

**LIBERTY HOUSE
FOUNDATION
2011
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.

June 13, 2012



To Our Board of Directors, Employees and Members,

One of the most exciting things that happened this past year was the long awaited completion of the kitchen upgrade! We were proud to show it off to the Community Services Board who held their meeting here last fall. The members have enjoyed the new space, as well as becoming masters at the commercial dishwasher. Not only does it save time and energy, the dishes are coming out sparkling clean and sanitized. The members have been cooking up a storm and have tried a variety of new menus. Some of the biggest hits have been the chicken poblano soup, baked ziti with summer vegetables and warm chicken salad.

This year we successfully transitioned our Quarterly Reporting System to a new and improved system which is tied in to the Department of Labor. This will allow us access to all job opportunities available through the system, and hopefully enhance employment opportunities for all our consumers. By year end, all consumers were registered in the system along with their employment objectives.

It is amazing to me that despite tough economic conditions and reductions in funding, Liberty House Foundation is going strong. Every day, individuals have an opportunity to enhance the quality of their lives through productive work. Every day we witness great strength and courage as our members make their way through their recovery journey. This would not be possible if it wasn't for the support of a committed board of directors, a caring and devoted staff, and families who want the very best for their loved one. Once again, thank you all for the privilege of working for Liberty House Foundation.

Sincerely,

**Julia Beebe, Executive Director
Liberty House Foundation, Inc.**

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

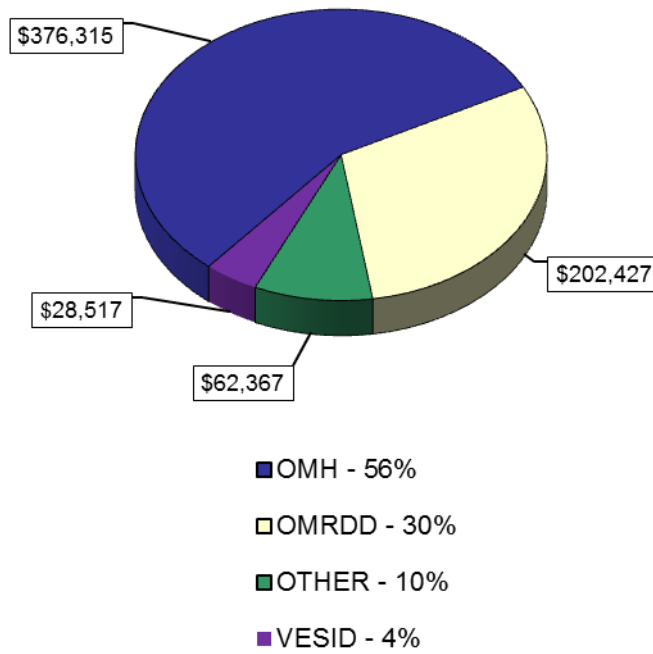
Liberty House provides opportunities for additional support and continued personal development through a variety of support groups.

