



HOFFMAN

• PROGRAMS FOR HEALING •

Together toward tomorrow

THERAPEUTIC SHELTER CHAPTER 3800 PROGRAM 2026 SERVICE DESCRIPTION

815 Orphanage Road
Littlestown, PA 17340
P: 717-359-7148
F: 717-359-2600

www.hoffmanhomes1910.org

LEADERSHIP

Rebecca Van der Groef, LSW
CEO & President
rvandergroef@hoffmanhomes.com

Heather Casel
CFO
hcasel@hoffmanhomes.com

Stacy Parsons, MA, NCC
VP Programs for Healing
sparsons@hoffmanhomes.com

Dr. Stacy Taylor, Ed.D
VP Educational Services
staylor@hoffmanyouth.com

Ellen Gunn, RN
VP Medical Services
egunn@hoffmanhomes.com

Jason Detter, PHR, SHRM-CP
VP HR and Secretary
jdetter@hoffmanhomes.com

William Posner, MA
VP Safety and Facilities
wposner@hoffmanhomes.com

Janise Bankard
VP Marketing & Development
jbankard@hoffmanhomes.com



Accredited by
The Joint Commission

BOARD OF DIRECTORS

The Board of Directors serves without compensation and consists of up to twenty (20) members elected for three-year terms and up to two Advisors: each for a one-year term. Members are eligible to serve two consecutive terms. When possible, four (4) members are elected from related conferences of the United Church of Christ and the Board elects up to sixteen (16) members-at-large. The Board and its five standing committees (People & Culture, Finance, Nominating & Stewardship Committee, Programs, Building & Grounds) meet quarterly.

The Board appoints a Chief Executive Officer through which it employs all other personnel, develops policies, manages finances, and assures that sufficient resources are available to provide services.

Administrative office is open 8:00 AM until 4:00 PM, Monday through Friday, except on holidays. There is 24-hour phone coverage at 717-359-7148.

MISSION & VISION

The mission of Hoffman Homes, Inc. (HH) is to be committed to promoting personal growth and achievement of those we serve through continuous quality improvement, education, staff development, and the use of evidence-based practices.

The vision of Hoffman Homes, Inc. is to be the leading choice for providing innovative human services to the communities we serve.

ETHICS & CULTURAL COMPETANCE

The core values of honesty and integrity drive the ethical conduct of HH. Quality, excellence, and continuous improvement are essential elements to our practices and services. We stake our reputation on adherence to the highest ethical standards, which surpass the letter of the law and embrace open and honest communication with employees, youth, and families we serve, communities, governments, suppliers, contractors, and competitors. We insist that our employees not only act ethically, but they must also be perceived as acting ethically by those with whom we do business.

Our treatment program is based on Child and Adolescent Service System Program (CASSP) principles. CASSP is based on the philosophy that youth with serious emotional disturbance have multi-agency needs and that new systems of care and service need to be developed to meet their needs. The systems of care need to be child-centered, community-based, and bring cultural values and ethnicity into greater focus than was true under former systems of care.

Providing culturally competent care can only take place through a multi-level systems approach that examines all aspects of the organization: the clinical care, the physical surroundings, toys, and books available to youth, documents, recreational and cultural events, and most importantly, staff knowledge and attitudes. We are committed to a culturally competent program that provides our employees with the knowledge, skills, and tools to provide the most appropriate care possible.

While youth are in our care, they will be exposed to an environment that will affirm their own uniqueness, while broadening their understanding of the multi-cultural community in which they will live. We consider this a vital part of their treatment program. Youth need the tools to be good citizens of the world through developing tolerance, conflict resolution skills, and cultural knowledge appropriate to their age and cognitive abilities.

CORE VALUES

Our team of caregivers is devoted to creating a culture of healing that enables our youth to recover and thrive, and to realize brighter, healthier futures. We do this by adhering to the following core values and guiding principles:

- **Honesty & Integrity**
- **Commitment to Excellence**
- **Dignity & Respect**
- **Safety & Well-Being**

We expect all youth in care and employees to adhere to a trauma informed and healing centered culture to make our community a great place to receive treatment and a great place to work.

