Sojourn Adult Day Services is a leading care provider responding to the changing needs of our community and its individual participants. Our skilled professional staff is committed to providing you and your family with care-filled services in a comfortable, safe environment.

*We offer flexible schedules.*

Clients attend 2-5 days per week. We find they benefit most from attending at least two to three days a week. Families choose days that are right for each individual participant.

*We’re affordable.*

Our daily rate is just 50% of what home care typically charges and 20% of what most nursing homes charge. See our rate schedule for specific rates and services. The base rate includes six hours of professionally supervised adult day programming, a morning and afternoon snack, and a catered lunch. Transportation and expanded services are provided at competitive, affordable rates.

**Our Philosophy**

*We believe* in the dignity of each individual and the right to maintain a meaningful life in the community.

*We believe* that peace of mind is an important factor in creating a manageable family life. Therefore, we are devoted to providing a safe, secure, and comfortable environment for participants and their families.

*We believe* in the importance of lifelong learning. Our professional staff has been selected for their creativity, enthusiasm, and credentials.

*We believe* in socializing, making friends, and having fun! Daily activities are designed to promote interaction and provide the opportunity for friendship to develop.

*We believe* in the integration of generations, and opportunities are provided to foster inter-age friendships.

*We believe* that we are a team with participants and family/caregivers. We support them through close communication, education, and caregiver support groups.

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Sojourn Adult Day Services is a community based adult day service organization licensed in through the Minnesota Department of Human Services to daily serve up to 40 participants, 18 years of age or older, who need supportive services to live as independently as possible.

Sojourn has been serving families since 1984 and is located at 5200 Maywood Road in Mound, MN 55364.

Sojourn is open Mondays – Fridays 7:30am-4:00pm. Most participants attend anywhere from 2-5 days each week, depending on their individual needs and interests. Sojourn is closed on most major holidays and participants are rescheduled for other days during the holiday week.

**SOJOURN’S POPULATION**

Sojourn Adult Day Services serves the person who needs an adult day program to support their ability to live in their own “home” or to support care providers in providing assistance for their loved one.

**Eligible participants may:**

- Need some assistance with their activities of daily living.
- Have physical problems which need health monitoring.
- Have some memory loss.
- Live alone and have difficulty getting out visiting others.
- Have developmental disabilities.
- Have mental health challenges.
- Recently discharged from a hospital or nursing home.

**Eligible participants must:**

- Be medically stable and able to participate in the program.
- Be free from communicable diseases and not require isolation.
- Be able to move around safely (walking or in a wheelchair) with the help of no more than one other person.
- Exhibit no behaviors which could seriously hurt themselves or others.
- Be able to spend time in groups without need for continuous one to one attention.
REGISTRATION PROCEDURE

1. Schedule a Tour: You are invited to visit Sojourn to become more familiar with what we do on a typical day. We also invite you to share a lunch and enjoy a morning or afternoon program.
2. Arrange a home visit interview if desired.
3. Schedule your desired days.
4. Complete the packet of forms required by our licensure. Your primary physician also needs to complete/return a health assessment form within 30 days.
5. Work with Sojourn to arrange transportation if needed.
6. Call Sojourn with ANY questions you may have. We are here to help!

SUMMARY OF SERVICES PROVIDED

Sojourn Adult Day Services is dedicated to providing a variety of professional, supportive services in a comfortable environment. Our goal is to give you a great day everyday!

Sojourn base services include:
1. Morning and afternoon snacks.
2. Catered lunch.
3. Health monitoring and medication assistance.
4. Goal-oriented individual care plans.
5. Structured daily group and individual activities.
6. Assistance with activities of daily living (ADL’s).
7. Liaison with personal physician.
8. Support groups and education for caregivers.