Social/Recreational Activities

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

Revenue

2011 Contract Revenue



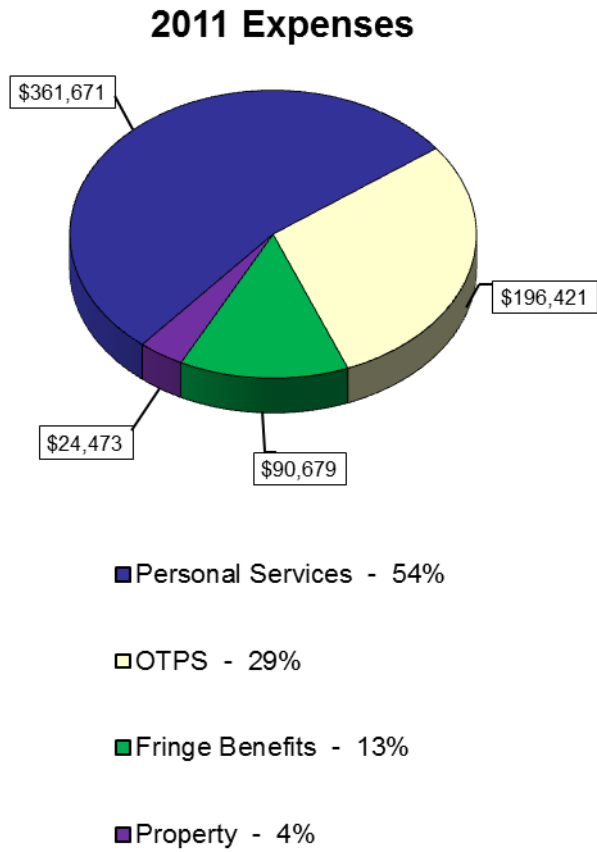
TOTAL REVENUE - \$ 669,626

2010 - \$640,113

2009 - \$595,567

2008 - \$595,341

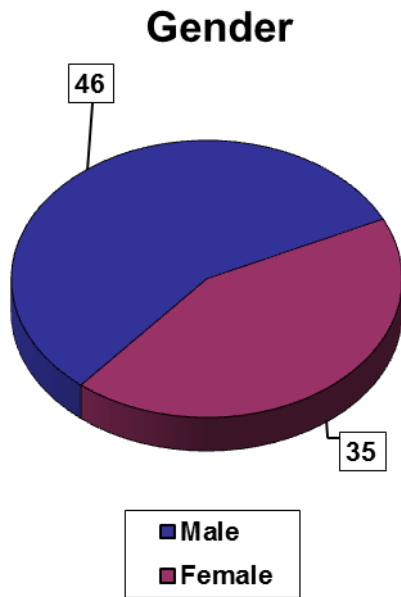
Expenses



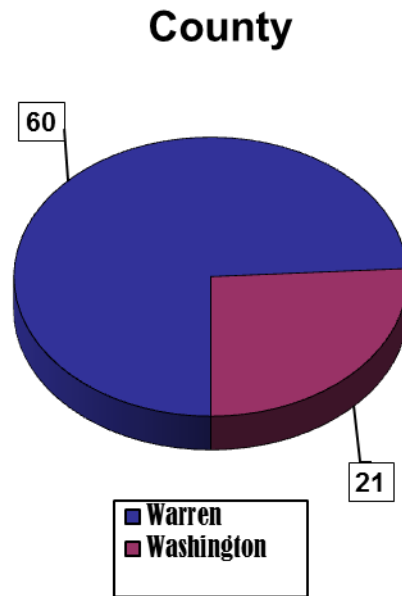
TOTAL EXPENSES = \$673,244; \$640,429 (2010)

Characteristics of Individuals Served - 2011

Total # of Referrals -	37	32 (2010)
Total # of Admissions -	17	19 (2010)
Total # of Discharges -	20	28 (2010)
Total # Served -	81	87 (2010)
Total # Attending Socials -	30	26 (2010)

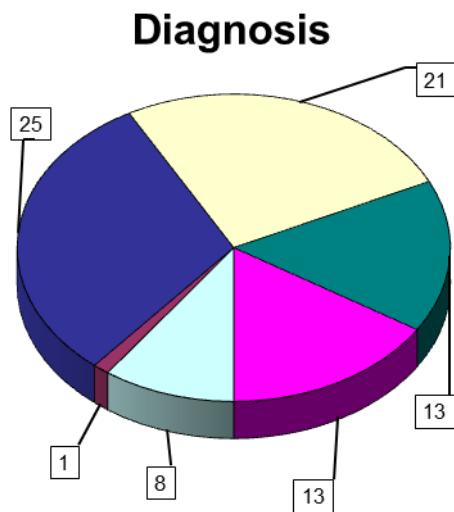


(2010 - 49 Males & 38 Females)

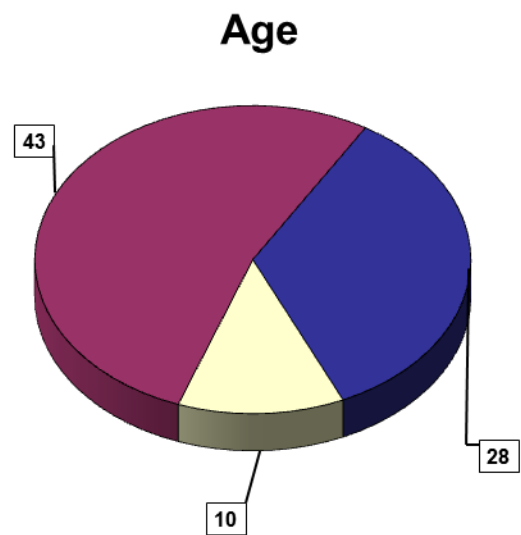


(2010 - 64 Warren, 23 Washington)