AFFILIATIONS & LICENSING

Professional affiliations and relationships include:

Commonwealth University, Harrisburg Area Community College, McDaniel College, Millersville University, Shippensburg University, Wilson College, and York College of Pennsylvania.

Our employees serve as members of the following organizations:

Association of Fundraising Professionals (AFP)
Commonwealth University of PA CMHC Program Advisory Board
Gettysburg/Adams Chamber of Commerce
Hanover Area Chamber of Commerce
Hanover Area Human Resources Association
Joseph K. Mullen Training (JKM)
New Oxford Chamber of Commerce
PA Child Welfare Council and OMHSAS Planning Council
Pennsylvania Association for Supervision and Curriculum Development (PASCD)
Pennsylvania Council of Children, Youth, and Family Services (PCCYFS)
Rotary Club of York
S & T Bank Advisory Board
Shippensburg University School of Social Work and Gerontology Advisory Board
Society for Human Resources Management (SHRM)

Hoffman Homes therapeutic shelter program is licensed by the Office of Children, Youth and Families (OCYF) and accredited by the Joint Commission.

Hoffman Academy is a school located on our campus, licensed by the PA Department of Education (PDE) to operate a Private Academic School (PAS) for Special Education and Regular Education grades 1-12. Hoffman Academy is a Tier II accredited School-wide Positive Behavior Intervention and Support (SW_PBIS) school.

Full compliance with fair employment practices is monitored annually by appropriate agencies of the Commonwealth. We encourage parents, guardians, and referring agencies to make on-site review and evaluation visits.

INDIVIDUALS SERVED

Hoffman Homes Chapter 3800 therapeutic shelter program is licensed by OCYF. This program admits both male and female youth 7-17, who have emotional and behavioral challenges. The program has a capacity for up to fifteen (15) youth. Hoffman Homes therapeutic shelter program is operated by Hoffman Homes, Inc. and is distinctly separate from any other licensed programs of the organization. Hoffman Homes therapeutic shelter admits individuals without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth). Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, the use of translation devices/services, equipment redesign, additional training of employees who may be working with an individual, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. These individuals may be transitioning from a higher level of care or may currently be living within the community but require this type of programming due to a lack of appropriate resource to transition to.

Because our therapeutic shelter is accredited by the Joint Commission, we adhere to the Focus Standards of the Joint Commission in addition to the regulations under Chapter 3800. There is a therapeutic component to this program which enhances the experience an individual will have. They will have the opportunity to participate in therapeutic activities and supports not generally provided within a shelter program. Individuals will also be engaged in cognitive discussions that may be a part of the group or milieu settings, as applicable. ***Our therapeutic shelter is a place for safety and healing. Individuals that would negatively impact the safety and healing of others should not be referred to this program.*** In addition, applicants with serious cognitive impairment would have difficulty participating in and benefiting from most of the treatment modalities offered in the therapeutic shelter program.

Although Hoffman Homes therapeutic shelter program will consider for admission individuals with a history of aggression and self-harm, applicants must meet the following criteria to be assessed for admission into this program:

- Medically stable (this includes being compliant with prescribed medications)
- Not have past, current or pending criminal charges
- Not actively suicidal or engaging in self-harming behaviors
- Not dangerous to self or others as defined by:
 - Has not been assaultive towards others in the last two months
 - Has not engaged in property destruction in the last two months
- Able to care for personal hygiene
- Willing to follow program expectations

The Supervisor of County Programs may require an interview with the individual before deciding on whether they will be accepted into the program for any referral in which there are additional questions/concerns. If an interview is scheduled, the Director of Residential Programs may also participate in addition to the Supervisor of County Programs.

The program provided will include ongoing educational services that meet the needs of the individual youth still in primary education. Life skills, vocational skills, and community reintegration opportunities for future community transition planning may also be a part of this program as applicable.

