**Common Medication Risk Plan Interventions**

* Direct Support Professional (DSP) Staff will make sure Individual takes medications on time while supporting Individual while they are on the clock.
* Direct Support Professional (DSP) Staff will monitor Individual for the medication side effects listed above
* Direct Support Professional (DSP) Staff will ensure the Individual has access to the medications they do not take daily, but still are potentially needed like an inhaler, epi pen, allergy meds, etc.
* If Direct Support Professional is administering medication, it will only be dispensed from a pharmacy approved storage container or package with appropriate labeling.
* Always keep Individuals within direct line of sight at all times while working with Individual to monitor for potential side effects.
* Medications will be administered per physician order and in accordance with medication administration policies.
* Family will be responsible for obtaining all medications from the pharmacy.
* Staff and Family will report any administration of PRN medications (seizure medications, medications for behavior, etc.) to Director of Direct Supports.
* As Individual grows older, educate Individual on the medication(s) prescribed, why the individual takes each medication and the potential side effects.
* Ensure the individual has access to this Risk Plan, is aware of the medications they take and potential reactions.
* Remember the six rights to medication administration: Right Medicine, Right Person, Right Dosage, Right Route, Right Time, Right Documentation.

Notification:

* In the event any type of incident or emergency were to occur, and Individual's immediate health or safety were put at risk, Direct Support Professional (DSP) Staff should IMMEDIATELY CALL 911
* Direct Support Professional (DSP) Staff will document any noted side effects online in AccelTrax.
* Direct Support Professional (DSP) Staff will report any side effects to parents/ guardians.
* Direct Support Professional (DSP) Staff will report any side effects to Director of Direct Supports
* Direct Support Professional (DSP) Staff will report any changes or updates in Individual's medications to Director of Direct Supports

Training:

* Direct Support Professional (DSP) Staff must receive Core A/B Medication Administration certification prior to administering medication.

**Common Exploitation Risk Plan**

* Be aware of all people that Individual spends time with individual in the community.
* Ensure continual education and reinforcement with Individual on the concept of “Stranger Danger”
* Provide education to Individual as to who they can talk to if individual has concerns or questions about the actions of her caregivers.
* Provide education and self-protection information directly to Individual and educate individual on the tools to understand abuse, neglect and exploitation.
* Ensure supervision of Individual at all times when Individual is interacting with a stranger or someone new to the individual
* Offer Individual and family the option to do a Rights Assessment
* Consider going through the Abuse, Neglect, and exploitation Annual Online Training course with the individual.
* Encourage Individual to limit cellular phone use to only contacting those that individual knows personally.
* Direct Support Professional should teach the individual about online safety strategies, like not sharing personal information (where they live, work, go to school, etc.)
* Direct Support Professional should teach the individual about Exploitation, the different ways someone could be exploited and ways to prevent it.
* In a emergency situation Direct Support Professional (DSP) Staff will communicate with Individual by: Making eye contact while communicating with Individual, Stand within close proximity to Individual when talking, Speak to Individual using short sentences and clear directions.