Additional services that may be purchased at an additional cost include:
1. Expanded hours (more than 6 hours/day).
2. Transportation.
3. Skilled Nursing Care.
4. Hair Care/Beauty Shop Services.
5. Nail Care/Foot Care.
6. Special activities such as field trips, ceramics, concerts, etc.
7. Coordination with other professional services such as:
   - Therapeutic Massage
   - Chiropractic Care
   - OT, PT, Speech
   - Elder Law
   - Individual and Family Counseling
8. Short and long term respite/adult foster care through Sojourn Suites, LLC.
9. Home Care Services through Sojourn At Home.
ATTENDANCE

Regularly scheduled attendance at Sojourn is expected. If you are unable to attend on one of your regularly scheduled days due to an illness or an appointment, you should notify Sojourn as early as possible beforehand. **Notice of cancellation: In order for Sojourn to staff and maintain its high level of programming and participant care, we require a 24 hour notice of cancellation of scheduled services such a program attendance and transportation. Services cancelled with less than a 24-hour notice will be billed to the participant at Sojourn’s regular rate unless the absence is due to sudden illness supported by a Physician’s statement.**

PARTICIPANT ILLNESS

When a Sojourn participant has an illness that may be passed to other participants or staff, he/she will not be allowed to attend the day center. The caregiver is asked to contact Sojourn when they believe the participant’s attendance can be resumed. Sojourn will discuss and coordinate the return with the caregiver. If the participant becomes ill during the day, Sojourn will contact the caregiver to arrange appropriate transportation home.

MEALS AND SNACKS

Morning and afternoon snacks, as well as a catered lunch, are provided daily at Sojourn. The cost of these meals is included in the basic daily charge. A monthly menu is available.

Special and therapeutic diets, as well as regular diets, are served according to specific physician’s order. Full components for snacks and lunch meet all the daily recommended dietary allowances.

See “Civil Rights and Equal Opportunity” for additional information regarding the USDA Nutrition Program.

HEALTH MONITORING

A health history/physical exam form must be completed by your primary physician within 30 days of enrollment and annually thereafter.

A Sojourn nurse will conduct a monthly health assessment. This assessment includes blood pressure, pulse, temperature and weight monitoring. Any concerns or changes noted will be discussed with you, your caregivers, and other staff members.
Sojourn nurses are available to assist you with your health concerns. Health education is provided at Sojourn and is an important part of Sojourn’s program. Instruction/discussion topics are designed to meet your health needs and interests. The Sojourn staff is always happy to provide you with health information and resources.

**MEDICATION ASSISTANCE**

If needed, Sojourn staff will supervise or assist you in the self-administration of your medications at Sojourn. Your doctor must prescribe all medications including over-the-counter medications. We request that specific procedures be followed if you take medications while you are at Sojourn. Be sure to let Sojourn know if you have any medications that you must take during your scheduled days at Sojourn.

Any medication you need assistance with must be brought in a clearly labeled container from your pharmacy with your name, the name of the medication, the dosage, the amount that must be taken, and the time it must be taken.

**PROGRAMMING**

Sojourn provides State-of-the-art Parallel Programming including multiple on-site and off-site community programs designed to meet every participant’s needs. After written assessments of your social needs, functional skills, health and physical needs, vulnerable adult status, and self-preservation skills are completed, individual program plans and abuse prevention plans are developed. You are encouraged to be involved in developing your own individual goals and reviewing them on a quarterly basis.

A wide range of social, recreational, educational, and physical groups, as well as individual activities are planned each day based on your needs and interests. A monthly calendar is available to keep you informed of upcoming happenings and pertinent information.

**COMMUNITY OUTINGS**

Community outings are part of the recreational programming at Sojourn. They are scheduled frequently and are planned based on your needs and suggestions. There may be additional costs charged to individuals involved in certain outings, i.e. bowling, lunch cruises, concerts, etc.
FEES AND BILLING POLICY

The fee for a full six hour day at Sojourn includes snacks, meals, and most program supplies. There is an additional fee for hours stayed beyond the six hours. The fee for transportation varies with the type of transportation used and the distance the participant lives from the center.

Private pay participants agree to pay Sojourn every 2 weeks for days attended and services provided. Fees for program attendance and transportation are invoiced on the 15th and last day of each month. Fees for special services, i.e. nursing treatments, foot care, outings, etc. are invoiced at the end of each calendar month. Payment is due upon receipt.

