

EMPOWER



Empowering people to live life as they define it.

*Handbook for People Enrolled in Services
and Their Caregivers*

Empower Cherokee Mission

To Empower people with intellectual and developmental disabilities to live life as they define it through employment and social connections, and the supports necessary for each person to achieve their hopes and



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Welcome and Overview

Welcome to the Empower Cherokee. This handbook is designed to help you fully understand our services and how to make the best use of what Empower Cherokee has to offer.

Changes are rarely easy, but there are a lot of people supported and staff who cannot wait to help make this transition as easy as possible. If you ever get stuck ask a peer helper or a staff person and they will guide you.

Always talk to your assigned staff member if you have a problem. If needed they can direct, you to the right person. There are parts of this handbook that you may not understand without help. Please see your assigned Case Coordinator if you need help in understanding anything in this handbook or if you have any questions.

Empower Cherokee Inc. has been in operation since 1969 under the name Cherokee Day Training Center Inc. until 2019. Empower Cherokee is a non-profit organization that was established by a group of concerned parents committed to developing community based services for their sons and daughters.

Today the organization is governed by a Board of Directors with a split of members being business and community members combined with people who have a loved one who attends the program.

Empower Cherokee receives funding from a variety of sources which enables us to help Individuals by providing day services to the people we support.

Most of our training and support services are funded through Georgia's Medicaid system under the Now and Comprehensive Waiver Program. This program enables Individuals to receive services in the community rather than in an institutional setting.

Access to Services



Empower Cherokee was created to provide supports to persons who have developmental disabilities and we can only use our funds to support individuals who have developmental disability. If you live inside Cherokee County CATS may be able to provide you with transportation. We have been helping people for the past 40 years and are eager to help you in any way that we can.

Your participation in this program has been authorized by and funded through the Georgia Department of Behavioral Health, Addictive Diseases, and Developmental Disabilities. Their representatives have indicated to us that you are eligible to receive our services and that you have been determined to be “most in need” of this assistance.

That authorization makes eligible to choose us to provide you services and supports. We will do our best to meet your needs. You must be willing to try your best as well because other residents who would benefit from these supports as well are awaiting services. We must each work and learn together.

Highest Standard of Excellence

Empower Cherokee recommends that you always seek services from an accredited provider who is contracted to provide services directly with funding sources such as DBHDD and GVRA, even if you don't choose our programs. These measures combined provide assurance to people using services and their caregivers the highest quality standards are being adhered to.

Empower Cherokee is under contract with DBHDD and GVRA and accredited by the CARF International (Commission on Accreditation of Rehabilitation Facilities). Due to our contract with DBHDD we are also reviewed by a third party reviewer Qlarant for quality. Tools used by Qlarant can be reviewed at <https://www.georgiacollaborative.com>.

The array of services provided by Empower Cherokee is Community Access Group, Community Access Individual, Supported Employment Group, Supported Employment Individual, and Specialized Medical Supplies.

**Upcoming new service in 2021 – Customized Employment*

The type of individualized services provided to a person receiving services is based upon their unique needs. In any situation in which a conflict of interest exist, full disclosure will be provided before Empower Cherokee provides you with services or makes a referral.

Empower Cherokee maintains employees that provide the appropriate and required levels of supervision and training to Individuals, and often goes above and beyond minimum requirements to provide positive supports.

Every Direct Support Professional must undergo a pre-employment drug screening, a criminal history records check and a motor vehicle records review prior to working with program participants. We require every direct support professional maintain CPR and Basic First-Aid certification along with a minimum of 16 hours continuing education covering an array of topics to keep our employees informed and trained.

Empower Cherokee is a drug-free workplace and all employees are subject to periodic and random drug screenings.

At least one Developmental Disabilities Professional, DDP, is always available, either on site in person, or by phone.

Person Centered Philosophy

At Empower Cherokee we recognize that the person supported is our employer. It is their hopes and dreams that we strive to accomplish, and it is their life that we want to help define.



While we understand that caregivers and other stakeholders have valuable input, at the end of the day programs and services will be focused primarily on the outcomes desired by the people we support.

Empower Cherokee takes a collaborative approach to service delivery and gathers information from a variety of stakeholders to determine with the person supported the best program options and goals.

Empower Cherokee will always take into consideration the balance between what is important to a person and what is important for a person to come up with a plan that is satisfying to the person supported while identifying and mitigating any concerns from stakeholders around risk.

