



General Residential Living Policies

There are a few more things that you might have questions about, whether you choose to live in Supported or Group Living.

HOW LONG CAN I LIVE IN MY APARTMENT OR HOUSE?

You have the opportunity to live there for as long as that apartment or house is the best place to meet your needs and you continue to be eligible for the program. If you are in Supported Living, you have legal obligations when you sign a lease. If you decide to move before your lease is up, you may have to pay extra money which includes the cost of moving.

WHO WILL MANAGE MY MONEY AND BUDGET?

You may need help in managing your money while you get some training in math and budgeting. Your staff will help you plan how to budget your money for your personal spending and bills. It may also be hard for you to handle small amounts of money from one day to the next. Sometimes your parents, other members of your family or staff may manage your money or pay your bills. We will work out an agreement with you in your Person Centered Plan (PCP) about how your money is to be managed and where it should be kept. If Stone Belt staff holds your money, we will have you sign your name when your receive money from your account. When you buy something and Stone Belt staff is helping you manage your

money, you are required to get a receipt for your purchase. Staff can also help you open a savings or checking account at a bank. When your staff helps you manage your money, it is required that you sign a Request for Financial Management form. This is an agreement between you and Stone Belt. It says you and Stone Belt staff will work together to make the best use of your money and assure its safety.

WILL STAFF BE AVAILABLE 24 HOURS?

Most of the time, there will be one or two staff members with you when you are home. However, some clients may not need staff with them at all times. This will be decided in your Individualized Support Plan (ISP). If you have a problem with a staff person, you can talk to your Coordinator and/or follow the Client Complaint Procedure in Section Six.

CAN I HAVE VISITORS?

Of course you will be able to have people visit you at your home. We ask you to make plans for visitors during times that are reasonable. Some good times to have visitors are for dinner or on the weekends when there aren't as many activities going on. In Supported Living, details about visitors and overnight guests are in the agreements

set out in your Person Centered Plan (PCP). If you want to have a guest over for a meal, we would like you to make plans ahead of time so the house staff can help plan the amount of food to prepare and help you to have a good visit.

WILL I BE ABLE TO RECEIVE MAIL AT MY HOME?

When you get ready to move into your new residence, you will need to let the post office know your new address. The mail carrier will then bring your mail to your new residence. We want you to open your own mail. If you need help opening it or understanding what it, your staff will be happy to help you.

CAN I USE THE TELEPHONE AT MY HOME?

There are telephones at all residences. The phone is meant to be used by all residents in a home. You may use the telephone at any time. Because other people use the phone, you are asked to be understanding of their needs to also call people and to receive calls. You may need to work out arrangements about using the phone with your roommates. If you make a long distance call, we'd like for you to write it down with the date and the number you called. When the phone



bill arrives, your staff will tell you how much your long distance bill is and then you will have to pay for the calls. In Supervised Group Living there is no charge to you for calls that are not long distance. However, in Supported Living the local phone bill will be split between all the residents in your home. If you need help in finding a telephone number or in making a call, ask your staff. They will be happy to help you.



CAN I HAVE A COMPUTER IN MY HOME?

Yes, you can use your own equipment and use the internet connection that Stone Belt provides. If you use your own computer, your team will help you determine what is appropriate and safe for you to do on your computer. Stone Belt cannot provide help for problems with your equipment. You will need to arrange that for yourself. If you want to use the Stone Belt- provided equipment in your home, you must have a Stone Belt account and you or your guardian must sign a Technology Acceptable Use Policy. This document tells you what you can and cannot do using Stone Belt's computer systems. You will have to follow these rules.



CAN I GO ON EXTENDED VISITS AND TRIPS?

You can go on visits during the day and overnight. These can be arranged with the support of your team.

You may also want to attend camp or go on vacations. If you go to camp, the camp director will be there to help you.

When you leave the residence other than to go to work, we would like for you to let your staff know where you are going, and when you'll be back. It will also be helpful if you plan your visits ahead of time.

If you would like help in planning a trip or vacation, your staff will be happy to help you.

CAN I TAKE VACATIONS?

If you take a vacation away from your home you need to arrange to take time off from work, and to let us know as far ahead as you can so we can let your staff know they may not need to work with you.

You can spend holidays away with someone or at your house. Stone Belt staff work during holidays; however, Stone Belt's day program facilities are closed during major holidays. For a list of holidays when Stone Belt's day services and offices are closed see Section Five.

If you live with housemates you are sharing staff support, you can be gone for 30 overnight visits in one year. Visits during the day do not count as part of the 30 days. Only the times that you are away from the home overnight are counted.



CAN I GO TO RELIGIOUS SERVICES?

We support your choice to participate in religious services. Our Spiritual Support Coordinator can help you get connected to the religious community of your choice.

We will do what we can to support your ability to attend religious activities including trying to find people in your faith community to support you.

WHAT CAN I DO IN MY SPARE TIME?

You can spend your spare time participating in activities at your house or in the community. You will be asked to help plan activities such as movies, concerts, shopping, bowling, sports and other activities in the community. A staff person may take you in their car, or if you are able, you can ride the city bus. You will need to spend your own money at activities.

WHAT ABOUT TRANSPORTATION?

All Group Homes have a van, and your staff will take you to activities or help you arrange other transportation. When you go to work you can ride the residence van or the city bus. Staff can help you decide which type of transportation is best for you.

In Supported Living you can take public transportation and rely on your staff for rides. Every Supported Living household has a budget for mileage. All routine and out-of-county trips must be decided at your admission and annual conferences.

ARE THERE ANY SAFETY PROCEDURES?

Each home is inspected for safety on a periodic basis. We will ask you to participate in fire and tornado drills. We want you to learn to leave the house during a fire and how to go to a safe place when there is a tornado. Staff will also teach you to keep doors locked

at all times and to ask for identification before opening the door to anyone.

AM I RESPONSIBLE FOR CLEANING AND YARDWORK?

