



HOFFMAN

• PROGRAMS FOR HEALING •

Together toward tomorrow

TRANSITIONAL LIVING PROGRAM FOR AGES 16-21 2026 SERVICE DESCRIPTION

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Accredited by
The Joint Commission

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.

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.

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.

The treatment at Hoffman Homes TLP is based on Child and Adolescent Service System Program (CASSP) principles. The Program is centered on the needs of the individual. The program supports and integrates the value of community cultural background and ethnicity.

Providing culturally competent care can only take place through an approach that examines all aspects of the environment: the clinical care, the physical surroundings, documents, recreation and cultural events, and staff knowledge and attitudes. Hoffman Homes TLP is committed to a cultural competence program that provides our staff with the knowledge, skills, and tools to provide the most appropriate care possible.

While individuals are in care at Hoffman Homes TLP, they will be engaged in a treatment program and environment of care 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.



CORE VALUES

Our team of caregivers is devoted to creating a culture of healing that enables our youth/young adults 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 Transitional Living Program (TLP) 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) 1-12 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 Transitional Living Program for ages 16-21 is a Transitional Living Program (TLP) licensed by the Office of Children, Youth and Families under the 3800 regulations for youth and young adults who have emotional and behavioral challenges operated by Hoffman Homes, Inc. that is distinctly separate from its Psychiatric Residential Treatment Program (PRTF) and Therapeutic Shelter. Hoffman Homes TLP has a capacity to admit up to four (4) youth and young adults ages 16-21 within each of its facilities, who are without a living resource within the community and may be coming from a higher level of care or may currently be living within the community but need this type of programming.

Individuals are admitted into this program without a 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.

Because our TLP 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 other TLP/Independent Living programs. Individuals will also be engaged in cognitive discussions that may be a part of the group or milieu settings, as applicable. Applicants with serious cognitive impairment would have difficulty participating in and benefiting from most of the treatment modalities offered in the TLP.

The treatment program provided by the TLP serves the transitional needs of youth/young adults that may or may not be enrolled in an educational setting (high school or higher education). Hoffman Homes TLP will work with individuals on gaining the abilities and skills necessary for a successful transition into the community.

Individuals will be discharged from the program upon successful demonstration of acquired life skills and successful discharge planning, unless there are significant safety concerns that require immediate removal (see below under discharge planning). The length of stay will be determined by the treatment team but will not exceed age 21.

Although Hoffman Homes TLP does admit 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)
- Do 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

TREATMENT MODEL

Hoffman Homes TLP focuses on the youth/young adult as the driver of treatment and supportive service needs. They, along with identified support systems, will identify individualized goals and evaluate treatment progression in terms of achieving those goals. Staff offer immediate feedback to these individuals and reinforce positive behavior.

Hoffman Homes ensures that these youth/young adults 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.

Hoffman Homes provides creative therapy programs on site, such as Equine Assisted Therapy, Animal Assisted Therapy, Drama Therapy and Art Therapy, which the youth/young adults can participate in if they choose. When recommended, Hoffman Homes will assist the youth/young adult in securing outpatient services such as individual and family therapy. Transportation to and from these additional appointments will be provided by Hoffman Homes unless the youth/young adult has a valid driver's license and mode of transportation. Additionally, Hoffman Homes works with Rabbit Transit to assist in providing transportation services for the youth/young adults in the TLP.

Group therapy is offered five times per week. A variety of modalities are used including discussion, activity, fitness, and recreation. Groups address specific issues such as life skills, stress reduction, stimulus control, and social skill development. Hoffman Homes also used curriculum from ARISE, which contains evidence-based life skills for at risk youth. Such topics covered in this curriculum are Anger Management, Substance Abuse & Guns, Domestic & Sexual Abuse, Violence and Conflict and Self-Esteem.

Daily entries will be made regarding their schedule for that day and staff's assessment of the individual while working with them. This information will be kept in a file within the residence to be transferred to their chart following each 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.

The length of stay of youth/young adults within this program is continually monitored to assure the best treatment efficacy.

Hoffman Homes TLP provides individuals with the opportunity to live independently in a safe environment and have experiences that are a vital part of their transition into the community. A staff member will always be available within the TLP to provide the necessary support and guidance to youth/young adults as they navigate through this transition to independence.

