

LIBERTY HOUSE FOUNDATION 2015 ANNUAL REPORT

Know me as a person not by my disability.
We are your friends, neighbors and family.
We improve and recover.
We are major contributors to American life.
We deserve dignity and respect.

Our History

Liberty House Foundation, Inc. was founded in 1972. We are a private, not-for-profit psychiatric and vocational rehabilitation program. We believe that recovery for people whose lives have been disrupted by mental illness or developmental disabilities must involve the whole person in a vital community offering respect, hope, mutuality, and unlimited opportunities for working, learning and socializing.

Liberty House is modeled after Fountain House in New York City which, since 1948, has been a pioneer in the international development of comprehensive, community-based programs of rehabilitation facilitating social and vocational adjustment. The success of this clubhouse model is clearly evidenced by over 275 replications of this program in this country and abroad. Liberty House is proud to be a certified member of the International Center for Clubhouse Development. Today Liberty House is recognized as a primary example of a fully-functioning clubhouse model program.

LIBERTY HOUSE MISSION



Utilizing the Clubhouse Model of Rehabilitation, Liberty House Is dedicated to assisting individuals with disabling conditions in increasing their functioning to the highest level possible with the least amount of on-going professional intervention.

Guarantees

1. The right to have a place to come.
2. The right to have meaningful work.
3. The right to have meaningful relationships.
4. The right to have a place to return.

Beliefs

1. A belief in the recovery and potential of all people whose lives have been disrupted.
2. A belief that work, especially the opportunity to aspire and achieve gainful employment, is a deeply generative and re-integrative force in the life of every human being.
3. As a parallel concept of the importance of work, men and women require opportunities to be together socially. The clubhouse provides a place for social interaction, relaxation and social support.
4. A program is incomplete if it offers a full set of vocational opportunities and a rich offering of social and recreational opportunities and yet neglects the circumstances in which its members live.

Liberty House provides these guarantees and demonstrates these beliefs through a variety of clubhouse programs.

Work-Ordered Day Program

People disabled by mental illness or developmental disabilities face extraordinary obstacles to achieving their vocational goals. In addition to the stigma one faces when attempting to secure a job, people often need work skills and support to develop or reclaim stamina and self-confidence. The Clubhouse Work-Ordered Day Program, the foundation of the clubhouse model, provides these opportunities by offering structured yet flexible experiences, guidance, and support necessary to regain impaired abilities as well as personal hope and direction.

Members and staff work side-by-side to accomplish all of the elements of the business and activities of the clubhouse. Members find meaningful experiences in the full-service kitchen, the computer-intensive clerical unit, retail driven snack bar, maintenance unit and other areas critical to the smooth operation of the agency.

Through the experience of working side-by-side with staff and each other, members recognize and appreciate their own unique abilities, contributions and potentials.

Transportation Services

Liberty House provides daily transportation to and from program. Transportation is also available for medical, dental, therapeutic, benefit and psychiatric appointments.

Employment Program and Services

For individuals who have identified a vocational direction, the Clubhouse can assist them in securing employment. Clubhouse Model programs believe that it is the real work environment that provides the best assessment of work potential. Clubhouse's Transitional Employment Program (TEP) works in concert with the day program to support members in refining their confidence, direction and stamina through entry-level, paid employment opportunities in local businesses.

Job placements continue for up to six months in duration and can include clerical, production, food service, maintenance or service work in places of business ranging from small, local enterprises to large corporations.

Individuals can shape personal plans of support and benefit from multiple opportunities to further challenge personal barriers and to develop their career aspirations.

Benefits Counseling

A major barrier to employment for individuals is fear of losing entitlements if they choose to work or increase their hours of employment. Liberty House offers the full-time services of a benefits counselor who assists individuals with managing their benefits so they can engage in substantial, gainful employment.