Those needing assistance in paying for services will be referred to Hennepin, Wright, and Carver counties for an evaluation and assistance with financial arrangements. Reimbursement for day programming, skilled nursing services, foot care and rehabilitation is also available for qualified applicants through the Veterans Administration.

DAILY SCHEDULE

Here is an example of a typical day at Sojourn:

7:30  Center Opens/Art Studio Opens
8:30  Morning Coffee/News Prints/ Pool Games/Card Games/Music Listening
9:30  Exercise/Strength Training/Balance Group
10:15 Morning Snack
10:45 Parallel Programs *Choices Change daily
12:00 Lunch Served
12:45 Music & Special Video Event
1:00  Current Events
1:30  Parallel Programs *Choices Change daily
2:15  Afternoon Snack
2:30  Music & Trivia
4:00  Center Closes

*Games, Music, Art, Memory Programs, etc. See monthly calendar for specific programs.
DISCONTINUATION OF SERVICE AT SOJOURN

We ask that you plan to attend the adult day program for at least a one month trial period. This allows you time to adjust to Sojourn and make a more informed decision regarding your desire to continue. However, you are not required to contract for any specified length of service. You may voluntarily discontinue service at any time after notifying Sojourn of your desire to stop attending. We will arrange a discharge conference whenever possible if desired.

Participants will be discharged from Sojourn at the time their status changes and their needs can no longer be safely or adequately met at Sojourn. This may include no longer being medically stable and able to participate, needing continuous supervision and assistance, or exhibiting harmful behaviors.

In addition, discharge could occur for any of the following reasons:

∞ If it were assessed that Sojourn services were helping to support an unsafe living situation.
∞ If you could be more appropriately served in a less restricted setting.
∞ If you were continuously absent for at least a one month period.

Unless you were to suddenly have behaviors that were dangerous to yourself or others, ongoing discussion would occur before discharge in most cases.

SMOKING POLICY

Sojourn provides a life-affirming day program. There is NO SMOKING allowed anywhere in the center, in program vehicles, and on Sojourn outings. Sojourn is happy to assist participants with their cessation plans, i.e. lozenges, patches, etc.

PET POLICY

Sojourn believes in the therapeutic value of animals. While there is usually no animal present, Sojourn does enjoy the company of a therapy dog on regularly scheduled visits. If scheduled with staff in advance, pets may visit. It is expected that visiting animals will show written proof that they have had all necessary shots and wear necessary tags. In addition, visiting pets would be allowed only in designated areas and would be expected to be properly leashed, supervised and/or caged. In the pre-planning process for pet visits, participants with allergies to animals would be informed and alternative arrangements for them would be made.
CIVIL RIGHTS AND EQUAL OPPORTUNITY

Sojourn prohibits discrimination in the delivery of services or in personnel matters and complies with MN Statutes, chapter 363 “MN Human Rights Act.” It is Sojourn’s policy to provide equal opportunities and services to all qualified and eligible people. Sojourn participates in the USDA Child Nutrition Program and abides by the following nondiscrimination statement:

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

"To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

If you feel that you have been denied opportunity to participate in this program and wish to file a complaint of discrimination, you may also contact one or all of the following:

- Executive Secretary
- MN Board on Aging
- Licensing Division
- 444 Lafayette Road
- St. Paul, MN 55155-3843
- (651) 296-2770
- MN Dept. of Human Services
- 4th Floor, Human Service Bldg.
- Space Center Building
- St. Paul, MN 55101
- (651) 296-3971

TRANSPORTATION POLICY

The Sojourn staff assists in arranging transportation services for all participants. Transportation can be provided through Metro Mobility, Transit Link, Sojourn’s own vans, or family members. There is a fee for transportation not provided by family members. This fee varies depending upon type of transportation and distance from Sojourn.

COMMUNICATIONS POLICY

You may contact Sojourn any time during normal business hours:

Monday through Friday: 7:30am-4:00pm (952) 471-6080

After normal business hours you may call (952) 471-6080 and leave a message.

Messages will be returned as soon as possible.
EMERGENCY PROCEDURES

Fire

Sojourn is designed with smoke and heat detectors and equipped with fire extinguishers. Fire drills are held often at Sojourn. In case of a fire emergency, Sojourn will be evacuated. Those who need more assistance are identified and personally escorted by staff.