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.

ADMISSIONS

The Supervisor of County Programs will contact the referring agency with an admissions decision, and if the applicant is accepted for admission, an application packet is provided. Any applicant being admitted to the TLP must have a current immunization record. Admission into the TLP is completed by the Director of Admissions.

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 TLP to meet the needs of the individual.

The Supervisor of County Programs and the Director of Residential Programs will review all referrals. The referral process will also include an interview with the potential admission. A Psychiatrist evaluates all new individuals on admission day. Admission decision factors include, but are not limited to, the following:

- Psychiatric Evaluation
- Psychological Evaluation
- Social History
- Medical History
- Cognitive Skills
- Previous Placement History
- Family Resources
- Aggressive or Self-Destructive Behavior
- School History
- Substance Abuse
- Legal History

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

PHYSICAL LOCATION

Hoffman Homes TLP is located in Adams County, Pennsylvania, between Gettysburg and Littlestown. The program is set in two facilities (Houck and Jubilee) each with adequate living space to accommodate four individuals of the same biological sex. There are two bedrooms that will accommodate up to two youth/young adults in each room. A central area that includes a kitchen and living area.

A large outdoor recreation space is available on the property and can be utilized apart from the PRTF and Shelter population. There is also access to a variety of community-based recreation areas such as parks, shopping malls, and the YMCA.

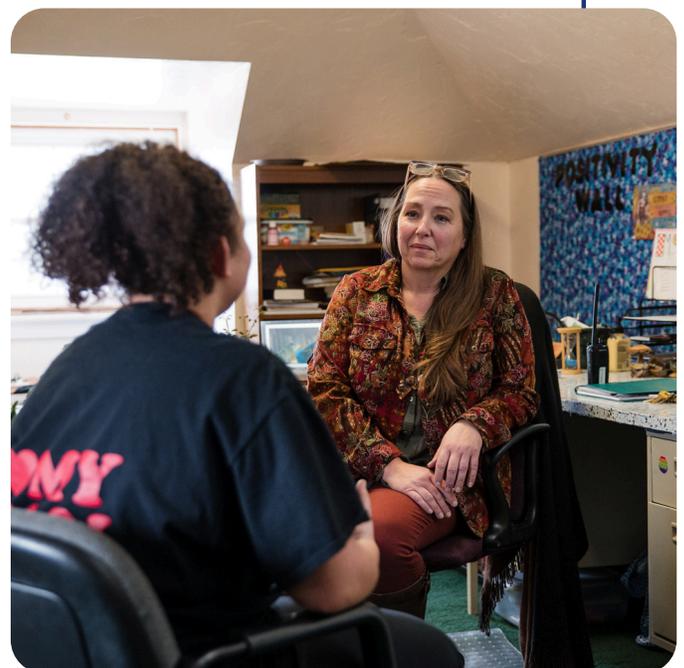
TREATMENT TEAMS

A treatment team is formed for each individual within 30 days of admission. Treatment team members include the individual, guardian (if applicable), Hoffman Homes TLP staff, referring agency representative, educational representative if appropriate, and other individuals as deemed appropriate. An inter-agency team meets regarding each individual at least once every six months.

When an individual is admitted to Hoffman Homes TLP, a social history and Individual Assessment Plan (IAP) are developed. The treatment team then completes the Individual Treatment Plan (ITP) from both written records and diagnostic interviews with the individual. This will be completed within the first 30 days of admission. Each ITP is designed to meet the specific individual needs of each youth/young adult. Basic to all components of the treatment program is its focus on the best interest of the youth/young adult. Hoffman Homes recognizes the complex and varied needs of individuals. The ITP discusses specific goals for the treatment success, 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/young adult 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.

Hoffman Homes TLP is pro-active in encouraging available family members to participate in the treatment process. With approval from the young adult (those 18 and older), family members/identified support persons are encouraged to be active participants in the individual's treatment and are invited to visit the program.