Individuals will be discharged from the therapeutic shelter once a resource is identified for them unless there are significant safety concerns that require immediate removal (see below under discharge planning).

PROGRAM MODEL

Hoffman Homes will work with the referring county to ensure that the youth continues to receive behavioral health treatment services that were occurring prior to admission. When possible, the youth will continue to receive the services from the same provider and Hoffman Homes will assist in transportation of the youth to these appointments. A child and adolescent psychiatrist contracted by Hoffman Homes will provide medication management and evaluations unless the team selects another provider.

Hoffman Homes will work with the referring county to assist in identifying an appropriate resource for the youth to transition to. In addition, the Supervisor of County Programs will schedule treatment team meetings with other team members as often as necessary to work towards a successful transition plan.

In addition, youth in this program will be assessed for participation in creative therapy programs offered at Hoffman Homes, Inc. An Equine Assisted Therapy Professional, Animal Assisted Therapy Coordinator, Drama Therapist, and Art Therapist, are responsible for planning and leading creative therapy programs for all clients at Hoffman Homes, Inc. There are opportunities for these youth to work in small groups or one on one with these individuals depending on their length of stay.

Structured group therapy is provided five times per week. A variety of modalities are used including discussion, activity, fitness, and recreation. Groups address specific issues such as life skills, anger management, stress reduction, self-esteem, stimulus control, and social skill development.

Daily entries will be made regarding their schedule for that day, staff's assessment of the individual while working with them and an assessment by the individual on their day. This information will be kept in a file within the residence to be transferred to their chart following each individual treatment plan meeting. Their chart will be kept in the Medical Records area of campus.

Staff at Hoffman Homes, Inc are trained in concepts of Trauma Informed and Healing Centered Care, Safe Crisis Management, Diagnosis, Cultural Competence, and High-Risk behaviors.

Hoffman Homes demonstrates, in word and deed, the utmost respect for clients and families, and create environments that value cultural difference, self-examination, listening and learning from each other.

Hoffman Homes ensures that these youth feel safe and nurtured and have a sense of belonging, and that they have a developmentally appropriate role in their care and in creating rules, regulations and policies that govern their living environments.

ADMISSIONS

Referrals should be sent to the following individuals:

Amanda Rubeck, BSW
 Supervisor of County Programs
 arubeck@hoffmanhomes.com

Jaimy Turner, BA
 Director of Residential Programs
 jturner@hoffmanhomes.com

The Supervisor of County Programs and the Director of Residential Programs will work with Children and Youth agencies on referrals and admissions. Any youth requiring psychotropic medications will be evaluated by a child and adolescent psychiatrist who is contracted with Hoffman Homes. Any youth being admitted to the therapeutic shelter program must have a current immunization record.

All youth will participate in the admission process at Hoffman Homes. Based on information contained in the referral material, a safety plan and Individual Assessment Plan (IAP) are developed for each individual admitted. The safety plan will address significant concerns in five areas (medical/physical, suicide/self-harm, aggression/violence, substance abuse, inappropriate sexual behavior) while the IAP documents the needs of each individual, the individual's legal status, circumstances that made placement necessary, and the activities and services that will be provided by the therapeutic shelter program to meet the needs of the individual.

COMMUNITY

While youth are in the therapeutic shelter program, Hoffman Homes will work to assist youth to successfully transition into the community. This cannot be done without opportunities to experience life in this setting. The youth in the therapeutic shelter program will be afforded frequent and regular opportunities to spend time in the community. Such opportunities are employment in the community (when applicable), membership to the YMCA, membership to local organization/clubs, outings to events, indoor/outdoor activities such as hiking, trampoline parks, amusement parks, shopping, dining in at restaurants, etc. Therapeutic shelter staff will transport the youth to all these events.