Empower Cherokee is not a daycare program; we are a program that seeks to enhance the quality of life for the people we support through meaningful connections in the larger community.

Empower Cherokee prescribes to the “nothing about me without me” philosophy of service delivery. This means that all plans, discussions, and decisions about a person in our program will always include the person utilizing services first and foremost even if that person has a legal guardian.



General Information

The information in this section will help you with the basic things you can expect at Empower Cherokee. Familiarizing yourself with them will help you be successful in and satisfied with our programs.

Schedule



In House based program hours are from 8:00-2:30, Monday through Friday, except for holidays.

Supported employment and other community based activities May be schedule at other times as well.

You are expected to be here every day that you are scheduled. If you are not able to come to work or if you will be late to work, please let your Instructor and the CATS know ahead of time.

Facility Closings due to Bad Weather or other Emergency Situations



During bad weather (snow, ice, flooding, etc.), or other emergency situations (COVID-19) that require closure, late arrival, or early dismissal. Empower Cherokee will make an independent determination of how operations will continue. Check website, email, or Facebook for updates.

Holidays



Empower Cherokee is closed for a minimum of 12 holidays Per year. The holiday calendar is published before the end of each calendar year. People supported can expect Empower Cherokee to be closed on the following days at minimum.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day- New Year's Eve.

Visitors



Empower Cherokee welcomes visits from your family and friends, as well as other professionals who may come to visit. They do not have to schedule a visit. However, to ensure the safety and security of everyone at Empower Cherokee, all visitors are expected to check in upon arrival. Guests who are disruptive to the program may be asked to leave the premises.

Reporting Income



It is your responsibility to report any money you earn while working with the support of Empower Cherokee or any other employment to the Social Security Administration. The amount you earn may affect the benefits you receive from Social Security. There are programs that you can participate in that will protect

your income and services. Visit our website at

<https://www.empowercherokee.org/resources>

for more information, both the Voya Cares link and the Able Act link will be helpful to you.

Illness and Medical Appointments



If you are sick, you should not come to Empower Cherokee. Let your Instructor or your CATS know if you will not be in due to illness. If you get sick after you arrive at Empower Cherokee, your Instructor will call your caregiver to pick you up. Always let your instructor know if you have any upcoming medical or dental appointments.

Vacation



If you are going on vacation, please let your Instructor and CATS (if applicable) know the dates that you will be out and when you will return. We encourage people to take time off when they need it, however, excessive absences may result in a reduction or loss of your services.

Transportation



Cherokee Area Transportation (CATS), may be able to provide transportation to and from Empower Cherokee. Someone in the Case Management department can will assist you in arranging transportation if needed. Cost for transportation will be discussed at your annual ISP meeting.

You are expected to follow all safety rules while being transported by CATS. Dangerous or continuous disruptive behaviors could result in suspension from CATS or loss of transportation service.

During program hours Empower Cherokee may provide transportation to and from the local community for a variety of reasons. The above mentioned rules also apply to this type of transportation.

Some participants may choose to utilize other transportation services such as Uber or Lyft. Riders must follow the safety rules of those companies when traveling related to Empower Cherokee Services.

Dress Code



People receiving services are not held to the same dress code as employees of Empower Cherokee but Empower Cherokee does ask that participants take into consideration the following:

- Clothing should fit properly, be comfortable enough to wear all day and while doing a variety of activities, and should be clean and in good repair.
- Dress for the activities that you plan to participate in. Make sure that your clothing is appropriate for the environment, activity, weather, etc.
- If you are required to wear a uniform make sure you wear it and it is clean and in good repair when going to work.
- Slick sole shoes, sandals without straps, flip flops, and heels are strongly discouraged as they can pose a safety risk.
- You are permitted to bring and keep a change of clothes at Empower Cherokee in your designated personal space if needed or desired, or you can bring a change of clothes on such days that activities dictate doing so.

Self-Care



All program participants are expected to be clean and when they come to Empower Cherokee. Take pride in your appearance as it effects the relationships you build with others.

It is important to be odor free and ready to connect with others each day. If you need assistance, it can be provided. In some cases, you may be sent home until an issue can be resolved.

Lunch and Snacks



You should bring your own lunch to Empower Cherokee everyday unless you are going out for lunch or a lunch activity is planned. We have refrigerators and microwaves you can use.

Empower Cherokee has vending machines with soft drinks and snacks at the 133 Univeter Road Location only. Drinks and most items are under 75 cents each, persons served must be able to keep up with their own change for the machines, however staff can assist with operation if necessary.