Individuals 18-21 are not required to have permission by Hoffman Homes staff to leave campus. However, it is expected that the individual informs staff of their location at all times when not at Hoffman Homes so that the appropriate documentation can be completed. Individuals noted as part of their treatment team are welcome to visit the campus at any time however, the organization should be made aware of their arrival and they must check in as a visitor prior to going into any building on campus. Other individuals will need to be approved through the organization for the safety of other clients on campus. Visitors not listed as part of the treatment team may only visit during specified hours. Those 16-17, will need permission from their guardian regarding individuals permitted to visit the youth on campus. They will be permitted time on grounds at Hoffman Homes where they do not have staff monitoring them however, this will be on an individualized basis and guidelines around their lack of supervision will be documented.



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 clients 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/young adult 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 individual may challenge even a caring adult, and "test" the adult to find out if the person perseveres in the relationship or gives up.

EMERGENCY SAFETY PHYSICAL INTERVENTIONS

When necessary, safe crisis management techniques known as Emergency Safety Physical Interventions (ESPI's) are utilized by trained staff only to intervene with individuals who pose a threat to themselves or others. Staff are required to submit a written report of all incidents involving ESPI's. These reports include the observed behaviors of the youth/young adult, 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.***



COMMUNITY INTEGRATION

The primary focus of the TLP will be to prepare youth/young adults to successfully transition into the community. This cannot be done without opportunities to experience life in this setting. It is hoped that the youth/young adults will develop positive and supportive relationships with individuals in the community outside of the TLP. Opportunities to spend time with those individuals and participate in community activities will also be permitted.

In addition, Hoffman Homes recognizes that individuals within the TLP may practice varying religions and beliefs. Hoffman Homes respects each person's right to practice/celebrate their religion as they define it. Hoffman Homes will ensure that youth/young adults have the opportunity to do this without prejudice, providing their safety, or the safety of others, is not in jeopardy. Staff will also assist youth/young adults in locating a local church or organization where this can occur. TLP staff will transport the youth/young adults to all these events or the youth/young adults may also utilize Rabbit Transit.

The youth/young adults in the TLP will be afforded frequent and regular opportunities to spend time in the community. Such opportunities include:

- Employment in the community
- Membership to the YMCA
- Membership to local community organization/clubs
- Training/education of local businesses on areas of interest
- Outings to events
- Indoor/outdoor activities such as hiking, trampoline parks, amusement parks, shopping, library, dining in at restaurants, etc.

NUTRITION

As part of life skills training, the youth/young adults will be educated on proper nutrition and will learn how to cook basic meals that are healthy and meet the Recommended Daily Allowances (RDA) as outlined by the Food and Nutrition Board of the National Research Council. Hoffman Homes will provide the youth/young adults with a weekly stipend with which to purchase their weekly groceries. Staff will accompany them to ensure they are purchasing appropriate items. The individuals within this program will learn to prepare their own meals. They will be provided with three full meals each day (breakfast, lunch, and dinner). If the individual is still enrolled in high school and is attending school on grounds at Hoffman Homes, they will eat lunch with their class. In addition to learning the skills surrounding the purchase of groceries and budgeting, Hoffman Homes will work with this population to learn how to plant herbs, fruits, and vegetables on grounds so they can harvest their own products for consumption.

UTILIZATION REVIEW

Utilization Review (UR) is a committee of HH staff that deals solely with the appropriateness of service utilization, including the development of admission standards and length of stay based upon the individual's level of functioning. The UR Committee consists of the following:

- Psychiatrist
- Director of Clinical Programs (Chair)
- VP of Programs for Healing
- Quality Assurance and 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/young adult may also be asked to attend while their case is presented, in special circumstances. The UR Committee meets weekly and examines under-utilization and over-utilization of services to achieve optimal use of facility resources. Each case is reviewed 30 days after admission and every 6 months thereafter. If a youth is struggling in the Transitional Living Program, the youth can be presented at any time for further discussion.

PATIENT CARE MONITORING REVIEW

Patient Care Monitoring Review (PCMR) provides a method for examining difficult situations, recommends treatment strategies to the treatment teams, and evaluates aggregate data. This analysis is done to identify areas where changes may improve the quality and effectiveness of care. This is completed by the members of the Utilization Review Committee.

COMPLAINT PROCEDURE

Any individual, referring agency, or case management organization that believes that services are not being provided, or that there is a complaint of any type of abuse, should contact the Supervisor of County Programs.

