

MADISON SENIOR CENTER

Physical and Cognitive Abilities for Participation

Introduction

The Madison Senior Center is a nationally accredited multipurpose senior center serving older adult residents 55 years and better. The facility strives to welcome senior adults to “promote successful aging” through a combination of programs and activities, which stimulate physical and cognitive functioning, avoid disease and disability and encourage engagement with the community. The Madison Senior Center was the first City of Madison agency to have staff and volunteers trained as a Dementia Friendly organization.

Purpose for Policy

This policy establishes minimum physical and cognitive standards for individuals who participate at the Madison Senior Center. The Senior Center functions as a gathering place for independent older adults who attend classes, activities and programs. Staff members are not assigned or trained to provide medical monitoring nor are staff members available to serve as companions or caregivers.

Participation Standards

1. Participants must be ambulatory and able to enter, exit and traverse the Senior Center with minimal assistance. This may include a demonstrated ability to use an assistive device, like a cane or walker, or to operate a wheelchair without assistance from staff or other participants.
2. Participants must be able to manage personal care needs. This includes dressing, feeding and toileting themselves without assistance. They must also be responsible for possessing and taking required medication when needed.
3. Participants must possess sufficient cognitive ability to effectively engage in activities. Individuals must maintain their ability to make decisions and use sound judgment in activity choices and program participation and be able to orient themselves in and outside the physical facility with minimal direction. The ability to act quickly and safely in an emergency must not be compromised by forgetfulness or confusion.
4. Participants must be able to exhibit appropriate behaviors while attending the Senior Center. Inappropriate behaviors are considered in Program Policy 5.2 in the Senior Center Policy and Procedural Manual.

Companion /Caregiver Support Required

Older adults, who do not meet minimum standards, must have a companion or a caregiver accompany and assist them in attending appropriate programs at the Senior Center. Both individuals are participants and must pay fees, if any, associated with their attendance.

Nursing home residents and special needs participants are welcome to attend programs and activities with an identified staff member or caregiver for approved programs. All must pay fees associated with their attendance.

Participants Who Do Not Meet Standards

Senior Center staff will identify participants who do not meet minimum standards, and a referral will be offered to available social service organizations. The Director will discuss with the participant the need for a companion/caregiver and provide a letter which includes this policy and the reasons for concern. After a determination that a participant does not meet minimum standards, the participant may not attend the Madison Senior Center without a required companion or caregiver.

Banning Procedure

Should the participant continue to come to the Senior Center without a companion or caregiver and exhibit the same circumstances for concern, the staff will issue, or cause to be issued, a written ban letter to the individual (and to those responsible for their care) which notifies the individual that he or she is banned from the Madison Senior Center. The letter shall indicate the reason for the ban and the need for a companion or caregiver.

Staff will email all Senior Center staff with a description of the underlying behavior, the name and description of the banned individual when a banning is executed; so that all staff are informed as soon as possible. Staff will also forward a copy of the ban letter and incident report to the Director who will officially inform all staff involved about the reasons for the ban. After consultation, if the Director agrees with the reasons for the ban, then the Director shall take no further action. If, after consultation with staff, the Director deems it appropriate to rescind or modify the terms of the ban, the Director shall notify the banned individual in writing, all staff, and the Committee on Aging Chairperson, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The Director shall also notify the banned individual of the process for appealing the ban.

The Director will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. Director may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff banning letter has been reviewed and/or modified by the Director or reversed on appeal by the Committee on Aging, the individual may not enter or use the Senior Center.

Banning Letter

TO:

On _____ at approximately _____ you were informed that you did not meet the minimum standards for participation at the Madison Senior Center.

____ Participants must be ambulatory and able to enter, exit and traverse the Senior Center with minimal assistance.

____ Participants must be able to manage personal care needs

____ Participants must possess sufficient cognitive ability to effectively engage in activities at the Senior Center.

____ Participants must be able to exhibit appropriate behaviors while attending the Senior Center.

Therefore, to participate at the Madison Senior Center you are required to attend with a companion or caregiver to assist you.

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at the Madison Senior Center, you are banned. If you enter the Madison Senior Center without the required companion or caregiver, police will be called and you will be subject to being arrested for trespassing under Madison City Ordinance 23.07(2).

You may file a written request to Director, Madison Senior Center, 330 W. Mifflin St., Madison, WI 53703, to reconsider this ban. Your written request shall set forth your reasons for reconsideration of the ban.

BANNED FROM SENIOR CENTER _____ Staff initials: _____

Appeal Procedure

1. Notice of Appeal. The Director's written determination may be appealed to the Senior Center Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Senior Center Director and the Committee on Aging Chairperson, c/o Madison Senior Center; 330 W. Mifflin St., Madison, WI 53703. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Chairperson of the Committee on Aging shall conduct the hearing and shall follow the Rules of Evidence provided in the Wisconsin Statutes, 227.45, for administrative proceedings. The staff shall record all of the proceedings on tape.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Non-compliance with Ban - Trespassing

If a banned individual enters the Madison Senior Center without the required companion or caregiver, police will be called and individual may be arrested for trespassing under Madison City Ordinance 23.07(2).

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