**Common Environmental Risk Plan Interventions**

* Ensure direct line of sight at all times while working with Individual.
* When walking next to roadways, staff should position themselves in between the individual and the road (keeping the individual on the furthest side of the sidewalk from the roadway)
* Help Educate Individual on traffic signs and signals, or anything related to pedestrian safety.
* Staff needs to watch for vehicles, be alert for cars reversing, and stay with the individual in parking lots.
* Always keep Individual within direct line of sight while working with Individual.
* Ensure awareness of weather conditions during any planning or attending of community events, ensuring Individual's health and safety (i.e. snow or ice, rainy conditions which could hinder Individual's ability to access the community).
* If an adverse weather condition (tornado, flood, etc.) were to occur while Direct Support Professional (DSP) Staff is in the community with Individual, Direct Support Professional (DSP) Staff should immediately discontinue the activity and find the safest place to escort Individual. Direct Support Professional (DSP) Staff should then notify Director of Direct Supports of the situation (Director of Direct Supports will ensure communication is established with Individual's family and relay any further instruction to Direct Support Professional (DSP) Staff).
* If a power outage occurs, Direct Support Professional (DSP) Staff should immediately ensure Individual's safety, then notify Director of Direct Supports of the incident.
* Director of Direct Supports will ensure communication is established with Individual's family and relay any given instruction to Direct Support Professional (DSP) Staff
* In the event any type of incident or emergency were to occur and Individual's immediate health or safety were put at risk, Direct Support Professional (DSP) Staff should IMMEDIATELY CALL 911
* In a emergency situation Direct Support Professional (DSP) Staff will communicate with Individual by: Making eye contact while communicating with Individual, Stand within close proximity to Individual when talking, Speak to Individual using short sentences and clear directions.
* If Individual were to be taken to the emergency room, Direct Support Professional (DSP) Staff is to accompany Individual and stay with individual until individual’s parent/guardian arrives or an Assisted Independence supervisor arrives.
* Direct Support Professional (DSP) Staff should then document the incident in detail in the progress notes for that day and on the Incident Report. The Incident Report should be completed and submitted to Director of Direct Support within 24 hours of the incident occurring.

**Common Vision Risk Plan Interventions**

* Direct Support Professional (DSP) Staff will ensure that Individual is always in line of sight.
* Parents/guardian will ensure all appointments are scheduled and completed.
* Direct Support Professional (DSP) Staff will be aware of Individual’s vision restriction.
* Encourage Individual to always wear glasses.
* Offer assistance with cleaning Individual’s glasses.
* Direct Support Professional (DSP) Staff will help with cleaning the glasses as needed.
* In the event that anything happens to Individual’s glasses Direct Support Professional (DSP) Staff will notify individual’s parents/guardian) and Director of Direct Supports.
* Keep any potentially harmful objects out of individual’s path when walking.
* Direct Support Professional will be aware of moving objects (like a ball rolling in front of the individual) to ensure that the individual sees and does not fall over it.
* Monitor areas of depth change like stairs, curbs, etc.
* Encourage individual to advocate for oneself if individual notices vision issues getting worse.
* Remember to assist Individual in putting individuals glasses back on after taking the glasses off (Do not leave glasses somewhere accidentally!)
* Healthcare representatives will keep all scheduled appointments set up with individual’s eye doctor and schedule any appointments needed.
* If any signs/ symptoms occur, eye doctor will be contacted by healthcare representative.
* Direct Support Professional (DSP) Staff will always be within a direct line of sight and arms reach of Individual
* Direct Support Professional (DSP) Staff will encourage Individual to wear glasses when reading or playing videogames.
* Direct Support Professional (DSP) Staff will assist as needed when Individual comes to steps or curbs to let Individual know when to step up or down
* Provide verbal prompting to warn Individual of the terrain: “[Individual], there is a staircase ahead”, “[Individual], the left side of the sidewalk is muddy”, “[Individual] the streets have ice and are very slippery”, “[Individual] the ground declines, we are walking downhill”.

**Common Seizure Risk Plan Interventions**

* Remain calm and speak reassuringly. Do not shout.
* Protect from injury and guide the individual to the floor if necessary.
* Turn to side to prevent aspiration of saliva/emesis.
* Remove furniture or obstacles out of the way.
* Cushion head.
* Do not put anything into mouth.
* Do not offer food or drink until fully awake.
* Loosen tight clothing and remove eyeglasses if present.
* If in water, keep head above the water.
* Do not restrain in any way.
* Stay until seizure has stopped and the person is fully awake.
* Allow rest as needed after the seizure.
* Direct Support Professional (DSP) Staff will follow seizure first aid in the chart listed below if Individual has a seizure
* If seizure is present, or Individual experiences an aura, Direct Support Professional (DSP) Staff/family is to lower individual into a safe position such as the ground or floor
* Direct Support Professional (DSP) Staff/family is to remain with Individual until individual is completely alert and awake.
* Do not allow Individual to ambulate until individual has recovered from seizure
* If individual is prescribed PRN seizure medication, administer as prescribed if the seizure lasts longer than 5 minutes.
* Anytime PRN is administered, contact Director of Direct Supports.
* Anytime a seizure occurs, contact Director of Direct Supports.
* Direct Support Professional (DSP) Staff will call 911 immediately if an Individual who does not have a history of seizures has a seizure!
* Time the seizure. If the seizure continues for longer than five minutes without signs of slowing down or if the individual has trouble breathing afterwards, appears to be injured, or in pain, CALL 911 and seek medical help.
* Following a seizure, Direct Support Professional needs to include all information in their progress notes for the day and fill out an incident report (IR) in Acceltrax within 24 hours of the seizure occurring.