Severe Weather

All closings or late starts of Sojourn Adult Day Services due to severe weather will be patterned after that of local school districts and will be announced on WCCO 830 AM. Sojourn staff will attempt to contact all families with any changes in hours or services impacted by severe weather.

If weather conditions worsen during the day or it would appear that the weather could become severe, all participants would be taken home early to avoid possible dangerous situations. **No participant will arrive home early without prior family notification.**

Sojourn monitors all weather conditions via computer radar and weather radio. If there is a tornado watch or severe weather watch, staff will be alerted. If a tornado warning is issued, staff will assist participants to the designated shelter area. Tornado drills are practiced annually.

MEDICAL EMERGENCY

In the event of a medical emergency at Sojourn, the staff will call 911 and administer First Aid including CPR if necessary, while awaiting emergency health care personnel. The participant’s emergency contact person would be notified.

A medical emergency may include injuries such as those caused by falls or major illness.

Sojourn must have a “Do Not Resuscitate Request Agreement” on file if you do not wish for CPR to be performed. Emergency health care personnel would be notified of your wishes immediately upon their arrival.

INSURANCE

Sojourn is protected with professional and general liability insurance with limits up to $1,000,000.00, which exceeds standard requirements. Sojourn’s insurance does not cover participant’s personal belongings.
PARTICIPANT'S RIGHTS

1. COURTEOUS TREATMENT: Participants have the right to be treated with courtesy and respect at all times by the person providing services at Sojourn Adult Day Program.

2. RIGHT TO REFUSE PROGRAMMING: Participants have the right to refuse to participate in any part of the program offered at Sojourn. Participants who continually refuse programming will be informed of the likely evaluation for appropriateness to the day center program.

3. FREEDOM FROM ABUSE: Participants shall be free from any form of physical or verbal abuse from staff or other participants while at the center.

4. TREATMENT PRIVACY: Participants shall have the right to respectfulness and privacy as it relates to their individual care plan (i.e. toileting assistance, etc.).

5. DATA PRIVACY: Participants shall be assured confidentiality as it relates to their personal and/or medical records kept at the center. Participants have the right to refuse or approve any release of this information outside of the facility. Participants will be notified when such information is requested.

6. RESPONSE SERVICES: Participants shall have the right to receive a prompt and reasonable response to their questions and/or requests.

7. GRIEVANCES: Participants shall have the right to and will be encouraged to understand and exercise those right as participants and citizens while they are in the program. Participants may voice their concern to any staff member or volunteer at any time. All grievances shall be considered by the staff in regard to the appropriate action to take.

8. CARE PLAN: Participants shall have the right to participate in the development of their own individual care plan.

9. SERVICE INFORMATION: Participants shall have the right to be fully informed about all services offered at the center.

10. DISCONTINUATION OF SERVICE: Participants have the right to discontinue services provided at Sojourn Adult Day Program at any time.

11. CONTEST RECORD: Participants have the right to contest the accuracy and completeness of the data maintained in their record.
GRIEVANCE PROCEDURE AND OMBUDSMAN SERVICES

For participants and Authorized Representatives

If you have any concerns or complaints about policies and procedures, programming, treatment, care, or the overall operation of the facility, the Executive Director and staff are available to assist you in developing or processing your grievance. If you have a complaint about one of the above mentioned staff, you may be assured that you may speak to one of the other staff in confidence.

If a grievance is in order, you should speak with the person involved (if appropriate, and if you feel comfortable in doing so). If you are unable to do so, you may speak to the immediate supervisor. If the problem continues to be unresolved, you may speak to the Executive Director. You may, in fact, speak to any staff you feel most comfortable in dealing with and not necessarily in the order suggested. All grievances will be responded to within 24-48 hours.

If you feel that you must go beyond the Executive Director or staff, you may contact, by writing or calling:

**MN State Department of Human Services**  
Office of Ombudsman for Older Adults  
Division of Licensing  
444 Lafayette Road  
St. Paul, MN 55101  
(651) 296-3971

Office of Ombudsman for Older Adults  
(651) 296-0382  
1-800-657-3591

Ombudsman services are designed to assist consumers of community-based services, including adult day centers. Participants at Sojourn are entitled to their advocacy services and may contact them with concerns about quality of services, rights, fees, service agreements, and service terminations.