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

EDUCATION & VOCATION

School-aged individuals will be provided an educational program by the local school system. Such a program could include public school, Hoffman Academy, GED preparation, or vocational training. Hoffman Homes TLP will work with individuals who have completed their education to pursue and maintain full-time employment in the community if they are not pursuing higher education. Hoffman Homes TLP will encourage individuals attending a school program to obtain part-time employment. For those still in school or choosing not to pursue higher education, Hoffman Homes will partner with local businesses and organizations to provide youth/young adults with the opportunity to experience and learn about various vocational occupations to help them identify their interests as they pursue future opportunities. When possible, youth/young adults may shadow businesses to learn how they operate and provide services. In addition, Hoffman Homes will work with local organizations that provide job/skills training that youth/young adults can be a part of. An example would be a partnership with a local bank who will provide classes on financial management to the youth/young adults.

DISCHARGE PLANNING

Discharge and aftercare planning begin at the time of admission. The treatment team works closely with the individual, identified support systems and referring agency to develop a plan that will best serve the individual as they move towards a greater level of independence. Prior to discharge, a meeting is held with Hoffman Homes TLP staff and the individual to discuss progress and to ensure the individual knows who to call and what to do in case of an emergency. The discharge meeting is also designed to make sure the individual and team are fully aware of the aftercare services.

To assure continuity of care Hoffman Homes TLP prepares comprehensive discharge information for the professionals who will be involved in aftercare treatment. The information includes treatment summaries and specific discharge recommendations from Hoffman Homes TLP.

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 immediate discharge from the program. Such behaviors include but are not limited to:

- Criminal 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).
- Harassment of any kind that creates an unsafe environment for other individuals or staff within the program.
- Violent behavior towards other clients or staff.
- Unwillingness to follow program expectations
- Elopement from the program where it is evaluated that the individual should not return due to a lack of commitment to meet goals.

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.

QUALITY & OUTCOMES

A Trauma Informed Care survey is provided to every youth/young adult 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/young adult's perspective. Youth/Young adults also can participate in quality assurance through the campus council program at Hoffman Homes and various surveys that are distributed during their treatment.

The consumer satisfaction survey is mailed to each youth's parent/guardian and referring agency when the youth is discharged from HH. Young adults will be provided their own survey to complete. 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 have the opportunity to recommend quality initiatives that are evaluated for implementation. This individual is also responsible for collecting data to help drive service delivery and efficiency.

MEDICAL SERVICES

Each youth/young adult has specific needs that change over time. We provide services 24 hours a day to assist youth/young adults with these changes. The process includes assessment, diagnosis, planning, treatment, and evaluation. Quality care is provided based upon a continual assessment of the child's physical and psychosocial needs. Standards that identify the critical elements of quality care are in place. The performance of our employees and program is measured against these standards.

Within 24 hours of admission, each youth/young adult 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/young adult also receives a physical examination conducted by a family physician and Laboratory studies. Within 30 days of admission, each individual 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 JCAHO approved Long Term Care and Infusion Pharmacy. Nursing care is available to all individuals in the program.

Pharmacy supplies are provided via a contractual relationship. The VP of Medical Services is responsible for infection control issues. Each month buildings are inspected for infection control compliance.

Nurses, available 24 hours a day on-site or on-call, assess and treat sick and injured youth/young adults. The guardian is notified of any changes in the youth/young adult's medication, or medical condition, regardless of the age of the youth/young adults. 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/young adults within one hour of an Emergency Safety Physical Intervention (ESPI). A brief interview is conducted with the youth/young adults to discuss the ESPI, and to target other coping skills to help the youth/young adult in behavior modification. Information regarding the youth/young adult's condition is provided to physicians, treatment teams, and the guardian.

Health education for the youth/young adults and their families is provided. At admission, each youth/young adult is given written information on HIV/AIDS and personal hygiene. Screening for sexually transmitted disease (STD) is provided to youth/young adults at their request. Guardians and youth/young adults are provided with written information about the youth/young adult'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.

A family physician comes to our campus 3 days a week and a dentist comes to our campus monthly. Services from medical and dental specialists from the community are provided as needed.

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

Staff will be available at all times to the youth/young adults in TLP. Staff will work with the young adults on areas identified within this Program Description (life skills, groups, etc.) when they are on campus. They will interact with the young adults daily, but the specific time frames will be determined based on their schedule.