You will be asked to help with house cleaning that you can do. In Supported Living you need to comply with the conditions of your lease and submit to any inspections required by your landlord. If you refuse to obey the rules of your lease, your landlord can make you move out. This is called eviction. Supported Living staff will not do your chores for you unless, for some reason, you cannot complete them. Staff is there to teach you how to cook, clean, do laundry and to become as independent as possible. Remember — they are neither housekeepers nor cooks, they are teachers. You and/or your landlord are responsible for other maintenance needs of your home, including snow removal, lawn mowing etc. When you move in you should find out what responsibilities you have as a renter or owner of your home. In Group Homes staff is responsible for things that are hard to clean or reach and maintenance staff are responsible for taking care of the yard and making sure the house is in good repair.

WHAT WILL HAPPEN IF I BREAK SOMETHING?

In most cases, if you break or damage something you are responsible for paying for the damage.

WHAT ABOUT MY HEALTH CARE?

There are a lot of things that you can do to stay healthy. You can brush your teeth, keep your body clean, get exercise, go to bed at a reasonable time, eat the right foods and follow your doctor's recommendations for any special diet you might have. You can also stay healthy by taking any medication your doctor prescribes.

WHAT OTHER HEALTH SERVICES ARE AVAILABLE?

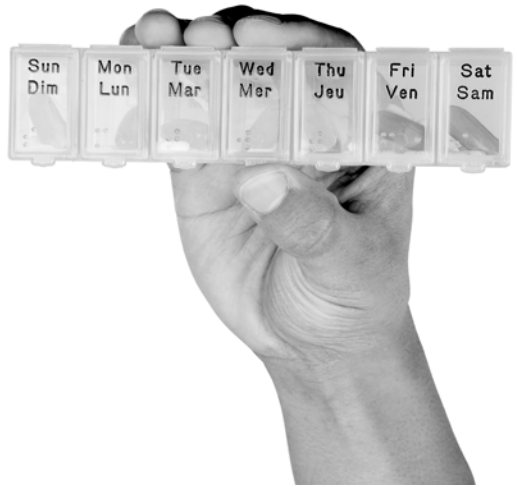
Other services you might want or that may be recommended for you include speech, physical or occupational therapy, behavior support or counseling. Stone Belt also provides indirect services through consultation in the areas of medicine, dentistry, pharmacy, audiology and nutrition.

If you need these services, we will help you in requesting services from these agencies and professionals in the community.

WILL I HAVE TO TAKE MY MEDICINE BY MYSELF?



We will request that your doctor decide whether or not you are to be responsible for your own medicine. If your doctor decides that someone else should give you your medicine, your staff



will take on that responsibility under the supervision of a nurse.

WHO WILL GET MY PRESCRIPTIONS REFILLED?

If your staff is responsible for giving you your medicine, they will get your medicine refilled on time. If you are responsible for taking your own medicine, staff will assist you in getting your prescriptions refilled. Staff will help you call to request the refills if you need help and will take you to the pharmacy to pick up your medicine.

WILL I MAKE MY OWN MEDICAL AND DENTAL APPOINTMENTS?

Your staff will help you make necessary appointments. If you feel you need help talking to the doctor or dentist, your staff person will talk with you before you go about what you would like to say, and they will be there to help when you meet with the doctor or dentist.

WHAT HAPPENS IF I HAVE TO GO TO THE HOSPITAL?

If you have an accident or an illness and need immediate medical attention, an ambulance will take you to the hospital. Staff will call your family or persons you want to know and inform them you are at the hospital. Staff may also take you to the hospital if you are severely ill or badly hurt, but do not need an ambulance.

WHAT IF I GET SICK AND CAN'T GO TO WORK, SCHOOL OR DAY PROGRAM?

If you are sick and need help, someone will stay with you and our staff will help follow your doctor's orders. If you need us to call someone, we will let them know that you are sick. We can also help you call if you are unable to call on your own. You will also need to call your employer to tell them you won't be able to come to work. Stone Belt's illness policy is in Section Five.

WHAT OTHER HEALTH RESPONSIBILITIES DO I HAVE?

If you are on your way to work and get hurt or become sick, you should call your staff so they can help you. If you are outside the residence on a weekend and need help, you are responsible for calling the staff on duty at your home. Another part of your health is using good judgment about drinks like beer, wine and other liquors. In Group Homes Stone Belt has a rule

that you can't keep or drink alcohol at the residence. However, if you live in Supported Living you may keep alcohol at your house provided your team has agreed to that. If you live in either setting and go to a restaurant you might be able to order a drink if you meet the following criteria: You must be 21 years old, you must have no alcohol or health problems, you must not be taking any medication that would be affected by alcohol, and you must have doctor approval. If you decide that having a drink is okay, you will need to use good judgment about how much to drink. A good guideline is to have only two drinks and to have those with a meal. If you do not use good judgment you might get sick or your behavior may change so that you act in inappropriate ways.

WHAT KIND OF BEHAVIOR IS EXPECTED OF ME?

We believe you are a good person and that you try to be nice and get along with others, but sometimes getting used to a new place and new people is hard. Or sometimes you might just be having a bad day. You may have never lived with a group of people before or been away from home for more than a few days. This can be scary. It is important for you to tell your staff when you feel scared or lonely. They can help you find ways to feel better. Sometimes staff and others at the residence may want you to do things (chores, goals) that you do not understand. This can make any of us angry or cause us to have hurt feelings.

The important thing to remember is to let your staff person know when something upsets you or is hard for you to understand. They will talk with you and explain why they want you to do things, and show you how to do the things they are asking. Their explanation may help you feel better and calmer.



ARE THERE ANY RULES IN RESIDENTIAL LIVING?

There are a lot of rules and responsibilities to remember. We know you will try hard to follow them. Sometimes even though you are trying hard, you might forget to follow a rule. Staff will write down what you forgot and will talk with you about what you should have been doing. If you don't understand a rule or why you should have to follow it, talk to your staff. They will listen to your concerns and help you understand what your responsibilities are in the future. Your staff will tell you when we believe you are breaking rules. Your staff will report this to your coordinator

and he/she will start keeping track of how many times you have trouble controlling your behavior. After your coordinator sees how often your problem with controlling your behavior is happening and if you are still unable to change your behavior, they will talk with you about how to make changes. If you continue to have problems with your behavior, your coordinator or behavior clinician will talk with you and write a behavior plan for you to follow. All rules are important, but some rules are really important. If you break them even once you may put yourself or someone else in danger. Below is a list of things that would cause us to insist that changes be made in your behavior in order for you to continue to live in a Supported Living setting or at a Group Home.