TREATMENT TEAMS

When an individual is admitted to Hoffman Homes therapeutic shelter program, a social history, and Individual Assessment Plan (IAP) are developed. Within 30 days of admission, the Supervisor of County Programs will complete an Individual Treatment Plan (ITP) from information gathered prior to, and during admission with the individual to establish goals while they are in the therapeutic shelter program. Each ITP is designed to meet the specific individual needs of each youth. Basic to all components of the treatment program is its focus on the best interest of the youth. Hoffman Homes recognizes the complex and varied needs of individuals. The therapeutic shelter program discusses specific mental health symptoms to be addressed, goals for the treatment process, specific objectives for movement toward goals, assignment of staff responsibilities for carrying out the Individual Treatment Plan (ITP), and method and timetable for goal achievement, including projected discharge date. Throughout treatment each youth is maximally included in the ITP and discharge planning. All individuals participate in their treatment team meetings and their input is valued in frequent group meetings.

Treatment team members include the individual, guardian (if applicable), Hoffman Homes staff, referring agency representative, educational representative if appropriate, and other individuals as deemed appropriate.

Hoffman Homes therapeutic shelter program is pro-active in encouraging available family members to participate in the treatment process and to visit their youth. With approval by C&Y, families will be permitted to take the youth off campus for either a day pass or overnight visit. C&Y, as the guardian, will establish who may have contact with the youth while in the therapeutic shelter program.

TRAUMA INFORMED CARE

Hoffman Homes is recognized by the Department of Human Services as a Trauma-Sensitive organization. We embrace a trauma informed and Healing Centered approach to treatment. This is an organizational and treatment intervention based on the tenets of trauma theory and an understanding of systems theory. This approach addresses the ways in which trauma, adversity, and chronic stress influence individual behavior as well as the ways in which entire organizations can be influenced by trauma, adversity, and chronic stress. This is based on a set of guiding principles as well as some specific tools that reinforce the philosophy when practiced by the employees and youth daily. A trauma-informed and healing centered culture has an organizing structure for thinking about how people heal and what they need to grow and change, rather than an eclectic and disjointed way to provide services.

Gaining the trust of a youth that has been traumatized can be very difficult. Life has taught them that they are less likely to be hurt by remaining guarded and withholding trust. As a result, the youth may challenge even a caring adult, and "test" the adult to find out if the person perseveres in the relationship or gives up.

SELF-REFLECTION

At Hoffman Homes, we promote healing and recovery through the treatment process. When youth participate in an inappropriate coping skill that is hurtful to peers, self, or the community in general, they will be expected to complete Self-Reflection (SR). Youth who have been hurt in relationships need to learn how to heal within the context of a relationship. The purpose of the SR is not to control behavior but to build reparative relationships.

UTILIZATION REVIEW

Utilization Review (UR) is a committee of HH employees that deals solely with the appropriateness of service utilization. The UR committee consists of:

- Psychiatrist
- Director of Clinical Programs (Chair)
- VP of Programs for Healing
- Quality Assurance & Compliance Specialist
- VP of Medical Services
- Director of Residential Programs
- Vice President of Education
- Chief Executive Officer (if available)

The Supervisor of County Programs will present to the UR Committee, an individual's case, when appropriate, and as determined by policy. This may include reporting on progress in treatment, discharge disposition, or unique situations for which the committee should be aware of (behavior concerns, requests for discharge/transfers, etc.)

The youth may also be asked to attend while their case is presented, in special circumstances. The UR Committee meets weekly and examines over/under utilization. Each case is reviewed 30 days after admission and every 6 months thereafter. If a youth is struggling in the Therapeutic Shelter Program, the youth can be presented at any time for further discussion.

PHYSICAL RESTRAINTS

As part of our commitment to non-violence, it is our goal to reduce or eliminate restraints. If an employee is unable to de-escalate a youth by using prescribed individualized protocols and interventions, and the youth is an immediate threat to themselves or others, Safe Crisis Management (SCM) techniques known as Emergency Safety Physical Interventions (ESPI) are used. Employees are required to submit a written report of all ESPIs and the report is reviewed by supervisors and department heads. These reports include the observed behaviors of the youth, staff intervention, and resolution. All ESPIs are reviewed within twenty-four hours by a supervisor trained in SCM and with the involved staff and individual. All ESPIs are also reviewed by the Supervisor of County Programs. ***Use of restraint devices is prohibited.***

DISCHARGE PLANNING

Youth will be discharged from the therapeutic shelter program when an appropriate resource is identified that they will transition to. The Supervisor of County Programs will work with the referring agencies and assist them in identifying a resource.