We recommend healthy foods to fuel your body for daily activities and work. Staff can offer your assistance in this area if you would like.

Assistance with Medications



Empower Cherokee **does not** provide assistance with medications. You are permitted to bring medication if you can demonstrate you can take it independently and store it correctly.

Effective October 2020: Empower Cherokee utilizes a diagnostic tool to determine your ability to self-administer medication and it must be signed off on by your healthcare professional in order to be permitted to self-administer medication. If you cannot meet the criteria a caregiver

from home can assist you with medication or you can talk to your health care provider about alternative times to take medication.

Annual Health and Safety Requirements



Each person who attend Empower Cherokee programs must have the following screenings annually and the results must be returned to Empower Cherokee

- Annual Physical and TB Screening
- Preventative Health Care Screenings
- Self-Preservation Checklist (does not require a health care professional)

Failure to return results of screenings may result in disruption or termination of services may occur. If you are having trouble with these screenings, please contact a member of the case management team for assistance.

Money for Activities



You are responsible for bringing money for activities. An assigned staff member will assist you if necessary.

Some people supported as determined by their team of supporters and their self-preservation screening may need additional support with money and may choose to maintain an account on campus. Staff will provide you with a monthly accounting of your money if this is an option that works best for you.

Empower Cherokee strongly recommends the use of a prepaid debit card, bank account debit card, or other secure means of bringing money to the program.

**Upcoming Policy Change: Effective in 2021 Empower Cherokee will be providing a mechanism for extra cost activities to be paid electronically and will no longer be receiving paper checks for scheduled activities except in cases of extreme hardship. More information to follow next year.*

Drug, Alcohol, and Tobacco



Use of illegal drugs is strictly prohibited at Empower Cherokee. If illegal drugs are found at Empower Cherokee, local law enforcement will be notified and an investigation completed. Alcohol and tobacco use are also prohibited on campus and when participating in Empower Cherokee services. People who are employed through Empower Cherokee Supported Employment are also required to follow employer guidelines on this matter.

Weapons



Empower Cherokee is a weapon free program. The carrying, use, or purchase of weapons while in services with Empower Cherokee is strictly prohibited on and off campus. Any person found to be in possession of weapons on campus will be sent home pending a team meeting to determine next steps, and the weapon will be confiscated until proper return or disposal of such weapon can be arranged.

Individual Service Plan (ISP)



Each person receiving services at Empower Cherokee has an Individual Service Plan Each year. This plan describes the supports that need to be in place and the goals you want to work on for the year.

This is your meeting, you can invite anyone who you would like to attend and request any topics of discussion you prefer. If there is a person(s) who you prefer not attend your meeting it is your right to

express that request as well.

Prior to the ISP meeting and throughout the year the plan will be reviewed with you to determine the effectiveness of the plan.

At any point you can request changes to your plan and your goals. Additionally, each year you will have the opportunity to develop your own one-page description highlighting key things about you, and you will participate in filling out a personal focus worksheet. A person centered tool designed to help you discover your goals and desired outcomes.

Code of Conduct

Respect



Respect yourself and others, don't engage in activities that may pose a threat to yourself or others.

When others are working or engaging in activities do not cause distractions in that training space. If others do not want to be bothered respect their choice. Ask for assistance in finding another space to do what you want to do.

Bullying and Harassment



Fighting, swearing, horseplay, excessive hugging and touching, and kissing others, especially when they don't want to be engaged with that way is unacceptable behavior. Empower Cherokee reserves the right to determine when a person in services is exhibiting inappropriate behavior and to take appropriate action

Communication and Freedom of Movement



You are free to move about campus as you wish both inside and outside, as well as when you are in a community situation as long as you stay within defined parameters for the safety of the group. If you choose to exercise this freedom you must notify the instructor in charge where you are going.

Right to Refuse Programming



You may refuse any part of your programming, however it is your responsibility to understand that your actions may affect the outcomes you want to achieve. For example, refusal to work will result in decreased or no pay. Refusal to complete your goals will result in you not achieving your desired outcomes. Employees at Empower Cherokee can never force you to comply with your support plan but we will continue to urge you to follow it, or amend it if it isn't working for you anymore.