- running away or being away from the residence without telling your home staff where you are going or when you will be back;
- hitting, kicking or trying to hurt other people;
- damaging things that don't belong to you;
- taking things that belong to others without their permission (stealing);
- threatening people with a dangerous weapon;
- continuing to refuse to do things that you agreed to in your Individualized Support Plan (ISP);
- sexually molesting or violating another client or staff member;
- keeping or using illegal drugs or

alcoholic beverages at the residence (in Supported Living alcohol is okay at your home if agreed upon by your team);

- throwing furniture or anything dangerous at other people.

WHAT HAPPENS IF I BREAK ANY OF THESE RULES?

We may take the following steps to protect you, other residents and staff members:

> If someone has been injured or is likely to be injured, then the police will be called to handle the situation. We may also call a Child or Adult Protection person. Like everywhere else, if you hurt someone, then that person has the right to file charges against you with the police.

> If your behavior is disrupting and making other residents nervous and you cannot control your behavior with the help of your staff or a Behavior Clinician then you may need to go to another place to stay until you can control your behavior. Some of the other places you could stay might be the Center for Behavioral Health, Meadows Hospital, your parents' home (depending on the circumstances of your behavior), or another place where your doctor thinks you would get the most help.

> Your coordinator will call a conference so that you and all important persons involved with you can decide whether it is best for you to return to the residence. You will be expected to pay for any items that you

have damaged.

> If you break a civil law, such as stealing, then you will be held legally responsible by law enforcement officers.

Rules are in place for both your safety, the safety of your fellow clients and the safety of Stone Belt staff. If you are unsure about any rules or have questions about what happens if you break any rules, you should talk to your staff. They will try to help you understand. Rules are not meant to make you angry or to keep you from doing things; they are meant to protect you and others from harm. Stone Belt staff will work with you the best they can to make sure you understand what is expected of you.

WILL MY PARENTS OR ADVOCATES KNOW ABOUT MY BEHAVIOR?

Federal law says we cannot tell a parent about your behavior unless you decide it is okay to do so or if they are your legal guardian. We do, however, encourage you to involve people who care about you. They can be a big help to you in sorting things out when you have a problem. If you want your parents to know about your behavior you must sign a release saying it is okay for us to tell them. If you do not sign a release, the information will be kept private. Of course, if your behavior is serious enough for us to call the police, your parents or advocate can get the information from the police, or the law may force us to let your parents know.

Section 5

Day Services Policies

DAY SERVICES POLICIES

If you receive Manufacturing or Lifelong Living services during the day, the policies in this section pertain to you.

WHEN ARE STONE BELT FACILITIES OPEN?

All Stone Belt day services and administrative offices are open Monday through Friday, except for holidays and bad weather days. Specific program hours vary from location to location. Ask your staff. Community jobs happen during whatever hours you may be hired to work. These may be different than the hours facilities are open.

FOR WHAT HOLIDAYS DO FACILITIES CLOSE?

Stone Belt day services and administrative offices are closed on the following holidays:

- > **New Year's Day**
- > **Memorial Day**
- > **Independence Day**
- > **Labor Day**
- > **Thanksgiving Day**
- > **Friday after Thanksgiving**
- > **Christmas Day**
- > **One day before or after Christmas**

We will post holidays early enough so that you can make plans. If you work in Manufacturing, these are the same holidays for which you will be paid.

WHAT OTHER TIMES DO FACILITIES CLOSE?

Sometimes Stone Belt day services and

administrative offices may be closed because of bad weather, or other emergencies. We will try to tell you ahead of time about these closures, whenever possible. In the case of a weather closure there are a few ways we will notify you, prior to 6:30 a.m.

> **By Internet:** Closures will appear on the homepages of our Web site and on our social media sites:

www.stonebelt.org.

www.facebook.com/StoneBeltArc/

<https://twitter.com/StoneBeltArc>

> **By E-mail:** An e-mail will be sent to Stone Belt's "Everybody" list detailing closures, for those who find it easier to check their e-mail from home via <http://partnerpage.google.com/stonebelt.org>. "Everybody" is all Stone Belt staff and clients with Stone Belt e-mail accounts.

> **By Telephone:** A voice-mailbox has been set-up for notifications. Dial 812-332-2168, ext. 700 or toll free 1-888-332-2168 to get information.

> **By Radio:** The following radio stations will detail any closures:

> **WBWB 96.7 FM**

> **WGCL 1370 AM**

> **WFIU 103.7 FM**

In Lawrence County, listen on local radio for Bedford North Lawrence

school closings. If they are closed, our day programs will not operate.

Community Employment

Community employers are open or closed based on their individual policies. You must check with your community employer about working on bad weather days.

DOES STONE BELT HAVE AN ATTENDANCE POLICY?

You should abide by whatever was agreed upon in your Individual Support Plan (ISP), however there are some acceptable excuses to stay home. These include:

- > **Illness/emergencies.** When you cannot attend Stone Belt because you are sick or have an emergency, please call your coordinator and let them know that you will not be coming in. If you have a community employer, please call them directly.
- > **Medical and dental appointments.** Please tell your coordinator as soon as you know if you have a doctor or dentist appointment. If you can, make your appointments outside your work or day program hours. If you work in Manufacturing you will not be paid for any time you are away from work.
- > **Death of a family member.** If someone in your immediate family dies, you may be away from the program for an appropriate period of time. Be sure to tell coordinator and let them know how long you think you will be absent from Stone Belt. If you have a

community job, please request time off from your employer.

- > **Leave of absence.** You may be allowed to take a leave of absence if you need one. To request a leave of absence, work with your coordinator. They will schedule a meeting and help determine if this leave is possible. If granted, we will expect you to keep in touch with your staff about when you will be back.



CAN I USE TOBACCO AT STONE BELT FACILITIES?

Stone Belt is entirely tobacco-free. Tobacco use is strictly prohibited within all vehicles and buildings of Stone Belt including offices, hallways, waiting rooms, restrooms, lunch rooms, meeting rooms and all indoor public areas. This policy applies to all Stone Belt clients, staff members, volunteers, contractors and visitors. This policy may also apply to staff and clients working in community employment locations where tobacco use is also prohibited. You are expected to follow this rule and may be in trouble if you break it.