While it is our hope that every individual leaving this program, does so with a successful discharge, there are some behaviors and safety concerns that cannot be tolerated within this program and would therefore result in an assessment for a request for immediate discharge from the program. Such behaviors include but are not limited to:

- Criminal behavior or significant sexualized behavior that places either the individual or other staff/clients at risk.
- Consuming illegal drugs or alcohol on site or off site (regardless of age).
- Bringing illegal drugs or alcohol onto campus (regardless of age).
- Ongoing violent behavior towards other clients or staff.
- Inaccurate referral information where acceptance was based on incomplete information, and where additional information received would have caused the youth to be denied for admission.

EDUCATION & VOCATION

School-aged individuals will be provided an educational program by a local school system. Such a program could include on or off-site education.

PRIVACY

Recognizing the importance of written records and confidentiality, we have developed procedures for maintaining up-to-date, complete, and accurate records for each youth that are HIPAA compliant. The records are reviewed semi-annually by a certified independent medical records consultant. Any information we release must have the approval of the Chief Executive Officer or their designee to protect the confidentiality rights of each youth.

The Medical Records Committee maintains the accuracy and best practice standards for the records of each youth. Specific functions include creating new forms, solving problems related to record-keeping, and monitoring usefulness and quality of documents. The committee is chaired by the VP of Medical Services and recommends changes to the committee for approval.

MEALS

Monday-Friday (except holidays), all lunches are served in our cafeteria. All other meals (breakfast, dinner, weekend & holiday meals) are served in the residences where the youth live.

The employees in the Culinary Department are responsible for planning, purchasing, preparing, and serving the daily meals for youth and the employees that work directly with the youth. All meals are planned under the direction of The Food Operations Manager and meet the Recommended Daily Culinary Allowances (RDA) as outlined by the Food and Nutrition Board of the National Research Council. Breakfast, Lunch, and After-School Snack must also meet the National School Lunch Program requirements.

As appropriate, youth will learn basic food preparation and cooking skills and can assist in meal preparations within the residence to foster life skills.

Youth who require special diets, as ordered by the attending physician, receive meals that are prepared and served to accommodate their dietary needs. Follow-up contacts and nutritional assessments are conducted by Medical Services on a regular basis.

FACILITIES & SAFETY

The VP of Safety & Facilities Management assures compliance with regulatory agencies. These include OSHA (Occupational Safety & Health Administration), The Joint Commission, the Department of Human Services (DHS), the Department of Environmental Protection (DEP), the Department of Agriculture (DOA), and others.

We believe that providing a safe and comfortable environment is crucial to the youth's treatment. The maintenance employees are responsible for general repairs, the potable water system, the wastewater treatment system, the utilities, and grounds keeping for our 192-acre property.

Each facility is equipped with cameras throughout the facility's main rooms and hallways to ensure the safety of youth and staff. There are no cameras in the bedroom or bathroom areas.

A Safety Committee meets monthly and strives to increase the level of safety for the youth, employees, and visitors through accident investigation and hazard identification. Committee members conduct monthly inspections to identify safety issues. At least 50% of the members of the safety committee are non-supervisors; this allows for open communication between employees and leadership and improves workplace morale.

MILIEU

The milieu includes employees that provide supervision of the youth 24 hours a day and who are positive role models of care, concern, consistency, and structure. The employees are responsible for the implementation of the daily schedule in the residence including use of Residence Meetings, wake-up and bedtime routines, personal hygiene, meals, chores, recreation, and free time.

Daily interaction between youth and employees are used to build relationships, trust, and respect. Youth can share concerns during regularly scheduled residence meetings or can utilize the grievance process. This is provided to them at admission and is also hung in the residences.