**Common Communication Risk Plan Interventions**

* Direct Support Professional (DSP) Staff will encourage and prompt Individual to verbalize wants and needs through their preference of communication (Ipad, AAC device, Sign language, etc.)
* Direct Support Professional (DSP) Staff will become familiar with Individual’s sign language.
* Direct Support Professional (DSP) Staff will never pretend to understand Individual when they are unable to.
* Direct Support Professional (DSP) Staff will try to ask individual questions in a yes or no format, if possible.
* Direct Support Professional (DSP) Staff and family will anticipate and meet any needs Individual has if Individual is not able to communicate.
* Direct Support Professional (DSP) Staff will give Individual autonomy. As any adult should be treated. Individual has the right to make choices independently.
* Direct Support Professional (DSP) Staff will regulate Individual’s water temperature to a safe level.
* Direct Support Professional (DSP) Staff will evacuate Individual in any emergency situations, constructing a plan of what to do in an emergency. This includes conducting emergency drills.
* Direct Support Professional (DSP) Staff will communicate with Individual as they would with someone who communicates verbally.
* Direct Support Professional (DSP) Staff will ask Individual if individual needs to use the restroom every hour. Individual should be encouraged to use the restroom before leaving individual’s home, before going outside, before going somewhere in the community and before bed.
* Direct Support Professional (DSP) Staff should ask Individual if individual is hot or cold (Individual, it is very hot outside today, would you like to wear shorts? , Individual it is very cold outside, would you like to zip you your coat?) Encourage Individual to take individuals coat off when individual is inside so individual does not get too hot.
* Ensure that Individuals shoes are tied and secure.
* Direct Support Professional (DSP) Staff and family will anticipate and meet any needs Individual has if Individual is not able to communicate with them. Example meals times, restroom, providing a safe environment.
* Direct Support Professional (DSP) Staff will allow time for Individual to respond and be accepting of Individual’s ability to communicate.
* Direct Support Professional (DSP) Staff will create a quiet, stress-free, safe environment for Individual to express their wants and needs to the best of their ability.
* Direct Support Professional (DSP) Staff can utilize breathing as a way to help individual relax and reset before communication by asking individual to take three 3 slow breaths all the way in through the nose and out mouth
* Direct Support Professional (DSP) Staff can utilize paper, crayons, and pencils as a way for individual to express individuals thoughts and feelings.
* Direct Support Professional (DSP) Staff is to observe ongoing any ways in which individual is able to communicate individual wants and desires and share information with parents/guardian and Director of Direct Supports
* Direct Support Professional (DSP) Staff will access to see if individual is alert to person, place, and time.
* Direct Support Professional (DSP) Staff will verbally state individual’s name when addressing.
* Direct Support Professional (DSP) Staff will reassure Individual that there is no rush to communicate and encourage Individual to take time
* If individual appears confused after a verbal direction is given, Direct Support Professional (DSP) Staff is to re-phrase the message for individual to understand.
* In a emergency situation Direct Support Professional (DSP) Staff will communicate with Individual by: Making eye contact while communicating with Individual, Stand within close proximity to Individual when talking, Speak to Individual using short sentences and clear directions.