WHAT DO I DO WITH MY THINGS WHILE AT STONE BELT FACILITIES?

You will be given a space or a locker to put things in when you are at day services. You may bring a lock for a locker. If you do, you must tell a staff member the combination or give them a duplicate key. Please do not bring to work large amounts of money or things that cost a lot of money like electronics, headsets, or cameras. Stone Belt is not responsible if you lose your things or if someone steals them. Please put your name on anything important to you, including lunches, coats, etc.

WHEN WILL I BE SENT HOME FROM DAY PROGRAM IF I AM SICK?

If you are sick or hurt or see someone who is, tell a staff member. Staff may call a Stone Belt nurse or will provide First Aid as needed. The health and well-being of you and staff members is very important to Stone Belt. If you have a contagious illness or a serious medical condition that keeps you from doing things or can make others sick, you will be sent home. To try to help all people stay healthy, the following guidelines will be followed. You should not attend day services and will be sent home when:

> You have a temperature of 100.0 degrees orally or a temperature of 99.0 degrees axillary or a fever of less than 100.0 degrees orally if other symptoms are present (i.e. flushed cheeks,

coughing, runny nose, etc.). Oral temperatures will be taken immediately before or 15 minutes after any eating, drinking or smoking.

> You are vomiting or have diarrhea. One occurrence does not automatically indicate the need to be sent home unless conditions warrant it. A Stone Belt nurse or trained First Aid staff person will determine the seriousness of your condition based on the presence of other symptoms including, fever fatigue and body aches.

> You have an open sore that they will not leave covered by a clean, dry, sterile dressing unless otherwise specified in a written release signed by a Doctor (M.D. or D.O), a Nurse Practitioner (N.P.), or a Physician Assistant (P.A.). A copy of this release must be given to the Program Coordinator.

> You have a rash or skin condition that may be spread to others. You must bring a written release by a doctor or nurse before you return to Stone Belt.

> You have any other suspected illness or contagious condition which the Stone Belt nurse or a Stone Belt supervisor determines is reason for medical attention or bed rest:

- signs of bacterial or viral infection (irregular nasal drainage);
- significant changes in behavior;
- complaints or evidence of unusual tiredness;
- complaints or evidence of pain;
- high or low blood sugar that does not respond to the individual's

treatment plan within 30 minutes;

- any other medical reason identified by staff;

> You have symptoms of head lice.

If you are sent home with head lice, you must receive treatment and have no lice or nits, live or dead, before returning to day program. You must bring in evidence of appropriate treatment before returning.

> You have a suspected case of conjunctivitis (pink eye). You must bring in a written release by a doctor or nurse before you come back.

> If you start acting sick while at Stone Belt facilities, either a nurse or a staff who is trained in First Aid will help decide if you should be sent home.

If you need to go home because you are sick, the following steps will be followed:

- Your coordinator will be notified of the decision to send you home.
- Your coordinator or a nurse will contact your parents or residential provider to come pick you up.
- You may be kept away from other people until you are picked up.
- If you live independently or semi-independently, your coordinator will determine if you can safely get home by public transportation.
- If you are NOT able to go home by yourself, the coordinator will be responsible for making arrangements to get you home.
- If you have a contagious condition or illness, you must remain home until symptom free for 24 hours or by

the orders of a Stone Belt nurse, your doctor or other nurse.

WHAT IF I HAVE BED BUGS IN MY HOME?

If bed bugs are found or suspected in your home, you may not attend day program until the first professional treatment is completed. Documentation must be provided to your day services coordinator. Once you have professional extermination in your home, you can return to work or class, but if you are coming to a Stone Belt day program, your belongings, including lunch must be in sealed, air-tight, clear plastic bags that will fit into your storage area. Sometimes, it takes more than one time to get rid of bed bugs, so we need a certificate of treatment from your exterminator when the treatments are completed and the bugs are gone. If Stone Belt is your residential provider, your residential program coordinator will ensure the agency bed bug protocol is followed. If you have a community job, talk with your employment consultant about whether or not to go to work.

HOW DO I GET MEDICINE WHILE AT DAY PROGRAM?

You will be given your medication by a designated staff member after we have a "Request to Administer" form signed by you, a parent or responsible person. The administration request may be stopped at any time in writing. Stone Belt staff members will maintain a list of all medication you take. All prescription drugs must be kept in a

pharmacy-labeled container with your name, prescribing physician and the medication; its strength, dosage and time to be given; and its prescription number. Every nonprescription drug is kept in its original container. A label must have your name on it, how much and when you are to be given the medication and what the medication does. Up to a month's supply may be accepted. Medication is kept in a separate container or pharmacy bubble pack.

GUIDELINES IF YOU ARE IN MANUFACTURING

If you are in Manufacturing, here are additional questions you might have:

> *Do I get paid vacations?*

All clients who perform paid work for Stone Belt Manufacturing will accrue Paid Time Off (PTO) at the rate of 0.08 hours per hour worked up to a maximum of 80 hours for a year. This accrual equates to 80 hours PTO for workers who perform 1000 hours of work per year. All clients who perform 1000 hours of paid work for Stone Belt Manufacturing in the year prior to Stone Belt's eight holidays will each receive 7.5 hours of holiday pay per holiday. Client workers are eligible to take PTO and be paid for holidays starting at the one-year anniversary of their start date. All PTO and holiday hours are paid at the rate of the client's average hourly earnings during the 90 days prior to the vacation or holiday for which the client is being paid.

> *When and how do I get paid for work?*

If you are paid by Stone Belt, payday

is every week. You will never be paid before you earn the money. Stone Belt will ask for your banking information to put your pay directly in your bank account. You receive a pay check stub telling you how much money you earned. If you have questions about payroll, ask your coordinator. All wages are based on requirements from the U.S. Department of Labor. When you work on Stone Belt contracts, you are paid on a piece-rate basis or at a set hourly rate. For each contract job, the pay is figured separately. In the case of piece-rated jobs, the more pieces you make, the more money you earn. On hourly jobs, you will be paid based on how long you work. You are not paid for time when you are not actually working, like breaks, lunch or downtime.

