

If you would like to participate in the development, implementation, and review of Hoffmann Center's Wellness Policy, please reach out to Tessa Friday, Director of Quality and Compliance at tfriiday@hoffmanncenter.org.

PRTF POLICY

5.44

Policy Name:	General Health and Wellness Plan
Domain:	V. Client Care
Applies To:	All Staff
Policy Location:	Policy and Procedure Manual
Effective Date:	August 23, 2021
Date(s) of Revision	August 2021, September 2025
References:	COA: ASE 1.01, 1.03; 4665.2000; 4665.2900; 4665.3000; 4665.5500; 4665.5600

GENERAL HEALTH AND WELLNESS

Each resident shall have enough sleep for his age at regular and reasonable hours and under conditions conducive to rest. While residents are asleep, at least one awake staff member shall be near enough to hear calls.

Residents shall keep themselves clean. Staff monitor hygiene practices. When deficiencies in resident hygiene practices are identified, staff will provide instruction on the necessary skills (hand washing, brushing teeth, regular bathing, hair combing and shampooing, shaving, caring for toenails and fingernails, etc.) and provide the appropriate assistance.

Bathing and toilet facilities shall be properly maintained and kept clean. Each resident shall have their own clearly identified toothbrush, comb, hygiene supplies, an adequate supply of towels and wash cloths, and their own separate place for keeping these personal items. Clean washcloths and towels will be made available each day. All linens, wash cloths/towels used by one resident shall be washed before another resident uses them. Items that are worn out or unfit for further use shall not be used.

Beds will be provided with hygienic pillow, pillowcase, mattress pad, bottom and top sheet, and appropriate blankets/quilt/spreads to keep the resident warm. All linens will be washed a minimum of once per week to maintain cleanliness. Items that are worn out or unfit for further use shall not be used.

Each client shall have clothing for their exclusive use that is neat, clean, comfortable, appropriate for current weather conditions, and of such type not to make him conspicuous in the community. Washable, specially designed clothing should be utilized as needed for clients with multiple disabilities or who are incontinent. Facility staff ensure each client has access to clean clothing daily.

Electric lighting, in combination with natural lighting, shall be of sufficient quantity and diffusion as to provide reasonable comfort for eyesight.

Three meals and two snacks will be served each day with no more than 14 hours between a substantial evening meal and breakfast.

All members of the treatment team shall be able to recognize the symptoms of illnesses common to adolescents and to note marked physical changes. Youth Counselors shall be able to provide appropriate care for ill clients and consult with agency nursing staff 24 hours a day, 7 days week. Orders prescribing bed rest for ill residents shall be self-terminating in three days unless renewed by the agency Medical Director.

WELLNESS POLICY

Purpose

Hoffmann Center recognizes the link between health, learning, and academic achievement and the importance of creating a healthy environment. The purpose of this Wellness Policy is to outline the actions we are taking to comply with the USDA regulations following the 2010 Healthy Hunger-Free Kids Act. This policy is designed to help us meet our agency goals to support healthy eating, physical fitness, and overall health of our residents and staff.

Nutrition Environment and Services

Hoffmann Center will provide breakfast and lunch each day to all residents through the USDA School Breakfast Program and the National School Lunch Program. The contracted food service vendor ensures meal programs are operated in full compliance with the USDA's regulations. In accordance with federal regulations, free drinking water will be available to residents at all times including in the dining hall during mealtimes. All food and nutrition services staff shall receive annual training consistent with current USDA Professional Standards.

Free and reduced-price meals. All residents of the Hoffmann Center receive free meals. Hoffmann Center will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, residents who are eligible for free meals.

Unpaid meal debt. All residents of the Hoffmann Center receive free meals, thus unpaid meal debt is never a concern for parents or guardians.

