

**LIBERTY HOUSE
FOUNDATION
2012
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 19, 2013



To Our Board of Directors, Staff and Members,

Another year has come to an end, and we are pleased to have this opportunity to report to you about our recent accomplishments. The year began with successful transition of all OPWDD program enrollments from paper to the new CHOICES system. This has enabled us to receive authorizations for services in a timely fashion. We also were able to publish several Liberty House newsletters throughout the year. The members are extremely proud of this accomplishment and it truly was a collaborative effort.

The clinical department was busy with providing clinical observations to over fifteen New Vision students as well as over twenty-two SUNY Adirondack nursing students. The feedback we received was extremely positive and certainly was a tremendous opportunity to promote our mission to the community. We are already fully scheduled for 2013.

Throughout the year, we continued our efforts to promote wellness and recovery. Several of our members participated in a twelve week training program offered at Liberty House called WRAP. Wrap stands for Wellness Recovery Action Plan. Our members learned that they can identify what makes them well, and then use their own wellness tools to relieve difficult feelings and maintain wellness.

This wellness allows our members to live full and productive lives, the very essence of our program. This is possible through the efforts of our kind and caring staff and tremendous support and commitment from our board of directors. We look forward to both the challenges and rewards of 2013 as we continue to create new and innovative ways to assist individuals along the road to recovery.

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.