> *Can I lose my job?*

Yes, you can be fired if you do not follow certain rules. If you are in Manufacturing we rely on you to be a good employee because our customers rely on us. When we do bad work or when we are late getting work done, our customers will not give us more work. If you do get fired, your team will help you decide what to do.

> *Are there Manufacturing rules?*

All clients who attend day services have a list of rules. These are covered in Sections Four and Six. Rules specific to Manufacturing will be explained by your coordinator before you start work. If you have questions, ask your workshop supervisor.

Section 6

Rights and Responsibilities

RIGHTS AND RESPONSIBILITIES

As a client at Stone Belt you have many rights; however there are also certain rules you should follow. These rules are your responsibilities. Rules ensure that a safe and pleasant environment can be enjoyed by all. You should honor them to the best of your abilities. This shows respect for others, as well as yourself.

WHAT ARE MY RIGHTS AS A CLIENT?

We have adopted a Bill of Rights for all clients. The government says you have these rights and we agree to help you understand and carry out these rights.

> We must tell you before or at the time you start at Stone Belt about your rights and responsibilities and all rules that could affect you. If we change anything that affects your rights or responsibilities we must tell you about any changes at the time they are made. You then must say in writing that you were told of any changes or additions. This handbook is one of the main ways we tell you this.

> We must tell you in writing about all the services we offer and how much they cost. We also have to tell you about any services and charges that are not paid by Medicaid or other funds you receive. We must tell you about this before or at the time you start at Stone Belt or anytime we make changes.

> We can't make you do any work for Stone Belt for free that you would normally get paid for doing, unless it is an assigned chore or program goal and in your Person-Centered Plan (PCP).

> You have a right to be told by your doctor about your health and medical conditions unless your doctor decides that telling you is not a good idea because the news might upset you and maybe make your condition worse. If your doctor thinks it's a bad idea to tell you about your health and medical condition, they must write that in your file. You have a right to help plan your total care and medical treatment. You also have the right to turn down treatment. If you turn down treatment, we must find another way to help you. Before you can participate in any research projects, you or your legal guardian must say it is okay in writing.

> You have a right to manage your own money. If you ask us to help you with your money, you must say so in writing and sign your name. If you ask us to help you, we will make sure we keep all records of your money that the government requires.

> You cannot be moved from one residence to another or be made to move out of a residence unless: a) It is to help and protect you or the other people in the house; b) You or your parent or advocate do not pay your rent, utilities and other living expenses, except as prohibited by Medicaid;

c) There is inadequate funding for your staff or support services. Stone Belt must give you a 60-day notice before you must leave our services.

> We will encourage and help you carry out your rights as a resident and a citizen of the United States. You also have the right to make complaints and recommendations about the services we offer. You may make these to a staff member or to another person who is acting for you or to both a staff member and that person. We cannot hold you back or talk you out of making the complaint or suggestion. This cannot make a difference in the way we treat you from the way we treat other clients. We cannot and will not threaten you or punish you for making a complaint or suggestion or for carrying out your rights (see section Six for the complaint procedure).

> You have the right to be treated equally in employment, training and advancement. Stone Belt will administer its employment practices without regard to race, color, religion, gender identity, sex, ancestry, sexual orientation, national origin, age, disability, veteran status or other status protected by law. Stone Belt implements policies and procedures to fully comply with the Americans with Disabilities Act (ADA).

> If it looks like you will hurt yourself or another person, we may have to hold you and restrain you

if it is an emergency and a staff person who has the authority says it is okay. If you have a behavior plan and we are trying to help you learn to control your behavior, we can give you medicine (prescribed by your doctor) or physically hold you to protect you and others if your doctor or a qualified person on our staff says in writing that it's okay. This information is reported to your psychiatrist (if you have one).

> We cannot give you medicine to control your behavior unless your doctor says it is okay in writing. You or your legal guardian must also approve any behavior plans or medication. We also have to tell you any side effects of the medication your doctor has prescribed. Your doctor must tell us how long we can use these things to protect and help you.

> If you are married, you have a right to privacy with your husband or wife. If you both live in the same house, you have a right to share a bedroom.

> All the rights and responsibilities you have are passed on to your legal guardian, closest relative, or to the person responsible for you if, according to state law, you are not able to understand and carry out your rights.

> You have a right to be treated with respect for who you are as an individual.

> You have a right to privacy when you are taking care of your personal needs

and receiving treatment. Your records are also private. Before we can give anybody information about you, you or your guardian must say in writing that it's okay. If a person wants your record and he or she has the right by law to take it, we must give it to them.

> You have a right to talk with people and go out and meet privately with them, unless doing this affects another client's rights in a harmful way. You also have a right to send and receive mail that has not been opened by anyone else.

> You have the right to go to any social and religious activity in the community unless a qualified person has shown it to be harmful to you in some way. Your staff must talk to you about these kinds of things and get special permission to say 'no' to you and it must be in your Person Centered Plan (PCP).

> You have a right to keep all your personal possessions as long as there is enough space in your room, house or apartment. It's important to keep your residence clean. If you need help in sorting or storing some of your possessions, your staff will help you .

> You have the right to be safe. Stone Belt clients have the right to be free from physical, emotional, and sexual abuse, neglect and exploitation.

Freedom from physical abuse

This is when someone hurts you or tries to hurt you and to cause you physical or emotional pain. This can

include:

- hitting, slapping, punching, kicking, pinching, and/or striking you;
- causing you injury;
- touching you in a rude or angry manner which could cause you significant harm or injury;
- taking away your food or other important things for living;
- restraining or holding you when it has not been approved or isn't necessary;
- using drugs to calm you that haven't been approved;
- putting you alone and unattended in a locked room;
- forcing you to have sex when you don't want to.

Freedom from sexual abuse

This is when someone does something sexual, or tries to do something sexual to you in a way that is upsetting and harmful. This can include touching or forcing you to touch sexual genitalia (private parts) or other areas of the body considered private such as the breasts and buttocks. This can include someone getting you to do things that are sexual, knowing that you may not understand that they are taking advantage of you.

