

TE RORI A MUA TRUST

COMMUNITY DAY PROGRAMME



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1. COMMUNITY DAY PROGRAMME DESIGN

The community day programme (the programme) is designed for adults who have intellectual disabilities. The programme is led by Te Rori A Mua Trust staff with guest speakers (where appropriate) and tailored to meet individual needs and aspirations. These are met through planning, goal setting, education sessions and activities held both onsite and in the community.

Target group

Te Rori A Mua Trust residents on the programme and adults who have intellectual disabilities that do not reside at Te Rori A Mua Trust. Day programme participants (residents and non-residents) will be catered for in the community day programme at any one time.

Timeframe

The CDS programme is made up of 10 half day sessions for 48 weeks from Monday to Friday. Each session is 3 hours in total, the morning session will be held from 9am-12pm and the afternoon session is 12-3pm.

Community day programme

The community day programme will have weekly areas of focus in relation to education and activities. These areas of focus will be scheduled to be delivered in different ways every ten weeks. This will ensure that all participants are able to develop, extend and apply the skills in each area in a real way. Each half day session involves an education and practical application activity. Depending on the level of ability and capability of the participant these will be done either as a group or one to one. Te Rori A Mua staff and guest speakers (where appropriate) will facilitate education sessions and activities based on the following areas:

- Living Skills
- Social Skills
- Creative & Recreational Skills
- Interpersonal & Communication Skills
- Vocational & Educational opportunities
- Health and wellbeing
- Community involvement



Participant involvement

Participants will be included, informed and consent to his/her plan, goals, objectives and activities throughout all stages of the community day programme.

Family/Whanau involvement

With the permission of the participant involvement of family, whanau and/or support people at all stages of the community day programme will be included.

Cultural responsiveness

Te Rori A Mua Trust recognises the principles of Te Tiriti o Waitangi; participation, protection and partnership as integral to its approach in working with Maori and others.

Te Rori A Mua Trust actively work towards the elimination of barriers and the reduction of discrimination regardless of age, gender, ethnicity, culture, religion, sexual orientation or disabilities. Wherever possible and practicable the trust will provide staff and resources appropriate to the participant. This includes developing appropriate relationships and networks as well as, however not limited to providing access to:

- Kaumatua
- Ministers
- Maori services
- Pacific services
- Disability services

Staffing

Te Rori A Mua Trust staff will supervise and implement the CDS programme. The staff to participant ratio will be one staff to six residents unless the assessment and/or participant reviews identify one-on-one support is required. Where appropriate guest speakers will be invited to facilitate education sessions or activities.

Facilities

The community day programme will be held at the Te Rori A Mua Trust premises; 162 Pooks Road, Ranui. Te Rori a Mua Trust is a warm inviting and aesthetically appealing property, a



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lifestyle block of 6 acres. The premise is in semi-rural environment which is able to easily access facilities and resources within the West Auckland communities.

Meals

Tea, coffee, milo, cordial and cold water for morning and afternoon teas will be provided by Te Rori a Mua Trust. Participants will be expected to bring packed morning, afternoon tea and lunches.

Extra Resourcing

If extra resources are required for participants outside of the contract specifications for the community day programme, Te Rori A Mua Trust will seek funding and/or donations through other avenues such as continuing education.





2. PARTICIPANT PATHWAY

Referrals

Referrals to the community day programme (the programme) can be made by individuals, families, community workers and professionals or organisations.

Eligibility Criteria

- Referrals and his/her family (where relevant) to the programme will undertake an assessment to ascertain suitability and resources required to support the referral if s/he is accepted into programme.
- The programme has an open entry policy participant may enter at any point during the programme each year.
- Participation in the programme is voluntary and participants may enter or exit at any point should they decide they no longer require the programme or when their goals have been achieved.
- Te Rori a Mua residents who are part of the programme and non-residents with intellectual disabilities are eligible to participate in the programme.

Acceptance into the programme

- All referrals received will be acknowledged and the referring agencies, persons will be informed of the outcome of their referral.
- If the referral is suitable to become a participant in the programme, staff will ensure that appropriate resources are put in place. If the referral is not suitable for the programme Te Rori a Mua will refer the participant and his/her family to appropriate support services.
- The referral and his/her family must consent to the programme prior to his /her participation. A written consent form will be signed by the participant and his/her family (where relevant) and held in a client file by Te Rori a Mua Trust.
- Once a referral has been accepted on the programme Te Rori a Mua Trust will allocate a key worker to work the participant and his/her family.