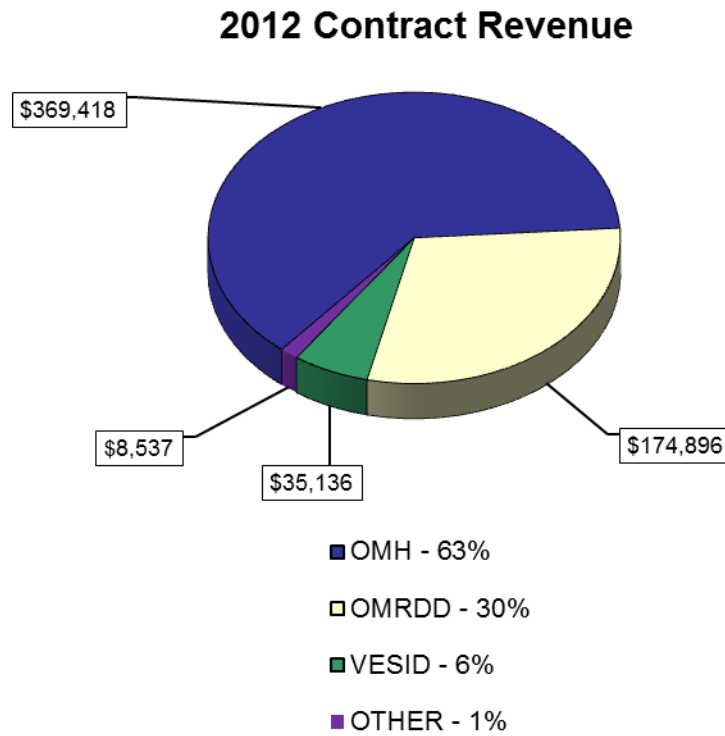
Support Services and Groups

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



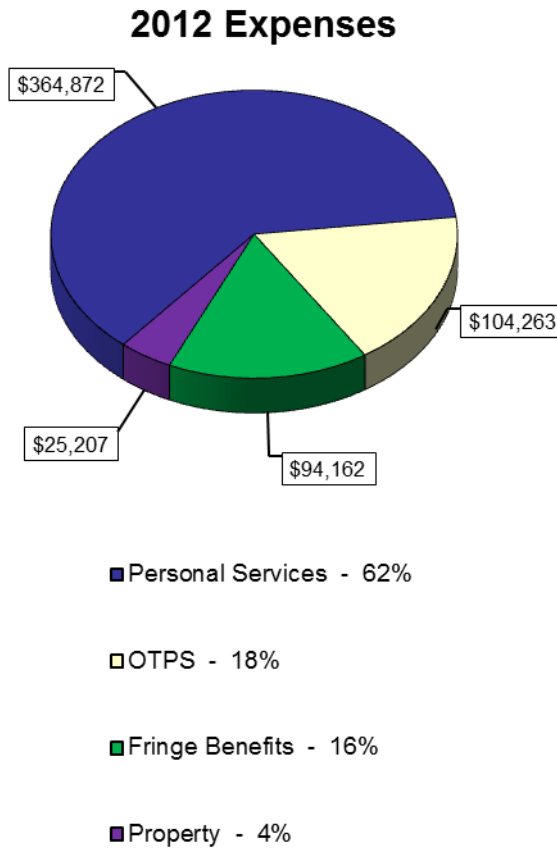
TOTAL REVENUE - \$ 587,987

2011 - \$669,626

2010 - \$640,113

2009 - \$595,567

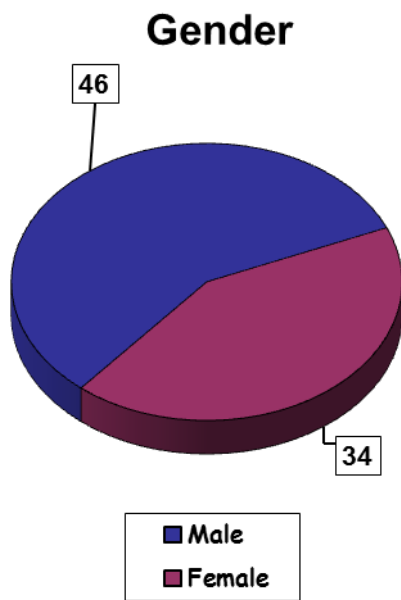
Expenses



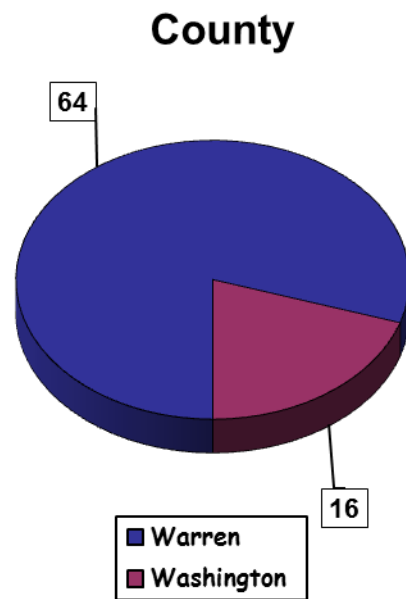
TOTAL EXPENSES = \$588,504; \$673,244 (2011)

Characteristics of Individuals Served - 2012

Total # of Referrals -	58	37 (2011)
Total # of Admissions -	24	17 (2011)
Total # of Discharges -	18	20 (2011)
Total # Served -	80	81 (2011)
Total # Attending Socials -	30	30 (2011)

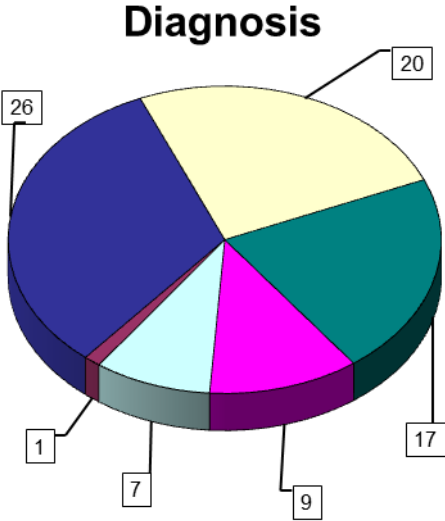


(2011 - 46 Males & 35 Females)

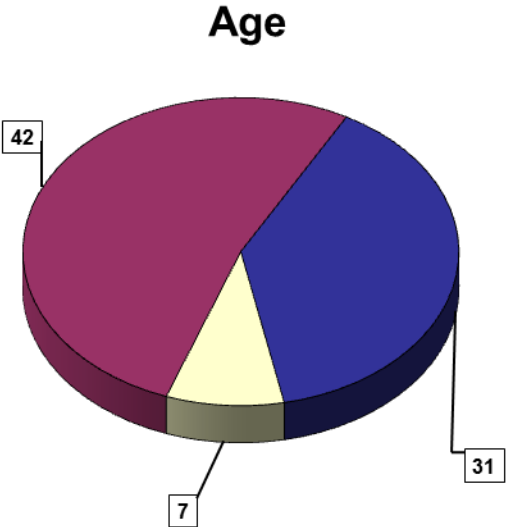


(2011 - 60 Warren, 21 Washington)

Characteristics of Individuals Served - 2012



- Schizophrenia - 26
- MR/DD - 20
- Other - 17
- Bipolar - 9
- Depression - 7
- Learning disabled - 1