Freedom from emotional and/or verbal abuse

This is when someone uses actions, words, or activities that cause you to have emotional/psychological harm or

trauma. Includes, but is not limited to:

- shouting or swearing at you;
- calling you names in order to emotionally harm you;
- using words or actions that cause you to be upset and embarrassed because of disgrace or shame;
- using hurtful words or actions which, bother you and are for the purpose of making you obedient;
- using words or actions that cause others to dislike, hate, or make fun of you;
- using words that make you think you will be held or confined if you don't do what you're told to do;
- threatening punishment;
- threatening of taking away your food, water or other important things;
- intimidating/coercing you to get you to do things because you are afraid;
- making fun of you or your disability;
- using any action or words that cause you to react in a negative manner.

Freedom from manipulation/ exploitation/ conflict of interest

This is when someone takes advantage of you so they can get what they want in an unfair way. This can include personal, financial, religious, political, business interest, gain and or physical reward. This includes abusing you:

- personal services (getting you to do things for them);
- personal property or finances, (using your things or your money);
- personal identity (acting like they are you to get something they couldn't get for themselves).

Freedom from neglect

This includes doing things that risk your physical or emotional safety and that results in a potentially dangerous situation. This can occur because someone who is responsible to take care of you means to neglect you (ignore your needs) or when they are being careless and not paying attention to what you need. This may include:

- not providing appropriate supervision, care or training;
- not providing a safe, clean and sanitary environment;
- not providing food and medical services as needed;
- not providing medical supplies or safety equipment as indicated in the individualized support plan.

Freedom from mistreatment

- using restrictive, intrusive procedures to control your behavior for purposes of punishment to include, but not limited to, electric shock or other aversive stimuli;
- withholding or restricting your earnings.

Freedom from domestic abuse

Actions and/or words from a spouse

or intimate partner that lives with you including, but not limited to:

- physical violence;
- sexual abuse;
- emotional/verbal abuse;
- intimidation (threatening you);
- economic deprivation (taking your money);
- threats of violence.

CAN I GIVE FEEDBACK ON THE SERVICES I RECEIVE AT STONE BELT?

Yes – Stone Belt’s board of directors and staff want to find out what you and your family thinks about our services. This helps us make sure that our services are designed to meet your needs better. Stone Belt would like for you to help with planning your services and tell us how you like the programs you receive. Your input will be used to change services and programs to make them the best they can be. You can be involved in the following ways:

> We will often ask you about your strengths, needs and preferences. We will write them down during your referral, assessment, individual program plan development, discharge and follow-up.

> Stone Belt actively supports self-advocacy activities throughout all service areas. Self-Advocates are clients who are learning about their rights and how to speak up for their rights. The Self Advocates tell the agency directors about

their work and can ask to meet with directors to work on issues and solutions.

> At least one position on the board of directors is filled by a client who receives Stone Belt Services. This allows direct input into the board as well as direct feedback to the clients from the board.

> When appropriate, parents and guardians are encouraged to provide input to staff or board committees. This can be done during parent support groups and through parent and staff networking.

> You and your family can be members of board committees.

> Client/staff meetings are held regularly to identify areas of concern and necessary responsive action.

> Client satisfaction surveys are sent to you every year so you can tell us what you like and don’t like about Stone Belt.

ARE THERE ANY RULES I SHOULD FOLLOW?

All staff members and clients at Stone Belt must follow the rules below. Some are work rules that help you practice good work habits, while other rules help you have a good relationship with other people.

There are also rules that warn against things that break the law or may hurt you or other people. These are rules

that all citizens should obey at work, at home and in the community:

> Sign in and out of your program area before leaving for any reason including appointments, lunch or community jobs.

> If you are under the influence of medication, you must demonstrate the ability to work safely if you use machinery and equipment.

> Show respect and be considerate of other people. Please don't hurt or threaten to hurt anyone. We will take away weapons like knives and guns or anything else that you could use to hurt someone. We do not allow hugging, kissing or vulgar talk.

> Be on time for activities at the start of the day, after breaks and after lunch.

> Come to the program every weekday unless you are sick, hurt or have another good excuse. Read the attendance policy in Section Five if you are not sure if your excuse is okay. We will tell you if you are not supposed to come because of bad weather, or an emergency.

> Wear proper work clothes and safety equipment in work areas. If you are not sure about these, ask your supervisor.

> Obey rules of your coordinator or work supervisor.

> Obey the law. For example, do not steal, break things, take illegal drugs, come to work drunk or hurt other

people.

> Eat and drink only in assigned areas.

WHAT HAPPENS IF I BREAK ANY OF THESE RULES?

Stone Belt's policy is to first try to deal with your inappropriate (bad) behavior through programming and training, rather than through disciplinary measures (punishment). Consideration will always be given to your disability and its relationship to your behavior before any disciplinary action is taken. In no case shall physical or verbal abuse be used as punishment. Stone Belt staff will not use physical intervention, except in emergencies, to prevent self-abuse or as a part of an approved behavior plan. Stone Belt policies will not allow isolation, and denial of nutrition, water or other human essentials. If you break a rule that has to do with work habits, such as not being on time or not treating co-workers with respect, your coordinator will remind you of the rule and will work informally with you to work on improvement of your behavior. If this does not work, a formal plan will be developed by you and your staff. You can never behave in a way that is dangerous to you or others. Illegal activities are not allowed. These behaviors are taken very seriously and will receive immediate action such as time away from programs. The length of time will be determined by your team. You may be asked to leave the program if the problem is severe. These behaviors are:

- possessing weapons;
- possessing alcoholic beverages or illegal drugs;
- being under the influence of alcohol or illegal drugs;
- causing harm or exhibiting behavior which is potentially harmful to yourself or others;
- stealing or destroying property.

If you do any of these things, your coordinator will determine if you need to be sent home right away. These suspensions (sending you home) require that your parent, guardian, advocate or residential provider be notified before the action is taken.

ARE THERE RULES STAFF HAS TO FOLLOW TO KEEP ME SAFE?

Yes. Stone Belt has certain rules for staff so that they give you the most safety and respect.

- > Employees will refrain from giving or receiving gifts from clients and their families/guardians.
- > Employees are prohibited from borrowing money, selling or buying items, or engaging in personal financial transactions with clients and their family/guardians.
- > Employees cannot use social media such as Facebook or Twitter to share comments, information or images of clients without permission.