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

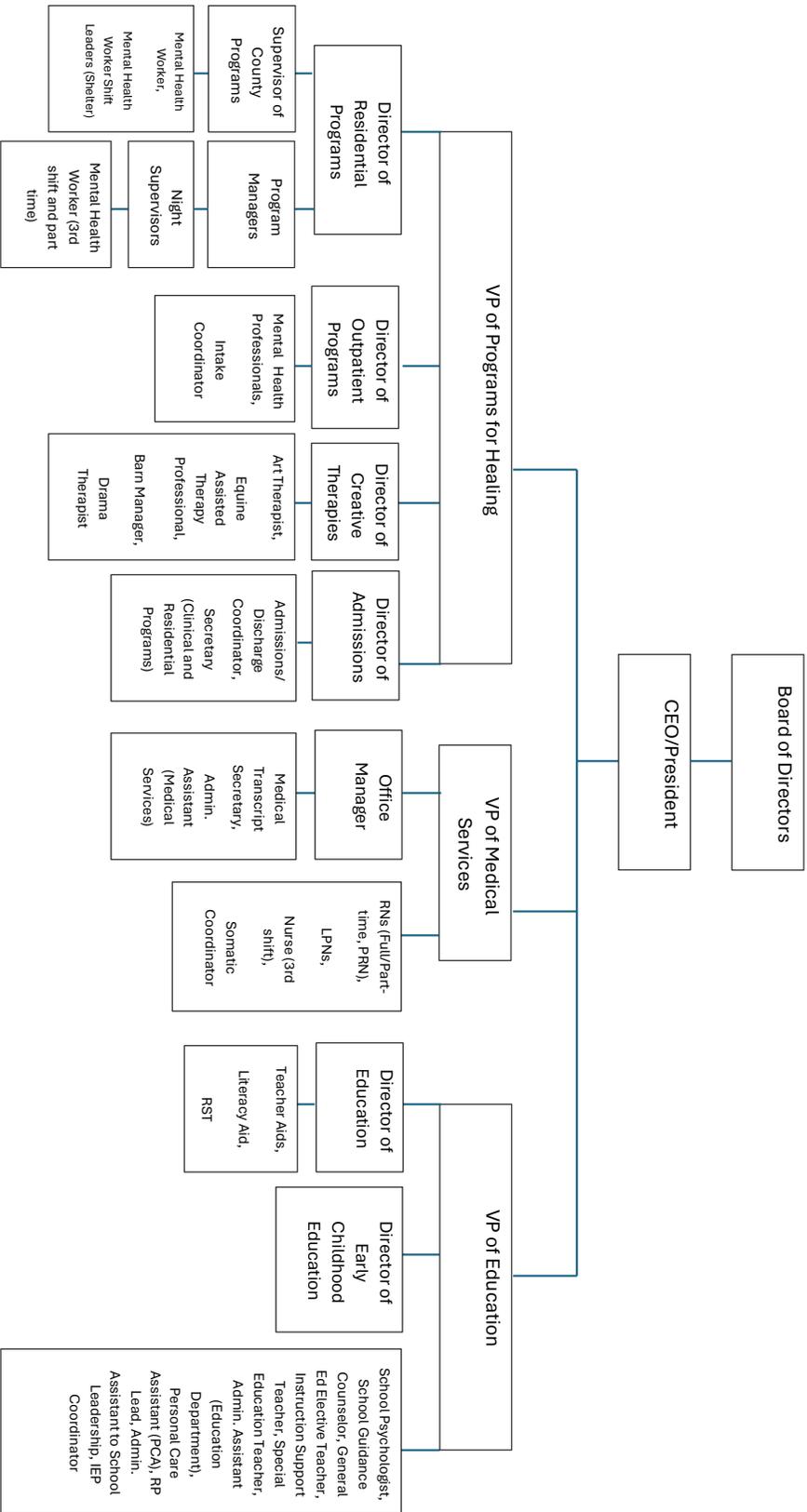
There will be one Supervisor of County Programs that oversees the Hoffman Homes TLP. They will be responsible for ensuring the adherence to program expectations, schedules, and staffing patterns. They will review referrals made to the program and will maintain regular contact with referring

agencies throughout the individual's treatment. This position requires a minimum of a Bachelor's degree and one year experience or an Associate's Degree and 60 credits in a related field. It also requires demonstrated organizational skills, the ability to work effectively with others.