**Common Dining Risk Plan Interventions**

* Always keep Individual within direct line of sight while dining and working with Individual.
* Direct Support Professional (DSP) Staff will assist Individual in making wise food choices.
* Direct Support Professional (DSP) Staff will encourage Individual to take smaller bites and slow down and enjoy chewing up food.
* In the event any type of incident or emergency were to occur, and Individual's immediate health or safety were put at risk, difficulty breathing, Direct Support Professional (DSP) Staff should IMMEDIATELY CALL 911.
* Always keep Individual within arm’s reach while individual is eating.
* Be aware that Individual can eat independently but does require assistance with cutting food into quarter size bites.
* If Individual begins to choke on food Direct Support Professional (DSP) Staff should make effort to calm individual down and assess the needs for additional interventions
	+ Allow Individual to self-correct choking episode (if applicable)
	+ Do not give Individual anything to drink to "wash it down"
	+ As needed, Direct Support Professional (DSP) Staff will attempt to dislodge the food items using back blows or abdominal thrusts (Heimlich)
* If unable to dislodge food, call 911 and continue emergency interventions until EMS arrives
* In the event of any type of choking episode, all Assisted Independence Direct Support Professional (DSP) Staff is required to call 911.
* After the emergency has passed, Direct Support Professional (DSP) Staff will also need to notify parents/guardian and Director of Direct Supports
	+ Direct Support Professional (DSP) Staff will then document all details of the event in the Progress Notes for that day and fill out an Incident Report (IR) and submit it to Director of Direct Supports within 24 hours of the incident occurring
* Avoid foods that individuals commonly choke on popcorn, hard candy, suckers, peanut butter, chicken with bones, or uncut hot dogs
* Encourage to eat sitting up, never eat laying down.
* Encourage not to talk with food in individual’s mouth.

**Additional Information for Dining Risk Plans related to Gluten Allergy:**

* When ordering food from a restaurant, ensure the person taking Individual’s order is aware of the need to exclude gluten from individual’s food.
* When receiving food prepared by a restaurant or another, double check to ensure no gluten is included in the food.
* Avoid foods high in MSG, as well as artificial foods.
* Do not prepare individual’s food on the same surface gluten food has been on; gluten contaminated surface needs thoroughly washed first
* Read all food and product ingredient labels to ensure gluten or wheat is not in the food or product
* Not use a common toaster; using gluten-free bread and regular bread is a major source of contamination
* Read labels of non-food items the individual’s skin may be in contact with, Play-Dough, includes gluten.

**Common Adaptive Equipment & Falls Risk Plan Interventions**

* Direct Support Professional (DSP) Staff will ensure that Individual is always in their direct line of sight.
* When outside of home and/or in the community Direct Support Professional (DSP) Staff is to evaluate the environment for falling hazards such as uneven or slippery surfaces and physical obstacles.
* Continue assisting Individual in daily exercising, practicing balance and coordination.
* Offer to hold hands with Individual on rugged terrain.
* Make sure Individual ambulates in places where there is good lighting.
* When possible, keep areas free of clutter.
* Provide verbal prompting to warn Individual of the terrain: “[Individual], there is a staircase ahead”, “[Individual], the left side of the sidewalk is muddy”, “[Individual] the streets have ice and are very slippery”, “[Individual] the ground declines, we are walking downhill”.
* Ensure the Individual has proper footwear for the desired activities: rain boots during and after rainfall, tennis shoes for athletics, snow boots for wintery conditions.
* Assist with walking as needed especially on uneven surfaces and unfamiliar territory.
* Direct Support Professional (DSP) Staff will encourage Individual to get up slowly and stand briefly before walking.
* Avoid rearranging furniture
* Direct Support Professional (DSP) Staff will assure that home is well lit.
* Direct Support Professional (DSP) Staff will remain within arm’s length of Individual when navigating uneven or unfamiliar surfaces.
* Direct Support Professional (DSP) will be in arm’s length of the individual anytime they are walking up and down stairs and will provide assistance anytime necessary.
* Encourage Individual to communicate with Direct Support Professional (DSP) Staff in the event any adaptive equipment is not working properly or displays and signs of damage.
* In the event Individual were to notify Direct Support Professional (DSP) Staff of any issues or damage to the adaptive equipment, Direct Support Professional (DSP) Staff should immediately discontinue any activity, ensure Individual's safety, and notify Director of Direct Supports.
* Director of Direct Supports will ensure communication is established with Individual's family and provide any instruction given to the Direct Support Professional (DSP) Staff to keep open communication with Individual's family regarding issues occurring or any issues with Individual's adaptive equipment to ensure the proper precautions or maintenance is taking place.
* If individual was to fall and hit their head, having bruising, or any other injury at anytime, family and Direct Support Professional (DSP) should notify Director of Direct Supports and complete an incident report in Acceltrax within 24 hours of the fall happening.