> Employees will use Stone Belt provided/approved devices to communicate with clients or their families/guardians/advocates.

> Employees will follow approved activity schedules and carry out the client's Individual Support Plan as determined by the client's team.

> Employees cannot conduct personal business while serving clients including using cell phone calls, running errands, dealing with family issues and so forth.

> Employees cannot take a client to his/her own home without permission.

> Employees cannot swear or tell off-color jokes in presence of clients.

> Employees cannot discuss with clients, or in the presence of clients, their sexual encounters or in any way involve clients in their personal problems or issues, including family troubles, financial situations, legal problems and so forth.

> Employees cannot use or be under the influence of alcohol or illegal drugs in the presence of clients and/or in violation of state and federal laws.

> Employees cannot display personal sexually oriented materials, including printed or internet pornography, in the presence of clients.

> Staff cannot have secrets with clients.

> Employees will dress conservatively

and avoid wearing provocative and revealing attire, including midriffs, tank tops, halter tops, short shorts or short skirts.

> Employees will not stare at or comment on a client's body.

> Employees will adhere to appropriate standards of affection.

WHAT ARE EXAMPLES OF APPROPRIATE AND INAPPROPRIATE CLIENT/STAFF INTERACTIONS?

Appropriate Communication:

- Positive Reinforcement
- Appropriate “clean” jokes
- Encouragement
- Praise
- Conversations about daily life
- Discussions about your interests and activities

Inappropriate Communication (these are NOT allowed):

- Name calling
- Discussing sexual encounters or involving clients in the personal problems or issues of employees
- Telling secrets
- Cursing
- Telling off color or sexualized jokes
- Shaming
- Belittling
- Derogatory remarks

- Rude or derogatory gestures
- Harsh language that may frighten, threaten, or humiliate clients
- Making mean or bad remarks about any client or about their family

Appropriate Displays of Affection:

- Side hugs
- Shoulder to shoulder or “temple” hugs (putting heads together)
- Pats on the shoulder or back
- Handshakes
- “High fives”
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, faces, shoulders, arms
- Arms around shoulders
- Holding hands (when considered therapeutic)

Inappropriate Displays of Affection (these are NOT allowed):

- Full frontal hugs
- Kisses
- Touching bottoms, chests or genital (private) areas
- Showing affection in isolated areas of the building, like closets, employee-only areas or private rooms
- Employee sleeping in bed with a client
- Wrestling with a client
- Piggyback rides

- Tickling
- Any form of affection or touch that is unwanted by the client or an employee

WHAT IF I HAVE A COMPLAINT?

We think that it is very important for you to talk to us, to be honest and to say what you think. It is okay for you to tell us what you don't like as well as what you do like. If you don't like something, it would be good to discuss your feelings right away with the people who are involved. Sometimes that will solve your problem. Sometimes you may think that other people also need to know that you don't like something. When this happens, you can talk to your coordinator. If you have a problem with another client, we encourage you to talk with him/her about your concern. If meeting with the person doesn't solve the problem for you, your coordinator can meet with you and the person and try to solve the conflict or problem. If this does not solve it, your coordinator can help you use the Client Complaint Procedure. If at any time you and your staff or coordinator cannot solve a problem, you may make an official complaint following the Client Complaint Procedure. This may sound scary, but you don't need to be afraid. No one will get mad or make things hard for you because of a complaint. We think that filing a complaint is the best way to be fair to you and anyone else involved. It is also a good way for us to

improve our programs. If you need to make a complaint, please talk to your coordinator. He or she will help you follow the Client Complaint Procedure.

HOW DO I FILE AN OFFICIAL COMPLAINT?

Stone Belt strives to meet your wants and needs. As a client at Stone Belt you may complain or talk to us about the service you receive in the programs here. We want you to have the opportunity to get the best quality service. When you feel this is not happening, you have the right to file a complaint. You may hire a lawyer or get advice from another advocate when you want to discuss a complaint. However, your advocate may not be an employee or a relative of an employee of Stone Belt. You may complain any time you feel you are not receiving appropriate services or when you feel you are not being treated well. If you think someone has abused or neglected you, please contact your coordinator immediately. We want to take action quickly on any situation involving possible abuse or neglect. The following are examples of less serious, but very important issues about which you might file a complaint:

- You want to appeal a disciplinary action.
- You want to appeal case conference committee recommendations about placement or services provided.
- You want to appeal your hourly salary.

- You think someone has not honored your rights.
- You think staff members have not followed your Individualized Support Plan (ISP).
- You think you have been discriminated against.

You may formally complain by talking to your coordinator. Either you or your Stone Belt representative may put the complaint in writing. If you and your Stone Belt representative can solve the problem, he/she will write and turn in a resolution to you within five days of your talk. If you and the Stone Belt representative cannot solve the problem, he/she will give the report to the program director.

The program director must meet with you within five days to talk about your complaint. The program director then writes a response to you and to the Stone Belt representative within five days of this meeting.

If you are not satisfied with how the complaint is handled, copies of all paperwork will be given to the Chief Executive Officer (CEO) to look at. He/she will meet with you within five days to talk about the problem.

The CEO will also send a written response to you and a copy to the Stone Belt representative within five days of the meeting. If you are not satisfied with everything that has been done so far, the paperwork will be given to the Human Rights Committee at its next meeting.

The Human Rights Committee will look at all responses, meet with you and advise an action to solve the problem. They will send a copy of their advice to you and to the Stone Belt representative.

Finally, you may appeal the decision to the board of directors at its next scheduled meeting. The board secretary will write the board's decision and give it to you right after the meeting. He/she will also send a copy to the Stone Belt representative to file.

You have the right to an attorney/advocate or may get extra help from:

> Indiana Disability Rights
1-800-622-4845

> Legal Services of Indiana, Inc.
1-800-822-4774

If you think a staff member has abused or neglected you or another client, then you should tell a staff member so that they can tell Child or Adult Protective Services and the program director.

The Stone Belt representative will keep files of complaints in a locked cabinet and will monitor the complaint through all steps of the process.