Support Services and Groups

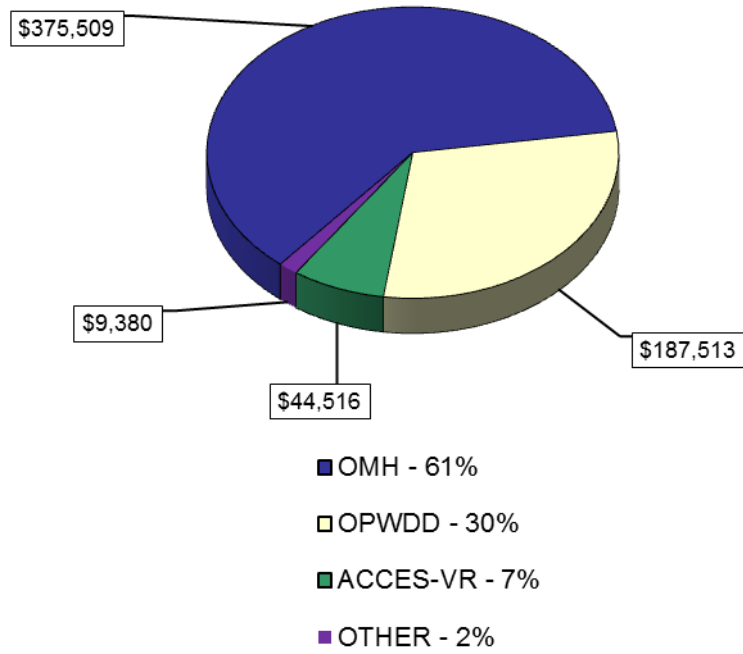
Liberty House provides opportunities for additional support and continued personal development through a variety of support groups.

Social/Recreational Activities

Liberty House recognizes the need for individuals to socialize. Liberty House provides afternoon, evening and weekend socials.