Promoting meal participation. We are proud of the nutritious meals we provide, and we will take the following steps to encourage participation:

- a. The contracted food services vendor will provide regular menus that are approved by a registered dietician.
- b. Qualified food service personnel will provide residents with access to a variety of nutritious and appealing foods that meet the health and nutrition needs of the resident and provide a clean and safe setting for meals.
- c. Hoffmann Center will work with the physician and registered dietician for special medically prescribed dietary needs. Nursing staff will document special diets on the "Diet Order" form and share with New Horizons Food staff.
- d. Hoffmann Center will ensure that provided meals do not conflict with the resident's religious or cultural dietary regimen.
- e. All menus, including special diets, shall be planned, dated and available for review a minimum of one week in advance. Notations shall be made of any substitutions in the meals actually served and these shall be of equal nutritional value. Records of menus and of foods purchases shall be filed for six months. A file of tested recipes, adjusted to a yield appropriate for the facility, shall be maintained on the premise.
- f. We will prominently display unflavored milk and fresh produce in the dining hall to encourage residents to select them as part of their meals.
- g. We will schedule the day to include at least 20 minutes of seated time for residents to eat lunch in the dining hall.
- h. We will schedule the day to include at least 10 minutes of seated time for residents to eat breakfast in the dining hall. Residents who do not arrive on time, due to scheduled medical appointments or other barriers, will still be provided 10 minutes to sit and eat breakfast.
- i. Staff try to avoid scheduling therapy sessions or meetings during the lunch period. If there is a lunchtime meeting, residents are given time to first get their school lunch and consume it during the meeting.

Farm to School Connections. Hoffmann Center values our relationships with local farms and producers and strives to build these connections and support our local economy.

- a. We will prioritize including locally grown and locally produced foods in our school meals and will promote these foods. New Horizon Foods uses Martin Bros Distributing as their main vendor that is located in Iowa. Martin Bros makes efforts to purchase foods that are locally grown within 150 miles of their warehouse. Martin Bros promotes sustainable practices and collaborates with vendors who emphasize sustainability initiatives.
- b. Residents will receive education about agriculture and the food system through hands-on learning experiences. Examples include a planting a garden each year through the Hoffmann Center recreation program, using the garden as a teaching tool, and field trips to area farms/orchards.

Food and beverages outside of the federal meal programs. Hoffmann Center recognizes that at times, food and beverages are available for residents outside of the federal meal programs. We aim to limit these occasions; however, when they do take place, the following policies apply:

- a. During the school day, Hoffmann Center does not offer sale of a la carte foods and beverages to residents on the school campus or in the agency dining hall. Hoffmann Center does not have vending machines or a school/agency stores. Hoffmann Center does not offer fundraisers for food to be consumed during school days. Hoffmann Center prohibits the sale of foods or beverages that contain caffeine. We also prohibit teachers or staff from using food as a reward in classrooms to encourage resident achievement or desirable behavior, unless required in an IEP. We will maintain water fountains and bottle filling stations in each building so that free water is always available throughout the school day for residents and staff.
- b. After the school day, We will require all foods and beverages served to residents in aftercare meet federal nutrition standards.

Commercial food marketing. Hoffmann Center recognizes that children are targeted with many types of commercial marketing, including for food and beverages. We aim to provide a commercial-free zone in our school buildings and Hoffmann Center campus. Food and beverage logos and branding are not permitted on any type of equipment or school property, including textbooks, or educational materials (unless required for educational purposes). The only exception is food and beverage logos and branding that appear on the package of a product that meets USDA meal or Smart Snack standards.

Celebrations. Hoffmann Center recognizes the importance of celebrations and special events. Celebrations for birthdays, holidays, and other events will feature fun activities, with outdoor activities specifically encouraged. Celebrations may also feature special meals or snacks. Hoffmann Center encourages parents to bring healthy snacks and refrain from providing beverages and foods without nutritional value when visiting their child.

Nutrition Education

Hoffmann Center recognizes the importance of nutrition education to provide residents with the knowledge and skills necessary to lead a healthy life. Thus, we require sequential and comprehensive nutrition education to promote resident wellness that is behavior focused, interactive, and participatory. Our curriculum includes nutrition education for residents in including elementary, middle, and high school.

We believe that nutrition education can also be integrated into other parts of the school/treatment day. Staff shall integrate nutrition into treatment services such as through weekly psychoeducational classes facilitated by Hoffmann Center counselors and nursing staff.