Youth can participate in many leisure and physical activities. The residence has space and equipment (TV, video games, board games, books, magazines, etc.) to provide opportunities for relaxation. A fishing lake, playground, basketball/tennis court, baseball field, soccer field, etc. provide plenty of opportunities for outdoor recreation. There is also a gymnasium, cardio fitness room, and indoor recreation center. In addition, residence groups plan trips to surrounding communities including the local YMCA for swimming.

Residence bedrooms are equipped with motion detectors to help ensure the youth's safety. There are individual storage areas for clothing and personal belongings.

MEDICAL SERVICES

Within 24 hours of admission, each youth receives a complete nursing assessment that includes an ECG, nutritional assessment, abnormal involuntary movement scale (AIMS), Alcohol use disorders identification test, and drug abuse screening test. Within the first 15 days of admission the youth also receives a physical examination conducted by a family physician and Laboratory studies. Within 30 days of admission, everyone will receive a vision screening, hearing screening, and dental examination in accordance with the 3800 regulations. Pharmaceutical supplies are provided via a contract with a Joint Commission approved Long Term Care and Infusion Pharmacy. Nursing care is available to all individuals in the program.

Nurses, available 24 hours a day on-site or on-call, assess and treat sick and injured youth. The guardian is notified of any changes in the youth's medication, or medical condition, regardless of the age of the youth. Illnesses and injuries are also triaged for emergency or physician care. Nurses are on site throughout the day from 5am-11pm however, they are on

call from 11pm-5am and will come to campus as needed. A registered nurse conducts a nursing assessment of the youth within one hour of an Emergency Safety Physical Intervention (ESPI). A brief interview is conducted with the youth to discuss the ESPI, and to target other coping skills to help the youth in behavior modification. Information regarding the youth's condition is provided to physicians, treatment teams, and the guardian.

Health education for the youth and their families is provided. At admission, each youth is given written information on HIV/AIDS and personal hygiene. Screening for sexually transmitted disease (STD) is provided to youth at their request. Guardians and youth are provided with written information about the youth's medication when the medication is started and at the time of discharge from HH. They are also given instructions about any upcoming medical appointments. Nurses are available to answer questions.

COMPLAINT PROCEDURE

If a youth has a complaint of any type of alleged abuse, the staff member that received the report of alleged abuse will immediately call in the allegation to the DHS through the Child Abuse Hotline or the Adult Protective Services Hotline depending on their age. The VP of Programs for Healing and VP of Medical Services will also be notified. Medical Services will conduct a nursing assessment of the youth, when appropriate.

A youth that has a complaint about a staff member violating a policy or procedure may register their complaint with the employee's supervisor (the organizational chart is made available). The youth making the complaint is instructed that they may simply express their feelings about the issue or may make a formal complaint.

Bi-monthly meetings occur to review the chain of command for all departments so that the youth are aware.

When a formal complaint involves a specific policy, the conference begins with a reading of that policy. The youth registers their complaint and the employee has an opportunity to respond. The Supervisor of County Programs will then determine the validity of the complaint and any action to be taken, if necessary. If the youth or the employee is not satisfied with the Supervisor of County Programs' decision, an appeal may be made to the next higher level of supervision.

Any referring agency, case management organization, youth, family member, or other stakeholder who believes that services are not being provided as agreed upon, are encouraged to contact the CEO.

QUALITY & OUTCOMES

A Trauma Informed Care survey is provided to every youth after 30 days of a youth/young adult's admission and are completed every four months thereafter to elicit feedback on trauma-informed principles and how they are implemented within Hoffman Homes from the youth's perspective. Any youth who has been in the therapeutic shelter for this length of time will have the opportunity to complete this survey. Youth also can participate in quality assurance through the campus council program at Hoffman Homes and various surveys that are distributed during their treatment.