LOST AND FOUND POLICY

Sojourn is not responsible for a participant’s personal belongings that are lost or misplaced while the client is in transit or in attendance at the day program. Lost or misplaced items should be reported to Sojourn as soon as possible so an attempt can be made to locate them. Participants and caregivers are encouraged to mark all personal belongings such as hats, jackets, etc. with a permanent marker or name label before bringing them to Sojourn.
VULNERABLE ADULTS ACT SUMMARY (MN Statutes 626.557)

Sojourn complies with the Vulnerable Adults Act and the rules adopted regarding vulnerable adults. The Vulnerable Adults Act is summarized below. A copy of the complete Act is distributed upon admission to Sojourn and is always available in the Sojourn office. A copy can also be e-mailed to you at your request by contacting Sojourn.

It is the policy of the State of Minnesota to protect adults who may be particularly vulnerable to abuse or neglect, to assist adult day care centers and other agencies that care for vulnerable adults in providing a safe, protected environment, and to require specific and thorough reporting of suspected abuse or neglect.

Vulnerable Adults are defined as:

∞ Persons age 18 or older
∞ who live in licensed facilities such as nursing homes, hospitals, treatment centers for chemical dependency, mental retardation, mental illness or physical disabilities OR
∞ who receive services from licensed facilities such as developmental achievement centers or home health agencies OR
∞ who are in family settings and would not themselves report abuse or neglect to authorities because of impaired physical or mental function or because of emotional status.

Abuse is defined as:

∞ Conduct which could produce non-accidental pain or injuries such as bruising, burns, fractures, or injuries that are not properly cared for.
∞ Repeated conduct which could produce mental or emotional distress such as use of threats, insults or harassment.
∞ Sexual conduct between staff and participants.
∞ Prostitution.
∞ The illegal use of a participant’s property for profit or advantage.

Neglect is defined as:

∞ Caretaker neglect: failure of caretaker to provide necessary food, clothing, shelter, health care, or supervision.
∞ Self-neglect: absence of necessary food, clothing, shelter, health care, or supervision.
Exploitation through neglect: absence of necessary financial management that might lead to exploitation.

It is Sojourn’s policy to report ALL suspected abuse, neglect, or financial exploitation immediately and to thoroughly investigate all reports. Sojourn would cooperate fully with our common entry points: Hennepin, Carver, and Wright Counties.

Each Sojourn staff member is familiar with this act and is mandated to report any suspected abuse, neglect, or financial exploitation. Each staff member is oriented to this Vulnerable Adults Act and Rules, as well as the Vulnerable Adult Abuse Prevention Plan, including Sojourn’s abuse and neglect reporting system. Staff members review these procedures, rule, and act annually. Each of you and/or your care providers are also made aware of the reporting procedure and receive this information upon admission. You may report any abuse and/or neglect of yourself or other participants.

Any suspected abuse, neglect, or financial exploitation will be reported to our common entry point (CEP) at the following contact numbers:

**Hennepin County:**
- Days: Adult Protection Services: (612) 348-8526

**Carver County:**
- Days: Community Social Services: (952) 361-1600
- Evenings/Weekends/Holidays: Emergency Social Services: (952) 442-7601

**Wright County:**
- Days: Human Services: (763) 682-7481
- Evenings/Weekends/Holidays: Emergency Social Services: (763) 477-8333

**CAREGIVER SUPPORT**

The caregiver is an important person. If you are a caregiver, you have accepted a special responsibility to take care of yourself. That means taking care of yourself physically, emotionally, mentally, spiritually, interpersonally, and financially.

A Caregiver Support Group “Caring Resources” meets at noon on the 2nd and 4th Tuesdays of each month at St. John’s Lutheran Church across from Sojourn Adult Day Center. Respite care is available for pre-registered participants during the support group meeting. Call Sojourn for more information or to make a reservation - (952) 471-6080.