**Additions to Falls/Adaptive Equipment for individuals who use wheelchairs:**

* Direct Support Professional (DSP) Staff will assist hands on with showering and toileting by providing total physical assistance to get Individual in and out of the shower and on the commode by helping individual utilize the rails and make sure individual is seated safely. Direct Support Professional (DSP) Staff will continue to stay with individual for safety.
* Direct Support Professional (DSP) Staff will ensure Individual’s electric wheelchair has full battery when going into the community.
* Direct Support Professional (DSP) Staff will ensure that manual wheelchair break are tight and functioning properly.
* Direct Support Professional (DSP) Staff will take cues from Individual and Individual’s parent/guardian as to what Individual may need and how to properly transfer Individual.
* Direct Support Professional (DSP) Staff will learn from mom what to do to prevent Individual from falling from bed and his wheelchair.
* Direct Support Professional (DSP) Staff will provide total hands on assistance when Transferring and Ambulating Individual in individual’s wheelchair.
* Direct Support Professional (DSP) Staff will ensure brakes on wheelchair are on, tight, and functioning properly before transferring in and out of wheelchair.
* Allow Individual to set the pace when ambulating, never push Individual to exceed individuals desired speed.

**Additions to Falls/Adaptive Equipment for individuals who use Leg Braces:**

* Encourage Individual to wear leg braces at all times.
* Direct Support Professional (DSP) Staff will encourage Individual to always wear individual’s prescribed shoe insoles.
* Family will maintain regular follow-up appointments with podiatrist as needed and will ensure all adaptive equipment is available, the correct size, and working properly.
* Direct Support Professional (DSP) Staff will ensure braces or insoles are on correctly, shoes are tied, and any needed assistance is given when individual is walking in the home or community.

**Common Going Away without Telling Somebody Risk Plan Interventions**

* Always keep Individual within direct line of sight at all times while working with Individual
* Family will be responsible for safety features such as door locks, gates, fences, and alarms as they deem necessary.
* Direct Support Professional (DSP) Staff will report any activity where Individual goes somewhere without telling anybody to Director of Direct Supports
* Direct Support Professional (DSP) Staff will report any observed behaviors that lead to Individual going somewhere without telling somebody
* Direct Support Professional (DSP) Staff will hold Individual’s hand when in areas of busy pedestrian traffic or vehicular traffic
* Direct Support Professional (DSP) Staff will walk in between roads and bodies of water and Individual (the Direct Support Professional (DSP) Staff person must be the one closest to the road or body of water).
* If Individual does run away from others, support Individual by remaining calm, using a neutral tone of voice. Direct Support Professional (DSP) Staff should use clear, directive language (ex: come back, turn around, come home, etc.). Do NOT chase Individual. Chasing could cause Individual to believe it is a game, which could reinforce the behavior. Only run after the individual if they are in direct line of danger.
* Follow Individual to the furthest extent possible, as calmly as possible, to ensure safety. If at any point Individual’s whereabouts are unknown, notify law enforcement for assistance in locating individual.
* ln the event any type of incident or emergency were to occur related to the Going Away Without Telling Someone Risk Plan, and Individual's immediate health or safety were put at risk, Direct Support Professional (DSP) Staff should IMMEDIATELY CALL 911.

**Common Constipation Risk Plan Interventions**

* Encourage individual to drink 32-64 ounces of water per day. Fluids can come from all beverages, including water, juice, coffee, teas and carbonated drinks.
* Encourage Individual to eat a balanced diet, including plenty of fiber. Avoiding processed food.
* Encourage high fiber foods such as fruits, vegetables, and whole grain breads and cereals. Dietary fiber intake recommendation 25-35 grams per day.
* Encourage individual to use the restroom frequently, and encourage individual to not “hold it in”.
* Encourage physical activity to stimulate bowel movements. Individual will be encouraged to participate in physical activities at least 3x weekly.
* Encourage individual to drink more water during times of exercise or hot weather when dehydration can occur, which can lead to constipation.
* Anytime staff notices constipation, ensure that they communicate this with the family/guardians as soon as possible.
* Family and Staff should work together to ensure that bowel movements are tracked so that constipation does not go unnoticed.
* Staff should review online annual training and medication administration training courses for more information regarding the risks of constipation.