After a youth has been at the facility for at least 30 days, a consumer satisfaction survey is mailed to each youth's parent/guardian and referring agency when the youth is discharged from HH. These surveys provide the consumer the opportunity to evaluate the overall performance of a variety of program components. The results are compiled and evaluated to assess performance strengths and needs of the HH program.

The Quality Assurance and Compliance Specialist ensures quality outcomes through continuous quality improvement. Staff within the organization can recommend quality initiatives that are evaluated for implementation. This individual is also responsible for collecting data to help drive service delivery and efficiency.

STAFF TRAINING

Orientation training is provided to all new staff before they begin working with the clients at Hoffman Homes. In-service training is also provided to all staff on a regular basis. Numerous training sessions are offered in topics such as Trauma Informed Care, Restorative Practices, Diagnoses, behavioral and crisis intervention (Safe Crisis Management), High Risk behaviors, child development, CPR/first aid, infection control, confidentiality, mandatory reporting of suspected child abuse, and cultural competence.

A strong emphasis is placed on treatment team development and on the education of staff in the skills needed to deal effectively with the populations served.

Supervisors meet regularly with staff to address issues, questions, or concerns. Performance evaluations/development guides are completed yearly but feedback is provided in other forums on a regular basis.

Hoffman Homes utilizes Relias, which contains hundreds of seminars/trainings that staff members can view, many of which have continuing education credits for licensed individuals. Opportunities are available for staff to attend off-campus seminars and conferences.

STAFFING

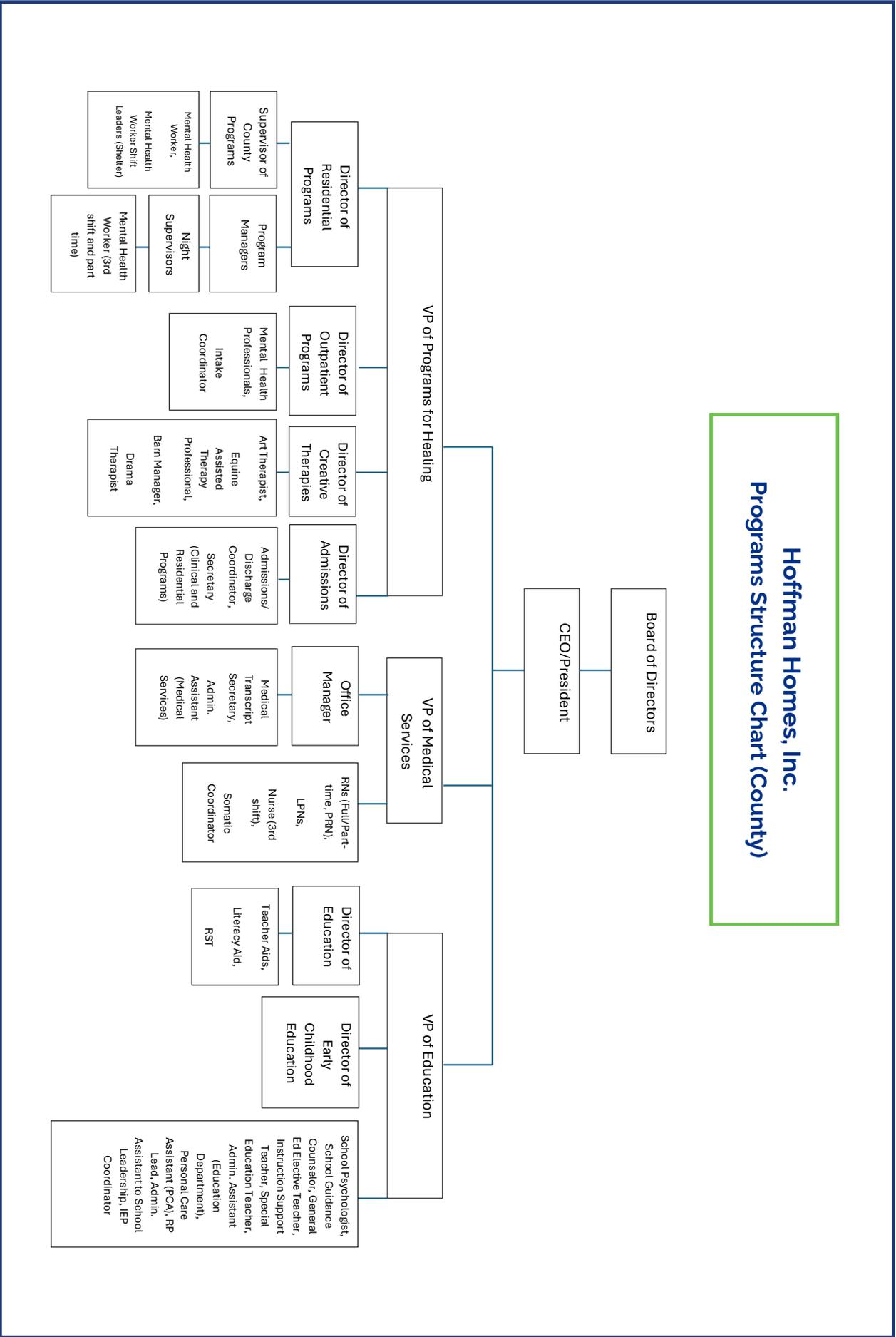
Daytime staffing ratios for this program will be 1:6 however, additional staff will be provided when/if necessary to ensure the safety of the youth and staff within the Therapeutic Shelter Program. Sleeping ratio will be 1:15.

