

14 February 2018

To: SSA department

Re: A.I. Root transition to Windfall Industries supervision

Here are some more frequently asked questions concerning the A.I. Root transition to Windfall Industries supervision:

Q: If holiday break remains the same as it has been for A.I. Root workers, can individuals elect to work through that time now?

A: No. Workers will not have the option of working through the holiday break.

Q: A.I. Root has operated a substitute employee list until now. Will there still be a “sub” crew in place?

A: Currently the plan after transition will not include a “sub” crew at A.I. Root.

Q: Will workers have a longer shift now than the 8:30 a.m. until 2:00 p.m. shift indicated?

A: A.I. Root has a shift change at their business at 2:00 p.m. The management there have requested that we delay the release of individuals for departure by 10 – 15 minutes. Due to the shift change, many people would be trying to enter and exit the building at the same time, creating a lot of congestion. Estimated departure from the building to leave will be between 2:10 p.m. and 2:15 p.m.

Q: How long do individuals have to make a decision about transitioning to A.I. Root or not?

A: We would ask for a decision of “yes” or “no” to keeping current days at A.I. Root to be made, and indicated to Windfall, by no later than March 2, 2018.

Q: What will the procedure be for individuals who need to bring medication to work with them? Who will be responsible for handling the medications while on transportation and while transitioning in and out of A.I. Root?

A: Based on the current procedures in place at MCBDD: if their assessment indicates they are able to self-medicate with assistance or without then they can carry their own med back and forth. If they are not able to self-medicate, then the medicine goes to the driver and is logged in. Upon arrival to Root, the driver gives the medicine to staff who signs off on the log to show

chain of custody. If they are unable to medicate, the medicine must be in the pharmacy labeled bottle for staff to administer it. Once we know who is initially scheduled, Nursing will be able to contact each family/ provider to explain medication issues.

Q: Will an individual who participates in Special Olympics bowling still be transported from A.I. Root to the bowling alley on Mondays?

A: Yes. Both MCBDD and Windfall transportation will make sure that those individuals, who participate in Special Olympics bowling on Mondays, will still have transportation from A.I. Root to the bowling alley.

We would like to meet in person with individuals and their teams, as much as possible, to familiarize ourselves better with the individuals we will be serving. Some people are already receiving services from us, and will not necessarily need a meeting. A revision to the ISP should suffice for them.

We encourage you to continue to present your questions and we look forward to working through this transitional period together.

Please contact the following people if you need further assistance or have questions:

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Thank you again for your patience and cooperation in helping us make this a successful transition!

The Windfall Team