Entry into the programme

On entry to the programme the key worker will conduct an assessment and undertake an orientation process with the participant and his/her family.



Lifestyle Plan and Goal Setting

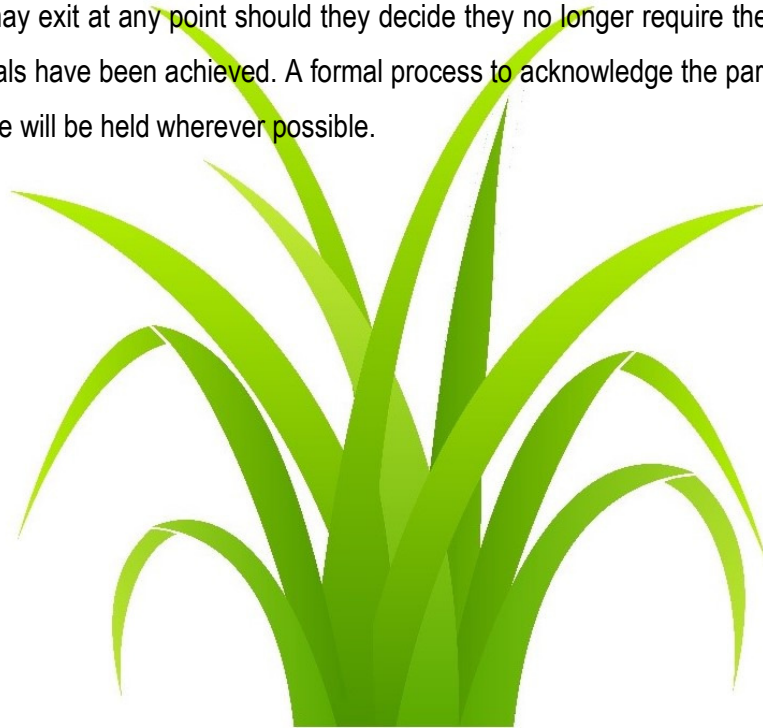
A lifestyle plan and goals will be developed in conjunction with the participant and his/her family.

Monitoring and Review

A regular review and revision of the lifestyle plan and goals will be undertaken by the key worker, participant and his/her family. Successes will be highlighted and celebrated informally and formally.

Exit of Programme

Participants may exit at any point should they decide they no longer require the programme or when their goals have been achieved. A formal process to acknowledge the participants exiting the programme will be held wherever possible.





3. COMMUNITY DAY PROGRAMME DETAILS

PROGRAMME ACTIVITIES

Each half day session involves an education and practical application activity. Depending on the level of ability and capability of the participant these will be done either as a group or one to one. Te Rori a Mua staff and guest speakers (where appropriate) will facilitate education sessions and activities based on the following areas:

- Living Skills
- Social Skills
- Creative & Recreational Skills
- Interpersonal & Communication Skills
- Vocational and Educational opportunities
- Health and wellbeing
- Community involvement

LIVING SKILLS

A range of living skills will be taught as part of the programme. Self-care skills are integral to these skills which will include, however not limited to; preparing a meal, money management, personal hygiene, taking care of a home.

SOCIAL SKILLS

A range of social skills will be taught as part of the programme. Personal development skills are integral to these skills which will include, however not limited to; self-expression, dealing with anger, creating intimate relationships.

CREATIVE & RECREATIONAL SKILLS

This will include education and practical sessions in art such as: pottery, drawing, painting, sculpture. Te Rori a Mua Trust has a kiln that will be utilised for these sessions under the supervision of experienced facilitators. Where possible participants will be encouraged and supported to participate in recreation and leisure activities based in the community such as community groups, clubs and activities. Other individual or group recreational or leisure activities which provide stimulation and interest to the participants such as games, group or



individual craft activities, hobbies, or outings such as visits to movies and recreational horse riding will be provided.

INTERPERSONAL & COMMUNICATION SKILLS

The community day programme will provide both meaningful and satisfying social interaction, as well as opportunities for the development of social skills. This will happen through interaction with other participants, with others in the community, in the course of activities and by participation community groups and activities. Participants will be encouraged to maintain or re-establish links with their family and friends.