Mental Health Workers provide support, guidance, and structure for the individuals on rotating shifts. They assist the Supervisor of County Programs in providing therapeutic groups. The position requires a high school diploma or equivalency.

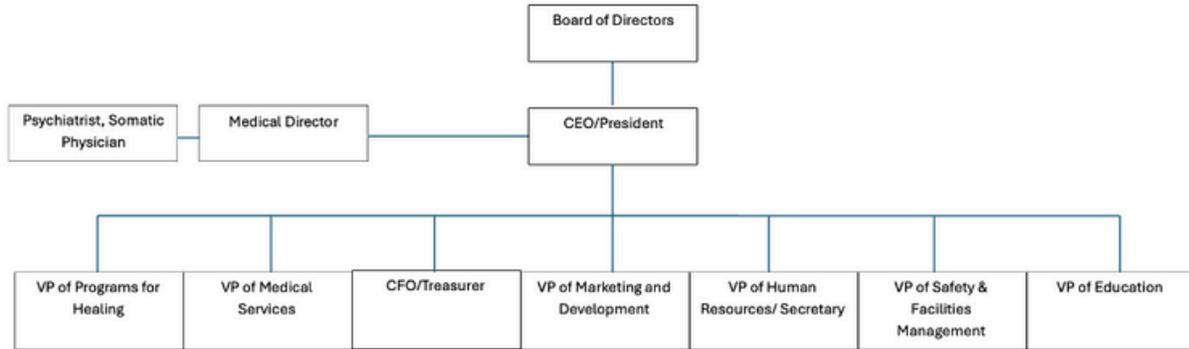
There will be one Supervisor of County Programs that oversees the Hoffman Homes therapeutic shelter program. They will be responsible for ensuring the adherence to program expectations, schedules, and staffing patterns. They will review referrals made to the program with the assistance of the Director of Residential Programs and will maintain regular contact with referring agencies throughout the individual's treatment. They will work with referring agencies at time of discharge to ensure any necessary community supports are in place prior to discharge. This position requires a minimum of a bachelor's degree and one year experience or an associate degree and 60 credits in a related field. It also requires demonstrated organizational skills, the ability to work effectively with others. They are supervised by the Director of Residential Programs.

One Secretary is responsible for providing clerical support to the program. The position requires a high school diploma or equivalent. Secretarial skills include typing at least 40 words per minute and proper telephone etiquette.

**Hoffman Homes, Inc.
Programs Structure Chart (County)**



Hoffman Homes, Inc. Organization Structure Chart



Hoffman Homes, Inc. Administrative Structure Chart