Revenue

2015 Contract Revenue



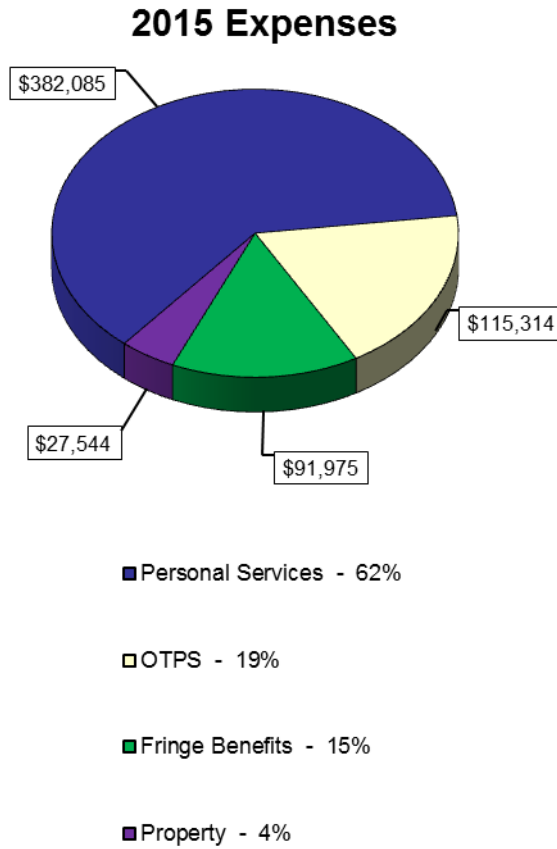
TOTAL REVENUE - \$ 619,918

2014 - \$633,551

2013 - \$596,537

2012 - \$587,987

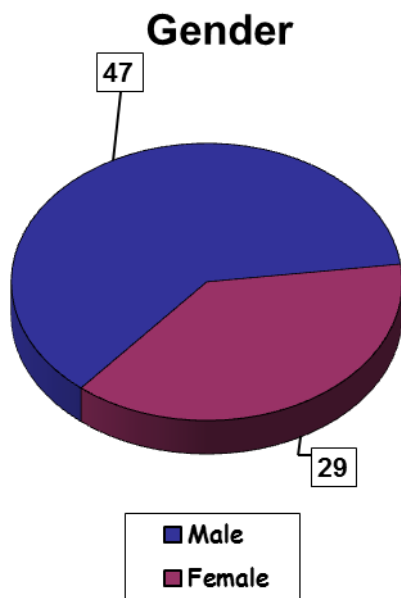
Expenses



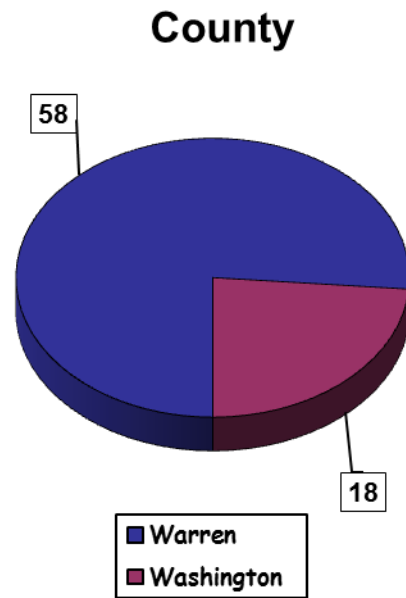
TOTAL EXPENSES = \$619,918 (2015); \$633,551 (2014)

Characteristics of Individuals Served - 2015

Total # of Referrals -	39	41 (2014)
Total # of Admissions -	15	26 (2014)
Total # of Discharges -	16	34 (2014)
Total # Served -	76	86 (2014)
Total # Attending Socials -	37	38 (2014)

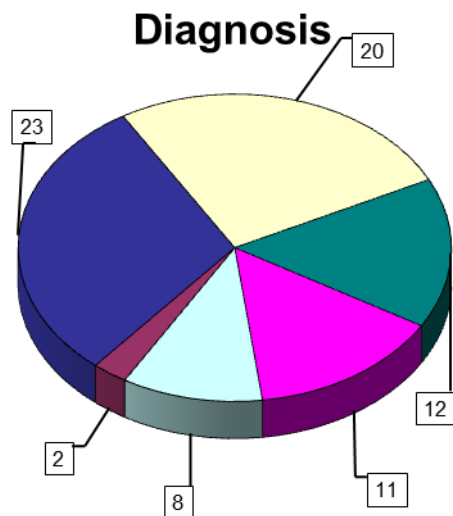


(2014 - 52 Males & 32 Females)

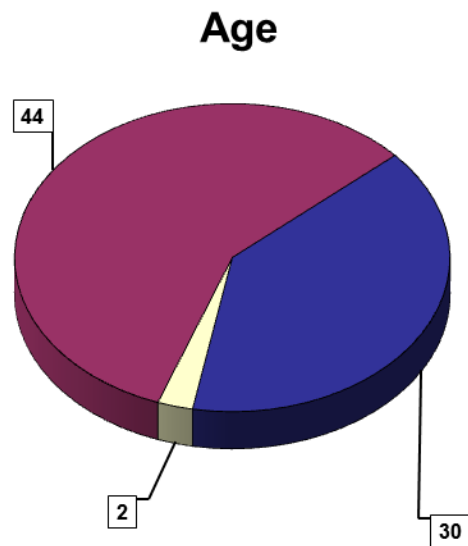


(2014 - 62 Warren, 23 Washington)

Characteristics of Individuals Served - 2015



- Schizophrenia - 23
- MR/DD - 20
- Other - 12
- Bipolar - 11
- Depression - 8
- Learning disabled - 2



- 18 - 39 years old
- 40 - 59 years old
- 60 & up

Employment Placements

Total # of new individuals placed in employment programs
- 16 17 (2014)

Contract Services - 19 19 (2014)

Supported Employment - 53 54 (2014)

Independent Employment - 0 2 (2014)

Transitional Volunteer - 1 1 (2014)

Total # of Placements - 72 74 (2014)

