

**LIBERTY HOUSE
FOUNDATION
2017
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

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.

Characteristics of Individuals Served - 2017

Employment Placements

Total # of new individuals placed in employment programs - 12 22 (2016)

Contract Services - 19 22 (2016)

Supported Employment - 52 56 (2016)

Independent Employment – 6 0 (2016)

Transitional Volunteer - 17 23 (2016)

Total # of Placements - 94 101 (2016)

Staff

Total # of Staff - 12

Total # of Master's Degree - 2

Total # of Bachelor's Degree - 7

Total # of Associate's Degree - 1

Total # of High School - 1

Longevity with Agency

Less than 1 Year - 2

1-4 Years - 4

5-9 Years - 0

10-14 Years - 0
15-19 Years - 4
20-24 Years - 0
25 Years or More - 1

Progress on 2017 Agency Goals

Funding:

- To maximize the opportunity to receive DSRIP funding. **Liberty House executive Director has been an active participant in DSRIP activity projects. 2ai: Creating an Integrated Delivery System focused on Population Health Management. 3aii: Crisis Stabilization. 4bii: Chronic Disease Prevention. To date Liberty House has received \$53,033 in payments for participation and work on these projects**
- To maximize the opportunity to receive Ticket to Work Payments. **Employment sites are visited and services documented and submitted on a weekly basis. These two things in combination increase the opportunity to receive payments.**
- By March 31, 2017, complete the spending and reporting requirements of the BH-HCBS funding grant. **All spending reporting requirements have been met, submitted and approved.**
- By June 30, 2017, complete the spending and reporting requirements of the OMH-HIT grant. **All spending and reporting requirements have been met, submitted and approved.**

- By October 31, 2017, complete the deliverables to meet Milestone-1 of the New York eHealth Collaborative Full Service Implementation BHIT program. **Liberty House completed this milestone on 05/17/2017. On 06/20/2017, we received first payment.**
- By December 31, 2017, complete the deliverables to meet Milestone-2 of the New York eHealth Collaborative Full Service Implementation BHIT program. **Liberty House completed this milestone on 12/05/2018. We are currently waiting for payment.**
- To meet milestone requirements of the Data Exchange Incentive Program. **Due to technical difficulties on the part of the vendor and RHIO, this program milestone has been extended until September of 2018.**

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Program Services:

- To actively participate as a Performing Partner in the following Delivery System Reform Incentive Payment Program (DSRIP) activities: Population Health Management, Crisis Stabilization, Chronic Disease Prevention. **Liberty House executive director has been an active participant in all of these DSRIP projects. Some of the particular activities have been the planning of a health conference in 2018, launching of a 23-hour crisis stabilization unit at the Glens Falls Hospital, and promoting the increase of the sale of cigarettes from 18 to 21 years of age.**
- To participate in and complete AHI PPS Cultural Competency and Health Literacy Training Series. **Liberty House executive director and clinical coordinator have received certificates of completion for these trainings.**
- To participate and complete AHI Data Security and HIPAA Compliance training. **Liberty House executive director has completed all required AHI data security and HIPAA compliance trainings. Certificate of completion is on file. Executive director has reviewed and completed this training with all staff and board members in May 2017.**

- To complete and submit Certificate of Need to add Pathways to Employment to the array of HCBS services available and funded through OPWDD. **A certificate of need was submitted and approved by the county to add Pathways to Employment to our array of services. On 02/17/2017, we received approval from OPWDD. Rates have been loaded into the Medicaid billing system.**

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- To continue to expand the quality and quantity of groups offered to enhance employability, mental wellness, mindfulness, healthy living and financial stability. **We added a variety of groups to the daily program schedule that have been well received. Rose House staff is facilitating a weekly group on wellness and recovery planning. We have added a weekly employment group/site visit to the schedule as well. This gives the members an opportunity to look at a variety of work sites and positions.**
- To continue to expand the number of volunteer opportunities in the community. **Staff is currently working with Faith Baptist Church Thrift Shop and Square Nail Rustic Furniture to enhance volunteer opportunities.**
- To create a new mission statement that reflects current philosophy and services. **A new mission statement was presented and approved by the Liberty House Board of Directors on November 30, 2017. This new statement reflects the current philosophy and culture of the agency.**

Administrative Functions:

- To contract with Stored Tech to implement technology/infrastructure upgrades. **Over the years, we have held several meetings to put together a contract that meets the needs and requirements of our contractors and gave us the most value for our money. We entered into and signed a contract with Stored Tech on March 24, 2017.**
- By August 31, 2017, complete technology/infrastructure upgrades. **Throughout the summer we worked in cooperation with Stored Tech to complete a building wide upgrade of computers, software and printer systems. This was completed August 24, 2017.**
- Select vendor to launch Electronic Health Record. **After careful consultation and several demonstrations, we chose to go with TenEleven.**
- By September 30, 2017, have Electronic Health Record implemented and commence staff training. **Training began in mid-September. Project manager held weekly training meetings with executive director, clinical coordinator, administrative assistant and financial manager.**
- By November 30, 2017, go live with Electronic Health Record. **On December 5, 2017, we transitioned from BETA (training)**

platform to a live system. This transition went smoothly and Fidelis received our billing electronically and paid as submitted.

- **By December 31, 2017, connect to Regional Health Information Organization – HIXNY. TenEleven has some technical difficulties, which have prevented us from connecting to HIXNY. The deadline for this to happen has been extended until September of 2018. All indications are that this is a realistic time frame.**

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- **To prepare for the retirement of the Financial Manager in August of 2018. By the end of 2017, an updated job description has been drafted, as well as an advertisement placed on-line in the spring of 2018. We have included money in the 2018 and 2019 budgets for financial manager to return on an as-needed basis for training.**
- **To continue to increase entry-level salaries so that they are above the \$15.00 minimum wage requirement of 2020. We continue to increase hourly wage. We will meet the \$15.00 requirement by the end of 2019.**
- **Actively recruit new board members. Executive Director has spoken with two individuals who would be ideal candidates. They are currently reviewing information on Liberty House and will get back to her regarding interest.**

2018 Agency Goals

Funding:

- To continue to maximize DSRIP funding.
- By 03/30/2018, complete the deliverables to meet Milestone-3 of NYEC.
- Complete and submit RFP for new 5-year contract with ACCES-VR.
- By September of 2018, meet the milestone requirements of the Data Exchange Incentive Program.
- To eliminate site-based prevocational services and transition those six individuals to community based services.

Program Services:

- To continue to participate in DSRIP activities and move towards pay for performance.
- To continue to expand the quality and quantity of groups offered to enhance employability, mental wellness, mindfulness, healthy living and financial stability.
- To continue to expand the number of volunteer opportunities in the community.
- To successfully transition OPWDD HCBS from Medicaid Service Coordination model to Care Coordination, and eventually managed care.
- Continue to market and promote HCBS program and services.
- Train all staff in new site-based, community-based pre-vocational service and SEMP regulations.
- To continue to participate in Workforce Transformation activities.
- To complete and implement Employment First Model.

- To increase the number of individuals placed in employment.

Administrative Functions:

- Complete connection to Regional Health Information Organization – HIXNY.
- By August 1, 2018, hire and train new financial manager.
- Continue to actively recruit new board members.
- By the end of 2018, train all staff in the use of the Electronic Health Record.
- Begin preparation of succession planning executive director.

