Center for Disability Services

Agency Handbook for Disability Services

(Consumer Edition)
Center for Disability Services Mission:

Our mission is to help people who because of age, illness or disability need assistance to live life fully. Through our community living, care coordination, skill building and aging services, our goal is to support a person’s intellectual and physical functioning and independence by minimizing the negative impact of age or disability on their life, and assisting them to remain living at home and participating in their community.

Connection to Western Michigan University

In the late 1970’s, Western Michigan University joined discussion with the mental health community and the Greater Kalamazoo United Way, in an attempt to respond to a state mandate to care for people with disabilities in community settings rather than in institutions. Believing that education cannot be divorced from real life, WMU saw the joint sponsorship of a community agency to serve those with disabilities as ideal for integrating education, services, and research for the university to be a contributing participant in its own community. Today, WMU/CDS provides individuals with many service options that include individual and group skill building through community inclusion activities, community living services, case management/support coordination, supported living services, and senior day services for adults with Alzheimer’s or other dementias.

Accreditation

WMU/CDS is fully accredited by the Commission on Accreditation of Rehabilitation Facilities in the areas of Community Support Services and Outpatient Medical Rehabilitation.

Affiliations and Funding

Integrated Services of Kalamazoo
Advisory Board

CDS is governed by an Advisory Board. There are eight members of the advisory board representing individuals receiving service, the University, and the community.

Board members

Dr. Debra Lindstrom  
Chairperson  
Professor

Edward Roth  
Professor, Music Therapy  
WMU School of Music

Dr. James Leja  
Professor and Chair, Dept. of Blindness and Low Vision Studies

Sharon Hunt  
Family Representative

Dr. Jonathon Baker  
Professor, Psychology

Cindy Green  
Assistant Superintendent of Student Services  
Director of Special Education

Dr. Diane Anderson  
Vice President for Student Affairs

Kim Middleton  
Community Representative

Staff Training Requirements

- Recipient Rights  
- HIPPA  
- Cultural Diversity  
- Corporate Compliance  
- Universal Precautions  
- Environmental health and safety  
- CPR & First Aid  
- Person-Centered Planning  
-Dispensing of Medication  
- Limited English Proficiency

What we offer

Basic Services
WMU/CDS services provide a safe and supportive environment, personal care, and positive behavioral support.

Community Connections
Community Connections provides participants day programming with opportunities to be productive, contributing members of the community while ensuring people have a sense of belonging in their community. We offer participants volunteer opportunities and a chance to create and sell artwork during the art therapy program. Consumers have access to WMU resources.

Music Therapy  
Art Therapy  
Volunteering  
Swimming
Community Living Services
Our qualified and caring residential support staff provide support from 15 hours per week to 24 hours per day. Supervisors with over 20 years of experience in the disability field are specially trained to provide training and assistance is several areas. CDS strives to assist individuals with creating a home environment with the assistance of support staff to make independent living a reality.

Supports Coordination
Supports coordinators work with individuals and their families to plan various types of health and social care services. Individuals served are assisted in gaining access to needed services, financial assistance, housing, employment, education, social services, and other services and supports identified through the person centered planning process. Work with individuals and their families to plan various types of health and social care services, taking the burden off you or your loved ones.

WMU Senior Day Services
Western Michigan University Senior Day Services is an adult day program designed to serve individuals who are diagnosed with Alzheimer’s disease or other forms of dementia and individuals with cognitive or functional impairments that need special assistance or supervision during the day.

We offer organized daily activities in a community setting. Our approach to adult day programming is a combination of social interaction and rehabilitative activities that encourage using the individuals' strengths to improve health. Our safe and supportive environment provides ongoing learning and positive growth experiences for older adults and seniors. We strive to give families an affordable alternative to in-home health aide services. We care for those who:

- Have Alzheimer’s Disease and other forms of dementia
- Have physical, cognitive or psychiatric impairments and are aging
- Are veterans
- Are looking for social interaction or physical or cognitive stimulation

Our Service Locations
Community Connections and Community Living Services
Ernest Wilbur Building located on WMU's east campus
Access to Services

Contact our administrative office at 387-7414

Service Conditions
- Have a disability
- Have funding
- Ready to Participate
Intake

Visit before enrolling and take a tour.

Fill out forms

Don't attend services if you're sick

Communicate with us!

Measuring Satisfaction - We need to know your opinions about CDS and value your feedback

Planning your Services

You, your family, and your friends will all be involved in planning your services.
Grievance and Appeals

Tell a CDS staff member if you have another kind of problem by calling 387-7414.

| 20 days | 20 days | 20 days | 20 days | 10 days | 10 days |
| Decision | Appeal | Response | 2nd | Decision | Final Appeal | Decision |

LEGAL RIGHTS
We follow the Michigan Mental Health Code.

CONSENT FOR TREATMENT
There are forms to sign that allow us to provide treatment. Individuals have the right to attend concurrent services.

ACCESS OR REFERRAL TO:
Legal entities for appropriate representation, self-help support services and advocacy support services.

CONFIDENTIALITY AND PRIVACY
Information about your services will be kept private unless you tell us we can share information—UNLESS—someone may be hurt if we don’t tell!
PHOTOS
We will not take your photo without proper consent.

ACCESS TO RECORDS
You have the right to see your case record if you want to.

CONSUMER HEALTH AND SAFETY
CDS staff are trained to give medication.

Staff are trained for medical emergencies

INCIDENT AND ACCIDENT REPORTS
We will report anything that disrupts your treatment or care.

DAILY HOURS for Community Connections and Senior Day Services
WMU/CDS is open from 8:00 a.m. to 4:00 p.m., Monday through Friday

TRANSPORTATION
You will be taken to and from your CDS site by Metro County Connect, your home coordinator, your guardian or CDS transportation.
CLOSING POLICY

If Western Michigan University is closed, the Community Connections Program and the Senior Day Services Program is closed.

HOLIDAYS

You will be able to stay home on . . .

MLK Day  Memorial Day  4th of July  Labor Day

Thanksgiving and the Friday after

Christmas until after the New Year

MEALS

You will need to bring your own lunch every day. Be sure it is nutritious and safe for you to eat.

DISCRIMINATION POLICY

Every individual will be considered for service in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Executive Order 11246 as amended, the Americans With Disabilities Act of 1990 and all other pertinent federal and state regulations.
FREQUENTLY CALLED NUMBERS

- Administrative Office ................................................................. 387-7414
- Support Coordination ............................................................... 762-2984
- Director – Carol Sundberg ........................................................... 387-7005
- HIPAA/Recipient Rights Advisor – Marti Haug .............................. 387-7213
- Community Connections ............................................................ 387-7414
- Community Living Services Coordinator ................................. 387-7994
- WMU Senior Day Services ......................................................... 397-7994
- WMU/CDS FAX ................................................................. 387-7413