Leave it How You Found It



**CLEAN
UP**

Empower Cherokee takes pride in a clean and inviting program both in our buildings and our vehicles, and we want to be a good example in the community. We ask all participants to follow the “leave it as you found it” philosophy meaning that if you take something out of a cabinet, make a mess, accidentally spill something, you should put things back to how they were before you changed it. If you need support in this area, you should ask for help from your instructor.

Tardiness



You have a responsibility to be on time when you arrive to Empower Cherokee and for scheduled activities, or if you are on a job in the community. Tardiness could result in loss of activities, loss of job, or loss of services if it becomes a chronic problem.

Exploiting Others



It is inappropriate for any participant to beg, steal, or harass another person receiving services, community member, or staff for money, a personal item, or something that the person may be using at that time. If you need something returned to you or a fair turn with a piece of equipment you should notify your instructor of your need for assistance.

Damaged Equipment



Intentional damage or negligence resulting in damage on the part of a person receiving services is the responsibility of that person to repair or replace. Follow appropriate guidelines when using electronics, phones, or other equipment that might become damaged. Respect the property of Empower Cherokee like you would your own personal items.

Personal Items



You have the right to bring any personal items of your choosing to Empower Cherokee, however Empower Cherokee does not guarantee the safety of these items. You may lock the items in a locker, lock box, or carry them on your persons as you see fit, unless prohibited by your employer, or if it renders an activity unsafe. Empower Cherokee strongly encourages leaving valuable property at home.

Use of Technology



You will have access to TV, iPad, computers, internet, and may bring your own device, to be used for learning, reading, entertainment, communication etc., however certain rules must be followed. There is a comprehensive policy on use of technology you can request, but below are some basic tips.

- Viewing X rated and other offensive material is prohibited at Empower Cherokee
- You may not take home any equipment that belongs to Empower Cherokee, doing so will be considered theft.
- You may not take photographs of other people receiving services without their consent.
- You may not download any software onto the computers without permission from the Executive Director or Designee
- You must share the devices owned by Empower Cherokee, appropriate time limits will be placed on items as determined by scheduled activities and demand for use by your instructor.
- You may not change any computer settings, any loaded software, or otherwise alter any equipment belonging to Empower Cherokee.

Safety

There are a lot of safety procedures at Empower Cherokee and we train staff and people we support on them regularly. Safety is a key element of the services we provide and we take it seriously. These are a few safety tips to get you started.

Safe Ambulation



Do not run unless you are engaging in exercise or recreational activities where running is required. Always take your time, look where you are going, and use any assistive equipment that you may have when walking.

Report Illness or Injury



If you become sick or hurt, tell your Instructor right away. You may be asked to go home and remain home until cleared by your health care provider. If you are ill with something contagious you will need to bring a doctor's note to return.

Keep Walkways and Isles Clear



Do not block walkways with materials, personal items, or activities. Return all Empower Cherokee materials to their proper area when you are done with them.

Safety Equipment



Safety equipment such as goggles or gloves must be worn when required for a particular job or preferred activity such as a bike helmet or batting helmet.

Safety Procedures and Drills

Fire Drills



As a part of your programming you will be expected to participate in a number of safety drills. The purpose of the drills is to ready you in the event that an emergency event occurs. Listen to your instructors and follow their guidance when participating in drills.

Safe Transportation



Empower Cherokee has a number of safety rules when you are riding in a vehicle. We ask that all persons transported:

- Refrain from distracting the driver
- Refrain from eating or drinking
- Wear safety belts at all times
- Only sit in appropriate seats
- Refrain from carrying unnecessary items that cannot be restrained

properly

- Practice proper guidelines when entering and exiting a vehicle

Corrective Action

The guidelines outlined in this handbook must be followed at all times. Willful and knowing refusal to follow guidelines will result in corrective action. Corrective Action is not intended to be punishment but is intended to assist the person supported and their team to figure out solutions that will eliminate the risky behavior. Empower Cherokee recognizes that sometimes the trigger may be something external to the person receiving services or outside of their control. In those situations, Empower Cherokee will do everything it can to eliminate or mitigate the trigger.

Steps Taken

When possible Empower Cherokee will follow a step process to remediate the concern. The steps will progress until there are no further action steps that can be taken or unless the refusal to follow guidelines, willful or not, result in imminent significant danger to self or others.