**Common Hypothyroidism Risk Plan Interventions**

* Direct Support Professionals will monitor for signs and symptoms of Hypothyroidism daily.
* Encourage the individual to participate in physical activities that they feel up to without over exerting themselves.
* Signs and Symptoms of Hypothyroidism include Fatigue, Sluggishness, increased sensitivity to cold, constipation, paleness, dry skin, puffy face, hoarse voice, elevated blood levels and cholesterol levels, weight gain, muscle aches, tenderness, and stiffness pain.
* Direct Support Professional (DSP) should educate themselves and the individual on hypothyroidism, and potential side effects they may face.
* Consider alternative supplements, such as iodine
* Avoid foods with bromine (common in processed foods)
* Direct Support Professionals will fill out an Incident Report (IR) if individual displays any signs or symptoms of Hypothyroidism and contact the Director of Direct Supports immediately.

**Common Hearing/Ear Health Risk Plan Interventions**

* Direct Support Professional (DSP) Staff will assist Individual at ensuring individuals ears are never in contact with dirty water (ponds, lakes, toilet waters, etc.)
* Avoid playing music at loud volumes, or crowds where Individual is exposed to extreme noise levels
* Avoid areas of poor air quality, especially cigarette smoke.
* In the event individual has an ear infection, individual should sleep with individual’s head elevated from the rest of individual’s body
* In the event individual has an ear infection, warm or cold compressions may help alleviate pain
* In the event that individual has an ear infection, Individual’s family can consult her doctor for natural treatments, such as tea tree oil, olive oil, garlic, sand gargling with saltwater
* If Direct Support Professional (DSP) notices any ear irritation, itching, redness, swelling, etc. notify parents/guardian.
* Direct Support Professional (DSP) Staff will report any issues with hearing or ear health to parents/guardian.
* Direct Support Professional (DSP) Staff will report any issues with hearing or ear health to Director of Direct Supports
* Direct Support Professional (DSP) Staff will report any changes or updates in Individual’s hearing or ear health to Director of Direct Supports

**Common Cardiac Risk Plan Interventions**

* Remember CPR! Ask someone to call 911. Call 911 if you are alone with individual. Look, listen, and feel. Give two resuscitation breaths, followed by 30 single-hand chest compressions at a rate of approximately 120 per minute until. Repeat the cycle until emergency personnel arrive.
* Those who support individual will watch for changes in health such as fast or troubled breathing and sleepiness.
* Avoid hot weather.
* Cleaning teeth helps promote a healthy heart.
* Encourage individual to eat healthy foods, avoiding sweet and/ or caffeinated drinks.
* Encourage individual to get mild to moderate exercise.
* When traveling or walking long distances, Individual should have access to a stroller, wagon, or wheelchair. Direct Support Professional should do “Check ins” with the individual, “Are you doing okay?”, “Do you need to sit and take a break?”, etc.
* Take the elevator or escalator rather than climbing multiple flights of stairs.
* Help Individual maintain a healthy weight. Being overweight can increase the symptoms of pulmonary hypertension.
* Avoid traveling at high altitudes.
* Avoid secondhand smoke and toxic chemicals.
* Encourage Individual to get plenty of rest.
* Individual should avoid all contact sports that could possibly result in impact.
* Direct Support Professional (DSP) Staff will report any observed respiratory or cardiovascular problems to parents/guardian
* Direct Support Professional (DSP) Staff will report any observed respiratory or cardiovascular problems to Director of Direct Supports.
* Direct Support Professional (DSP) Staff will report any changes or updates in Individual’s respiratory or cardiovascular treatment to Director of Direct Supports.