VOCATIONAL & EDUCATIONAL OPPORTUNITIES

The participants will have opportunities to access avenues for vocational and work-related services. Vocational skills such as interviewing and educational opportunities such as numeracy and literacy will be provided as part of the programme. Te Rori a Mua Trust will endeavour to locate suitable employment opportunities/experience, which fulfil participants' personal expectations and enhance their lifestyles. In finding appropriate employment opportunities, consideration will be given to the participant's skills, previous experience, and ambitions.

HEALTH AND WELLBEING

Physical fitness and healthy eating education and activities will be included as part of the programme. The provision of opportunities for basic levels of exercise, and to pursue individual goals for achieving and maintaining levels of fitness through activities such as individual gym programmes, swimming, aerobic groups or walking will be part of the programme.

COMMUNITY INVOLVEMENT

Everybody, irrelevant of disability, will be given opportunities to become involved in the community, and to play an active role within that community. The community day programme will utilise community resources and venues such as (however not limited to):

- Waitakere Library
- Aotearoa Literacy
- Hoani Waititi Marae
- Te Whanau o Waipareira Trust



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- Blind and Deaf community
- Community houses and the programmes
- Community Education
- Community recreational facilities e.g. swimming pools



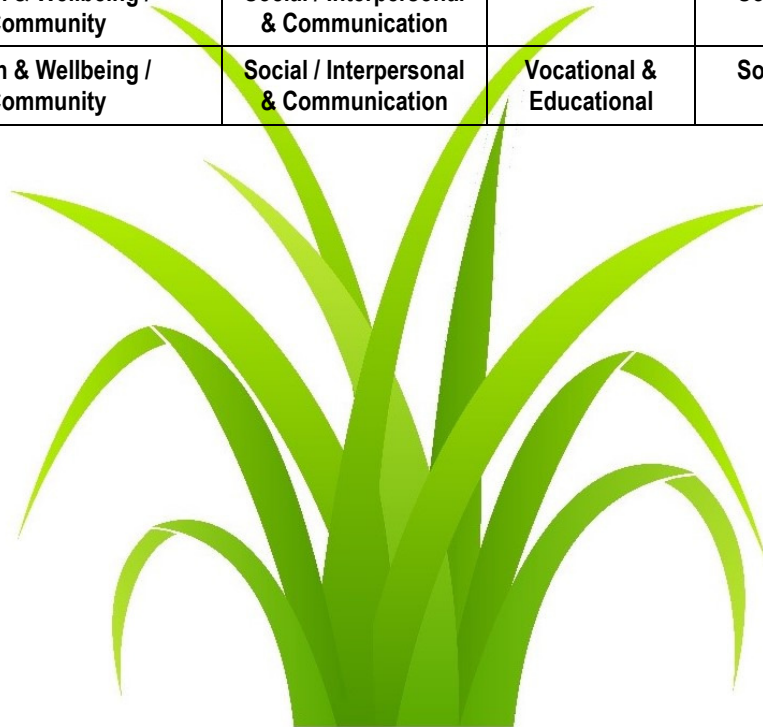


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PROGRAMME SCHEDULE

TIMETABLE						
	am (morning tea)	am	pm (lunch)	pm	pm (afternoon tea)	pm
MON	Living	Living / Community	Social / Interpersonal & Communication	Health & Wellbeing / Community	Social	Vocational & Educational
TUES	Living	Health & Wellbeing / Community	Social / Interpersonal & Communication	Vocational & Educational	Social	Vocational & Educational
WED	Living	Health & Wellbeing / Community	Social / Interpersonal & Communication	Vocational & Educational	Social	Vocational & Educational
THUR	Living	Health & Wellbeing / Community	Social / Interpersonal & Communication		Social	Vocational & Educational
FRI	Living	Health & Wellbeing / Community	Social / Interpersonal & Communication	Vocational & Educational	Social	Vocational & Educational