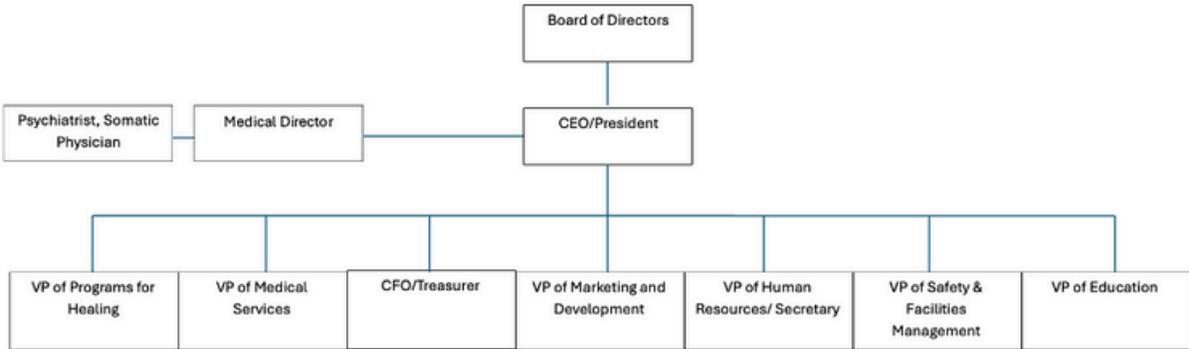
There will be one Mental Health Professional (outpatient) available to the program to provide outpatient mental health treatment if deemed appropriate by the youth/young adult and their treatment team.

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.

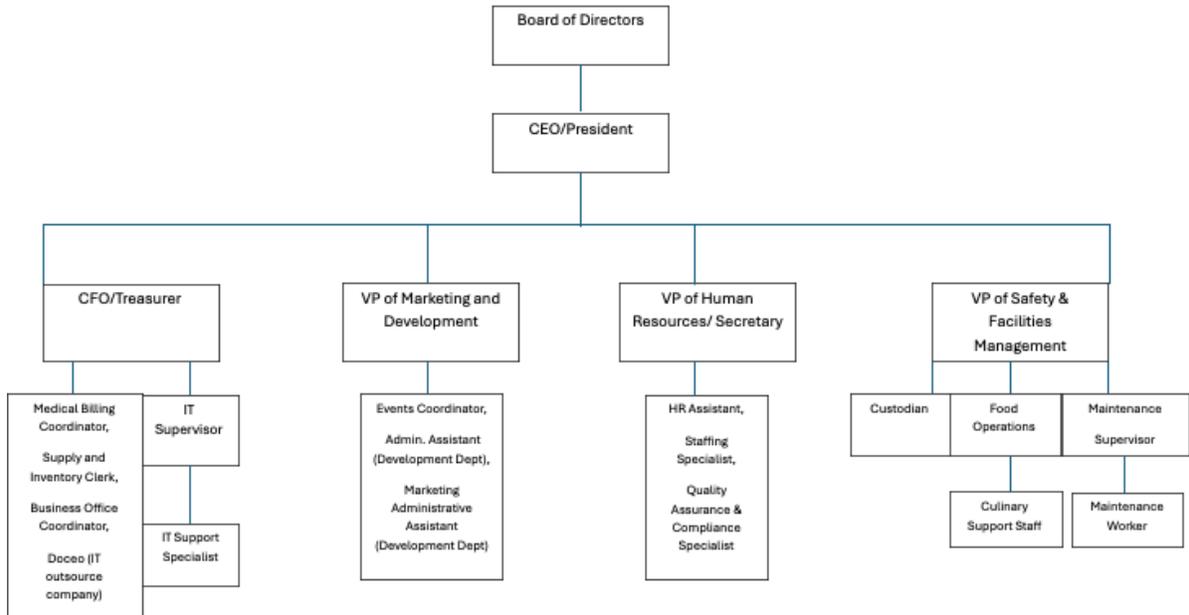
**Hoffman Homes, Inc.
Programs Structure Chart (County)**



Hoffman Homes, Inc. Organization Structure Chart



Hoffman Homes, Inc. Administrative Structure Chart





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