Characteristics of Individuals Served - 2011



- Schizophrenia - 25
- MR/DD - 21
- Other - 13
- Bipolar - 13
- Depression - 8
- Learning disabled - 1



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

Employment Placements

Total # of new individuals placed in employment programs - 11 13 (2010)

Contract Services - 20 22 (2010)

Supported Employment - 50 53 (2010)

Independent Employment - 2 2 (2010)

Transitional Volunteer - 3 3 (2010)

Total # of Placements - 75 80 (2010)

Staff

Total # of Staff - 12

Total # of Master's Degree - 4

Total # of Bachelor's Degree - 5

Total # of Associate's Degree - 1

Total # of High School - 2

Longevity With Agency

Less than 1 Year - 0

1-4 Years - 4

5-9 Years - 3

10-14 Years - 3

15-19 Years - 0

20-24 Years - 2

25 Years or More - 0

Progress on 2011 Agency Goals

Funding:

- Incorporate reduction of CSS funding in 2012 budget. **Liberty House reduced spending to offset reductions in county funding. These reductions were made in OPTS and fringe benefits.**
- Continue efforts to work with OPWDD to develop a Service Coordination Program at Liberty House. **This program has been put on hold by OPWDD as we move towards a managed care system. Most likely this program will be replaced with a care coordination program.**
- Continue efforts to work with OMH to explore a possible conversion of Day Training slots to PROS – Comprehensive Program. **We did not pursue this during the 2011 budget year.**

Program Services:

- **Redesign Food Service and Snack Bar Pre-Vocational Training Units to incorporate the kitchen upgrade. All training units have been redesigned to take full advantage of the upgrade.**
- **Development of a Group specifically designed to assist individuals with entering supported employment. A group was developed and was very highly attended. This group ran for a twelve week period of time. The feedback from consumers is that it was very useful to them and not only helped them prepare for work, but also helped them stay on the job.**
- **Meet with area human resource directors to improve job development efforts for our members. As the result of meeting with Human Resources at the Aviation Mall, a clerical position was developed in their office. This goal has been quite challenging given the current economic condition in our counties.**

Administrative Functions:

- Update computer systems to meet the 07/21/2011 implementation of the Medicaid HIPPA Transaction Upgrade (5010). **All computer systems have been upgraded and updated to allow for compliance. All necessary training was attended and Medicaid billing is operating smoothly.**
- Transition Mandated Quarterly Reporting from NYSIRS – Web Based System to New York State Comprehensive Data System. **The state moved the mandated implementation date to December 2011. All computer systems and programs were redesigned to incorporate this transition. By year-end, all individuals were entered and year-end quarterly and yearly reporting were entered.**
- Transition Paper Submission of OPWDD – Incident Reporting to Internet Based Program – IRMA – Implementation Date: August 2011. **All necessary training was completed and implemented to allow for transition. All user names/passwords were received and four individuals have access.**
- Continue upgrade and enhancement of website. **We were unable to achieve this goal as the computer upgrade took all of our time and attention.**

2012 Agency Goals

Funding:

- To complete and submit grant applications to secure funding for van replacement.
- To meet with providers to explore managed care options.
- To work with Acces VR to enhance payment opportunities on Supported Employment and Unified Services contracts.
- To explore ways to maximize funding by being creative with staffing, fringe benefits and OPTS.

Program Services:

- To meet with other employment programs to see if we can do some collaborative work in employing consumers.
- To continue support group for individuals entering or in supported work.
- To publish Liberty Bell newsletter quarterly.

- To incorporate more nutritional items into snack bar menu.
- To attend OPWDD job coach training.

Administrative Functions:

- Update and enhance website.
- To transition all OPWDD paperwork to new CHOICES program. Effective July 1, 2012, OPWDD will no longer accept paper submission for enrollment into programs.
- To transition Medicaid billing from the executive director to the financial manager.
- To develop a succession plan for the clinical coordinator position.