Physical Education

Hoffmann Learning Center utilizes a comprehensive, standards-based physical education curriculum that identifies the progression of skill development in grades 4-12. The curriculum shall:

- a. Align with established state physical education standards
- b. Undergo a formally established periodic review cycle consistent with other academic subjects
- c. Foster lifelong habits of physical activity for all residents
- d. Provide elementary school residents 150 minutes of physical education every week throughout the school year
- e. Provide middle and high school residents 225 minutes of physical education every week throughout the school year

Physical education for all grade levels is taught by teachers who are certified to teach physical education. The district provides all physical education teachers with annual professional development opportunities that are focused on physical education and physical activity competencies aligned with the established curriculum. Relatedly, the district shall provide professional development opportunities for all instructors on how to incorporate physical activity in the school day.

We believe that it is important for all residents to participate in the district's comprehensive physical education program. As such, schools are not allowed to offer residents exemptions from required physical education class time because of their enrollment in other courses or vocational training. This does not include exemptions due to disability, religious, or medical reasons. Additionally, there will be no substitutions allowed for physical education requirements.

Physical Activity

Hoffmann Center is committed to promoting an active lifestyle for residents and staff. Residents will have opportunities, support, and encouragement to be physically active on a regular basis. Specific initiatives to champion physical activity include:

- a. Hoffmann Center provides physical activity opportunities before and after school for residents in all grade levels. All residents walk to and from school each day. Residents are offered after-school physical activity through the Hoffmann Center recreation program.
- b. Teachers provide residents in all grade levels movement breaks throughout the academic school day.

Staff are strongly encouraged to use physical activity as a reward whenever feasible. For example, teachers may offer extra recess time to incentivize good behavior. However, physical activity may not be assigned to residents as a consequence of poor behavior or punishment for any reason. For example, residents may not be singled out to run extra laps or other physical activities as a behavioral consequence. Additionally, recess, PE, or other physical activities will not be withheld from residents as a punishment for any reason.

Employee Wellness

Hoffmann Center aims to promote health and wellness for all employees. Specific strategies to support employee wellness include: providing free water; encouraging staff to model healthy eating; providing free healthy meals to employees who are responsible for monitoring residents during meal times; encouraging staff to model physical activity behaviors and participate in physical activities with residents; offering self-care strategies in the weekly agency newsletter; summer walk-job program; water challenge; and participating in the agency-sponsored volleyball team.

Coordination of Wellness Activities

Hoffmann Center will convene and maintain an active agency-level wellness committee that meets four times a year. The director of quality and compliance or designee, who will be responsible for ensuring that the wellness policy is clearly communicated to all agency staff, residents, parents, and community members, will lead the wellness committee. The director of quality and compliance is responsible for reporting compliance or non-compliance to executive director.

The wellness policy will be posted on the Hoffmann Center website. Hoffmann Center encourages involvement of residents, parents, agency staff, school district staff, food service staff, and other interested persons in the development, implementation, and review of the agency's wellness policy. The director of quality and compliance's contact information will be made available on the agency website with an invitation for interested persons to reach out if they would like to participate.

Triennial Assessment

Every three years, the agency wellness committee, supervised by the director of quality and compliance, will conduct a comprehensive assessment of the wellness policy and practices.

This process will include the following elements:

- a. The current Hoffmann Center policy will be compared to a model wellness policy using the WellSat policy tool.
- b. The level of compliance with the policy will be assessed using the WellSat practice tool.
- c. The Hoffmann Center wellness committee will write a report that describes the agency's progress to date in attaining its wellness goals.
- d. This report will be placed on the agency website. This report will also be maintained by the school food authority to share during the state administrative review.
- e. Based on the findings, the Hoffmann Center wellness committee will suggest any needed updates to the policy to the Board of Directors and will create any needed implementation plans to ensure compliance with all elements of the policy.

Implementation and Monitoring

- A. After approval by Hoffmann Center's Board of Directors, the General Health and Wellness Policy will be implemented throughout the Center.
- B. The contracted food service vendor will ensure compliance within the school's food service areas and will report to the Executive Director when questions or concerns arise.
- C. The Registered Dietician, with the contracted food service vendor, will annually review, revise, and approve menus based on nutrition guidelines and procedures for the selection of meals made available on campus.
- D. The Executive Director will ensure compliance with the General Health and Wellness Policy.

Authorized Signatures

Chairperson, Board of Directors Abigail Malterer Date 10/07/2025

Executive Director Tricia M Johnson, MSW, LCSW Date 10/07/2025