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

Employment Placements

Total # of new individuals placed in employment programs - 14¹¹ (2011)

Contract Services - 20²⁰ (2011)

Supported Employment - 43⁵⁰ (2011)

Independent Employment - 2² (2011)

Transitional Volunteer - 4⁴ (2011)

Total # of Placements - 69⁷⁵ (2011)

Staff

Total # of Staff - 12

Total # of Master's Degree - 4

Total # of Bachelor's Degree - 6

Total # of Associate's Degree - 1

Total # of High School - 1

Longevity With Agency

Less than 1 Year - 2

1-4 Years - 2

5-9 Years - 2

10-14 Years - 4

15-19 Years - 0

20-24 Years - 2

25 Years or More - 0

Progress on 2012 Agency Goals

Funding:

- To complete and submit grant applications to secure funding for van replacement. **The board of directors made a decision not to replace a van in 2012.**
- To meet with providers to explore managed care options. **Liberty House staff has participated in several work groups throughout the year. Our understanding is that the services we offer will be funded through managed care via OPWDD disco.**
- To work with ACCES-VR to enhance payment opportunities on Supported Employment and Unified Services contracts. **Liberty House began negotiations with the Albany District Office to amend the current Unified Services contract. Our last communication with them was to inform us that the amendment was in progress.**
- To explore ways to maximize funding by being creative with staffing, fringe benefits and OTPS. **We spent the last quarter of the year researching a variety of health insurance plans. We selected a new high deductible plan that will result in significant savings for 2013. We were able to work with both staff and members to reduce expenses in food service, snack bar and office supplies. This was made possible by creative menu planning, waste reduction and recycling.**

Program Services:

- To meet with other employment programs to see if we can do some collaborative work in employing consumers. **Early in 2012, we met with the director of employment services for CWI and ARC. CWI was not interested in moving forward with collaborative work programs. ARC was interested in exploring mutually beneficial employment opportunities for consumers.**
- To continue support group for individuals entering or in supported work. **Liberty House hosted a twelve week Wellness and Recovery Group of which over 8 members received certificates of completion. In addition, we hosted a six week group focused on assisting individuals with managing voices in their head.**
- To publish Liberty Bell newsletter quarterly. **Six Liberty Bell newsletters were published throughout the year. The members were very proud of this accomplishment. To save money we e-mailed them to our community partners!**
- To incorporate more nutritional items into snack bar menu. **By the end of the year, we were able to eliminate junk food from our menu. No longer can you buy chips, cookies or candy. These items have been replaced by vegetables, granola bars, popcorn and our daily salad bar! We even switched to lite mayonnaise!**

Administrative Functions:

- Upgrade and enhance website. **While we did upgrade all our computer system programs, we did not have the opportunity to work on the website. This will become a top priority for 2013.**
- To transition all OPWDD paperwork to new CHOICES program. Effective July 1, 2012 OPWDD will no longer accept paper submissions for enrollment into programs. **Executive Director participated in extensive training and preparation for this transition. Program is fully operational and has already been upgraded.**
- To transition Medicaid billing from executive director to financial manager. **This goal is in progress. We have started by having the administrative assistant observe all billing processes. We have used this time for questions, answers and training. We will proceed to transition in 2013.**
- To develop a succession plan for clinical coordinator position. **The executive director has met with the individual currently in this position. They have set October 2015 as the date of transition. Prior to transition, the position will be refilled and they will job share until training is complete.**

2013 Agency Goals

Funding:

- To complete and submit RFP for Core Rehabilitation Services offered through ACCES-VR.
- To complete and submit RFP for Peer Support Services.
- To complete and submit grant applications for van replacement.
- To prepare for transition of funding to managed care.

Program Services:

- To have all new staff participate in Job Coach Training Certificate Series.
- To create vocational group with the focus on resume/cover letter writing, application process and interviewing techniques.
- To review and revise pre-vocational unit task sheets.
- To train all staff in new unit task sheets.
- To continue to augment services by accessing community agencies such as Cornell Cooperative Extension, Planned Parenthood and Voices of the Heart.

Administrative Functions:

- Review, update and enhance website.
- Review and update employee handbook.
- Transition Medicaid billing from executive director to administrative office.
- Continue succession planning efforts for key positions.
- To incorporate the regulations of the implementation of the Justice Center for the Protection of People with Special Needs into all facets of program.