Staff

Total # of Staff - 12

Total # of Master's Degree - 5

Total # of Bachelor's Degree - 5

Total # of Associate's Degree - 1

Total # of High School - 1

Longevity with Agency

Less than 1 Year - 2

1-4 Years - 3

5-9 Years - 0

10-14 Years - 4

15-19 Years - 1

20-24 Years - 0

25 Years or More - 2

Progress on 2015 Agency Goals

Funding:

- To continue to prepare agency for transition to managed care. **Liberty House staff has participated in numerous trainings throughout the year to prepare for the 10/1/2016 implementation of medicaid managed care. A majority of these trainings have been offered through the Managed Care Technical Assistance Center of New York. Liberty House is in the process of contracting and credentialing with the following MCO'S: Beacon/MVP, United Healthcare/OPTUM, Fidelis and CDPHP.**
- To prepare agency to transition current SEMP and Pre-Vocational program funding to rate rationalization methodology effective 07/01/2015. **Liberty House staff participated in a variety of trainings to prepare for this transition. All billing sheets were updated to incorporate the changes.**
- To obtain Federal Security Clearance to maintain eligibility for Ticket to Work payments. **Two individuals completed the security clearance application. There was a security breach at the federal level and all applications have to be re-submitted. They are not accepting re-submissions until June 2016.**
- To complete and submit grants to maximize revenues. **During this year we focused on the completion of three applications. We submitted an RFP to OMH for Health Information Technology Investment Funds, an application to OMH to become a designated provider of HCBS services and a CON to transition our OPWDD provider agreements to operating certificates.**

Program Services:

- To develop opportunities in the community that will meet the requirements of community pre-vocational services. **We were able to create three new volunteer opportunities for our members. We volunteer twice a week at Open Door where are members serve meals to individuals there to have lunch. We volunteer three times a week at Tails Wag Inn where are members help with feeding, walking and bathing a variety of animals. We volunteer at Independent Living Center on an as-needed basis assisting with volunteer luncheons, garage sales and Washington County Fair. Each of these opportunities allows our members to gain a variety of work skills in addition to community integration.**
- To continue to develop individualized employment opportunities for our members. **Liberty House placed 16 individuals in new opportunities this year.**
- To incorporate core competencies values into our total service delivery system. **Each staff person has been trained that our services are delivered in a person centered, confidential manner that promotes physical and emotional well-being, personal relationships and community integration. We expect our staff to act in a just, fair and equitable way and to deliver these services with integrity.**

Administrative Functions:

- To select and effectively train new hire for benefits management position. **A new benefits manager was hired in February. This individual was an employee of Liberty House and was promoted into this position. He is completely trained in the new duties and responsibilities of this position. The members are all really pleased with him and enjoy working with him.**
- To review and revise as necessary, the internal control policies. **The policy manual has been reviewed throughout the year by the board of directors. Revisions have been made and a new manual is being prepared for implementation in 2016.**
- To prepare for full implementation of Transforming the Workforce from Caregivers to Support Professionals. **All staff has been trained in the code of ethics and core competencies and we have begun using the NYS DSP Performance evaluation tool.**

2016 AGENCY GOALS

Funding:

- To meet with managed care organizations and health homes to market our HCBS services.
- To develop an agency viability plan to meet the requirements of BH-HCBS start-up grant.
- To confirm that the credentialing process has been completed for the MCO'S that we have contracted with.

Program Services:

- To train all staff in the delivery of HCBS services in accordance with the BH HCBS manual.
- To complete required 24 hours of OPWDD SEMP training.
- To develop a new position of Job Developer to work one-on-one with individuals.

Administrative Functions:

- To finalize changes to Internal Control Policies.
- To complete Federal Security Clearance for compliance with Social Security Administration.
- To complete a NYS DSP Performance Evaluation for each direct care staff.
- To upgrade current infrastructure and technology systems to be compatible with HCBS managed care companies, DSRIP, RHIO and Health Homes.
- To select an EHR that will meet the documentation and billing requirements of a variety of funders.
- To scan in all case records as part of our on-going business continuation plan.