1. The first time a person receiving services refuses to follow guidelines the person's instructor will have a conversation with the person and talk to them about the guidelines and the expectations around them and will be documented appropriately
2. The second time this occurs a similar conversation will occur but will also occur the instructor's supervisor and will be documented appropriately
3. A third refusal to follow guidelines will involve a meeting of the person supported and their entire support team. This meeting will be to brainstorm with the person supported on possible reasons for the refusal and possible interventions to try. At this phase it is critical to include the person supported and have them engaged in the plan development. This plan will be signed by all parties and added to the person's ECR.
4. Continued refusal or refusal posing a safety risk may result in suspension from the program. This suspension is to give all parties a break from the situation.

Termination of Services

When a participant refuse to follow the guidelines and becomes consistently disruptive to the program or poses an immediate threat to self or others, Empower Cherokee reserves the right to terminate services. In the event that Empower Cherokee determines the best course of action is to terminate services the support team and person supported will be noticed in writing.

Termination of services is an action of last resort and Empower Cherokee will take into consideration all suggestions of the support team before implementing termination.

Individual Rights Protection

Empower Cherokee has an Individual Rights Committee. This committee was created to make sure that you are treated fairly and that your rights are upheld.

They make sure that you and your rights are protected. The committee looks at all the policies, procedures, and rules at Empower Cherokee that may limit your rights. If rights restrictions are necessary for the supports you receive, they will be shared with you, identified specifically in your plan and reviewed at least annually for appropriateness.

The committee also looks over all grievances and complaints filed by people who choose Empower Cherokee as a service provider.

You are encouraged to ask questions about your services and your rights. You may talk with anyone on staff, or If you wish you may prefer speak to someone outside Empower Cherokee, like a support coordinator.

Individual Rights Representatives

Devon Shay
Developmental Disabilities Professional
678 345 5821
Devon.shay@empowercherokee.org

Cody Christoff
Developmental Disabilities Professional
770 345-5821
Cody.christoff@empowercherokee.org

Heather Daily
Executive Director
770345-5821 Office
Heather.daily@empowercherokee.org

If you wish to speak to someone outside of Empower Cherokee, you can call your assigned Support Coordinator or contact DBHDD Region 1 Field Office 1-877-217-4462.

Filing a Grievance or Complaint

Empower Cherokee has a procedure for filing a complaint or grievance against an employee, volunteer or other person receiving services. If you feel you need to file a complaint you may ask for assistance from someone below or you may contact your support coordinator or the contracting entity.

DBHDD – for NOW, COMP, and State Funded Services 1-877-217-4462

GVRA – Customized Employment, and Initial Supported Employment 404-273-1864

Your rights representative can also help you file a grievance or complaint. You can talk to any of these people below for assistance.

Devon Shay
Developmental Disabilities Professional
678 345 5821
Devon.shay@empowercherokee.org

Cody Christoff
Developmental Disabilities Professional
770 345-5821
Cody.christoff@empowercherokee.org

Heather Daily
Executive Director
770345-5821 Office
Heather.daily@emowercherokee.org

Retaliation against you for making a complaint will not be tolerated. You are safe to freely express your concerns with whomever you choose.

Suggested Grievance Procedure

If your Individual Right's Representative is unable to resolve your concerns, you may also choose to meet with the Empower Cherokee Director. Empower Cherokee will do all that we can to solve the problem you are experiencing.

If the Executive Director is unable to resolve your concerns, you may discuss it with a member of the Rights Committee including board members. Members will look into the concern as a group and provide a decision.

A full copy of the grievance policy is available upon request.

Notice to Caregivers

In order for services for the person supported to be successful, all members of the support team must take on certain responsibilities and follow certain guidelines. Failure to follow guidelines may result in suspension or termination of services.

List of Responsibilities.








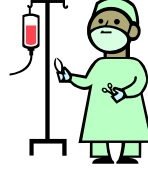



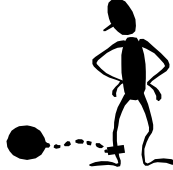

- Caregivers are responsible for all required annual paperwork which must be completed by the deadline given by the case management team.
- Caregivers are responsible to help people supported understand and follow the guidelines in this handbook
- Caregivers are responsible to assist the person receiving services to participate in services at the duration and frequency agreed upon in the Individual Service Plan
- Caregivers are strongly encouraged to participate in the ISP plan meeting and any other called meetings for the person in services.
- Caregivers are strongly encouraged to participate in community activities, volunteer, and network with other caregivers.
- Caregivers are expected to remain informed of Empower Cherokee news and updates. This can be done through:
 - Providing your email address at the intake and annual ISP for agency correspondence
 - Subscribing to www.empowercherokee.org and being placed on our email list.
 - Reading the updates on the webpage if you don't want the emails
 - Liking our Facebook page and reading the updates there.
 - If you don't have internet access it is your responsibility to make that known and request paper notifications.
 - Keeping all contact information current with the case management team at all times.