If you have a complaint about your Stone Belt representative, talk to his or her supervisor about your complaint.

WHAT IS EQUAL OPPORTUNITY?

Stone Belt has a policy to provide equal opportunity in employment, training and advancement. We must give services without regard to race,

color, religion, gender identity, sex, sexual orientation, national origin, age, ancestry, disability, veteran status or other status protected by law. For a complete copy of the Equal Opportunity policy contact your coordinator.

WHAT IF I FEEL HARASSED AT STONE BELT'S FACILITIES?

Harassment is a scary word, but Stone Belt has a policy in place to protect you.

If you feel someone is really bothering you or trying to get you to do something you don't want to do, you should talk to a staff person immediately.

Stone Belt intends to maintain an environment free of sexual and other harassment and intimidation based on race, color, gender identity (with or without sexual conduct), religion, national origin, ancestry, sex, sexual orientation, age, disability, veteran status, or any other protected categories.

If you want a copy of the entire Sexual Harassment Policy, contact the Human Resources Director or CEO at 888-332-2168.

WHO DO I REPORT PROBLEMS TO?

If you are upset about something or feel you have not been treated fairly, or you feel you have been abused, we want to hear from you right away.

You may call Stone Belt's anonymous complaint hotline at 888-332-2168, ext. 699.

You may also talk to any program director with your concern. Their numbers are below:

- > Chief Executive Officer, 888-332-2168, ext. 249
- > Monroe County Supported Living Director, 888-332-2168, ext. 226
- > Bartholomew/Lawrence County Supported Living Director, 866-569-9120, ext. 425
- > Employment Director (all regions), 812-335-3507, ext. 173
- > Director of Manufacturing (all regions), 888-332-2168, ext. 256
- > Group Home Director (all regions), 888-332-2168, ext. 227
- > Lifelong Learning Director (all regions), 888-332-2168, ext. 223

All employees and other persons with knowledge or suspicions of abuse are required by law to report it to the appropriate authority.

Contact the Indiana Adult Abuse and Neglect Hotline at 800-992-6978 or Indiana Child Abuse and Neglect Hotline at 800-800-5556.



WHAT DOES IT STAND FOR?

Stone Belt has a lot of shorter acronyms for longer words. Here are some along with what they stand for.

ADA (Americans with Disabilities Act)

The ADA keeps employers from discriminating against individuals with disabilities in employment. Stone Belt adheres to this act.

The Arc (Formerly the Association for Retarded Citizens, now The Arc)

The Arc is a national organization on developmental disability. Stone Belt is a member of The Arc of the United States and The Arc of Indiana.

BDDS (Bureau of Developmental Disabilities Services)

The BDDS plans, develops and administers a variety of services for people who have developmental disabilities. Services are community based as an alternative to placement in state institutions.

CARF (Commission for the Accreditation of Rehabilitation Facilities)

Stone Belt is accredited by CARF, meaning that we meet its guidelines for service and quality of service.

CEO (Chief Executive Officer)

The CEO is the head of a company. Leslie Green is the CEO of Stone Belt. She supervises the management of the agency and reports to the board of directors.



EEO (Equal Employment Opportunity)

This is a federal law that won't allow discrimination when hiring for many reasons including age, race, gender identity, religion, national origin, ancestry, sex, sexual orientation, color, veteran status, and disabilities. Stone Belt adheres to this law's policies.

EC (Employment Consultant)

When you are in the Employment Program your EC helps you find a job that will fit your needs and personality.

FSSA (Indiana Family and Social Services Administration)

FSSA works with Indiana's families, children, senior citizens, people with disabilities and people with mental illness. It provides services to promote self-sufficiency, independence, prevention, health and safety. FSSA is

responsible for your state funding.

ISP (Individualized Support Plan)

When you begin services at Stone Belt and every year you continue, you will make an ISP with your support team. Your ISP outlines your short-term goals and objectives and allows you to see how you have achieved your goals.

LL (Lifelong Learning)

This program provides instruction and support in learning daily skills. Some skills are taught in off-site, natural settings to help you gain more support and community inclusion.

LARC (Lawrence County Arc)

LARC is Stone Belt's day program and workshop facility in Lawrence County. The facility is provided for use to Stone Belt from The Arc of Lawrence County.

PCP (Person-Centered Plan)

You will have a case conference when you start services to help you decide what you want to learn and what activities you would like to do when you are in our programs. These long-term goals will be written out in your PCP. These goals will help you become as independent as possible.

SGL (Supervised Group Living)

SGL is part of Stone Belt's Residential Living program. You participate in SGL if you reside in a group home owned and operated by Stone Belt.

SLP (Supported Living Program)

SLP is part of Stone Belt's Residential

Living program. You participate in SLP if you receive Stone Belt's services at home or in your own apartment.

SSDI (Social Security Disability Insurance)

This is money you receive from the federal government if you are eligible. Eligibility is based on things like your age, work history and disability.

SSI (Supplemental Security Income)

This is money you receive from the federal government if you are eligible. Eligibility is based on your age, health and disability.

VR (Vocational Rehabilitation)

The Bureau of Vocational Rehabilitation provides quality, individualized services to enhance and support you to prepare for, obtain and retain employment.



WHO DO I CONTACT?

If you need more information about services at Stone Belt,
call 812-332-2168 or call toll free at 888-332-2168.

Here is a list of our contacts by location:

Stone Belt 10th Street (headquarters)

2815 East Tenth Street
Bloomington, Indiana 47408
812-332-2168
888-332-2168 (toll free)

Stone Belt Community Employment

550 South Adams Street
Bloomington, Indiana 47403
812-335-3507

Milestones Clinical & Health Resources

550 South Adams Street
Bloomington, Indiana 47403
812-333-6324 (clinical services)
812-333-6322 (health services)
866-569-9127 (toll free)

Stone Belt of Lawrence County (LARC)

712 Stars Boulevard
Bedford, Indiana 47421
812-279-3229

Milestones of Bartholomew County

4550 W Jonathan Moore Pike
Columbus, IN 47201
812-376-6501

Stone Belt of Bartholomew County

1531 13th Street
Columbus, Indiana 47201
812-376-7149

www.stonebelt.org

NOTES



Stone Belt

www.stonebelt.org