Day Programme Schedule						
Skills	MONDAY -5FTE	TUESDAY -7FTE	WEDNESDAY -4FTE	THURSDAY -3FTE	FRIDAY -6FTE	
	Shift handover / DP prep	Shift handover / DP prep	Shift handover / DP prep	Shift handover / DP prep	Shift handover / DP prep	Shift handover / DP prep
		Drop guys work		Drop guys work		
Living	DP arrivals > toilet > unpack bags / Pick-ups / morning tea					
Living / Community	Swimming	Farm – Animal care Scheduled exercise (Walking/Zumba/Park Exercise Equipment)	Music Therapy Scheduled exercise	Farm – Animal care	Active Movement: 10:30A-12P Westwa	
	toilet > lunch					
Health & Wellbeing / Community	Change>Toilet >out > IP Goals: Others: Arts & Crafts	Change>Toilet >out > Community activity IP Goals:	Change>Toilet >out > IP Goals: Others: Move & grove Music session	Change>Toilet >out > IP Goals:	Change>Toilet >out > IP Goals: Others: Move & g session	
Individual P lan- Keyworker						
Social	toilet > Afternoon tea					
	DP toilet > home					
	DP Daily Notes	Clean DP facility	Support TRAM residents to make their lunches			

Example of a weekly programme for day programme participants [in development]:

4. FACILITIES & RESOURCES

The layout within the main house provides for the kitchen, dining area, lounge, three double bedrooms, a keypad locked staff office, bathroom and separate toilet. There is a standalone building with a laundry and bathroom of 12.8 m². It provides a laundry and separate shower and toilet facilities.

The kitchen in the main house features a stainless-steel bench with a single insert, four ring electric oven, a dishwasher, large walk in pantry and timber cabinetry. Heating is provided by way of a Gourmet wood burner heater and cooker surrounded by a safety fence as well as a heat pump.

Three vans, an industrial locked freezer, a quad bike, and bikes are kept in the double garage.



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The workshop contains creative arts resources such as, paints and art equipment. There are set tables and fold out tables providing areas to work as needed.

Currently there is no access for wheelchair users.

Te Rori a Mua Trust will provide equipment that is appropriate, safe and accessible to undertake the range of community day activities that are being provided. This includes farm equipment, art equipment and vehicles to provide transport to the various community activities.





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5. QUALITY

Te Rori a Mua Trust takes a continuous quality improvement approach and has robust quality systems in place for:

- Audits/standards/performance
- Continuous quality improvement
- Participant representation
- Client files
- Client satisfaction
- Medication administration
- Medical emergency
- Infection control and hazardous
- Major emergency and civil responses
- Complaints

RISK MANAGEMENT

Te Rori a Mua Trust maintains a Risk Management Plan relative to the level of needs of the community day programme participants. The plan addresses matters such as:

- The safety and security of service users and staff while at Day Activity Services
- Dealing with challenging behaviours – when and how to access support services
- Comprehensive procedures in the management of crises and incidents - which includes documentation and an Incident Register. This includes review and implementation of corrective actions.
- Relationships and communication with staff in crisis situations
- Maintenance of positive relationships with the immediate neighbouring community and community organizations



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BEHAVIOUR MANAGEMENT

Te Rori a Mua Trust has a non-aversive policy for managing challenging behaviour which adopts the principle that a person's freedom should be restricted only to ensure the safety of the person or others.

Te Rori a Mua Trust ensures that any behavioural management is addressed in a participant's individual lifestyle plan when behavioural support needs are identified for that individual. The staff work cooperatively with the contracted Behaviour Support Service or Dual Diagnosis/ Assessment Treatment & Rehabilitation Services to develop and implement any behavioural support plan for a participant. Appropriate staffing to participant ratio is revised depending on the need of the individual participants and the activities and location.

Staff participate in training required to manage behaviours. This can be provided by the Behaviour Support team and Dual Diagnosis team or other services as required.

Te Rori a Mua Trust maintains effective working relationships between providers of day and residential programmes and people's homes to ensure there is co-ordination and integration of services to meet each participant's particular needs and interests in accordance with the individual's lifestyle plan.

External service providers will be accessed where appropriate to support the participant's needs and individual lifestyle plan such as;

- Providers of support services for Service Users- Behavioural Support, Therapy Services, Dual Diagnosis service, Equipment Management Service and Assessment Treatment & Rehabilitation Service
- GP and other community health services
- Family/whanau
- Residential, educational, vocational and income support services
- Iwi/Maori social and community support services
- Department of Corrections and Police