Caregiver Agreements

- As a caregiver I understand that this program is intended to provide support to the person receiving services based on their choices and preferences which may not always be the same as the caregivers.
- As a caregiver I understand that Empower Cherokee cannot make any participant do anything, but can encourage, train, support and educate the person to accomplish goals.
- As a caregiver I understand that this is a program for adults, and the people supported will be treated as such.
- As a caregiver I understand that being off campus is a large part of the program and Empower Cherokee encourages people in services to gain valued social roles, try new experiences, and obtain employment.

Appendix A

Rights of Persons Supported

	Right to wear your own clothes. You should be able to pick the clothes you wear.		Right to be treated well and with respect.
	Right to keep personal belongings in a private place that you can get into when you want.		You CANNOT be given medication: -without a written order by a doctor. -as punishment. -for staff convenience.
	Right to meet people and take part in community activities.		You CANNOT be subjected to experimental research without your consent.
	Right to socialize, have visitors, and to see your friends, family, girlfriends or boyfriends every day.		Right to see a doctor as soon as you need and the right to receive adequate medical treatment.
	Right to choose how and with whom you spend your free time: alone or alone with a friend.		Your record is confidential. You have the right to review & obtain a copy of your records from anywhere you receive services.
	Right to exercise and have fun.		You CANNOT be tied or held down or be forced to be alone unless it is to protect you or someone else
	Right to send and receive mail that is not opened.		Your things cannot be searched unless you are present or good reasons for the search are given.

EMPOWER CHEROKEE HANDBOOK FOR PEOPLE SUPPORTED AND THEIR CAREGIVERS







	Right to services that help you live, work, and play the same as others.		Right to say “NO” to anybody trying to change the way you act by hurting you, scaring you or upsetting you.
	Right to worship and be involved in the religion you chose.		Right to use the telephone privately to make and get calls.
	Right to training, education, and to work in your community.		Right to make choices about where you live, whom you live with, the way you spend your time, and who you spend your time with.
	Right to vote for the candidates of your choosing.		Right to know the benefits and risks of your program.
	Right to be free from financial or other exploitation.		Right to be free of humiliation, neglect, physical, sexual, and verbal abuse.
	Right to file a complaint if any of your rights are restricted or denied without the fear of retaliation.		Right to take part in, and facilitate the planning of your program.




Appendix B

Understanding Abuse, Neglect, and Exploitation

TYPES OF ABUSE/NEGLECT/EXPLOITATION

<p>ABUSE - A WILLFUL ACT TO THREATEN</p>	
<p>PHYSICAL ABUSE - HITTING, PINCHING, KICKING, HAIR PULLING</p>	
<p>MENTAL AND VERBAL ABUSE – NAME CALLING, YELLING, THREATS</p>	
<p>SEXUAL ABUSE – WHEN SOMEONE TOUCHES YOU IN A PRIVATE AREA AND YOU DON'T WANT THEM TO</p>	
<p>NEGLECT – NOT GETTING THE THINGS YOU NEED EITHER BECAUSE OF SOMEONE ELSE OR YOURSELF</p>	
<p>NEGLECT – NOT GIVING YOU WHAT YOU NEED – FOOD, CLOTHES, MEDICINE, A COMFORTABLE HOME</p>	
<p>EXPLOITATION – BEING TAKEN ADVANTAGE OF, SOMEONE ACTING IMPROPERLY ON YOUR BEHALF. SOMEONE TRICKING YOU INTO GIVING THEM YOUR MONEY OR PROPERTY</p>	

How Does it Make You feel			
Hurt or Sad		Embarrassed or Ashamed	
Bad Feelings about Yourself		Helpless	
Anger		Fear or Scared	

What to do About It	
Tell Someone – Tell anyone you trust, a friend, a family member, a policy officer, a staff person, a coworker	
Ask for Help <ul style="list-style-type: none"> • Instructor • Supervisor • Home Staff • Family Member • Case Manager • Job Coach 	
Don't Be Afraid to Get In Trouble: You Won't	
Report it: Call: 1 866 552-4464 Use the Internet: https://aging.georgia.gov/report-elder-abuse	