True Friends Respite provides a unique weekend away for participants and a short period of rest for caregivers.

Registration Opens
November 1, 2019
We would like to extend an invitation for you to take part in the variety of programs offered through True Friends Respite. The information provided here will give you a better understanding of how our program works and where to acquire additional information you may need.

For over 60 years True Friends has been a leader in providing options for individuals with disabilities to participate in programs and activities that are specifically designed to meet their diverse needs. We look forward to serving you!

**Our Mission**
Provide life-changing experiences that enhance independence and self-esteem for children and adults with disabilities.

**Our Vision**
A world where experiences and adventures are open to individuals of all abilities.

**Our Values**
- Empowerment
- Experience
- Integrity
- Safety
- Sustainability

**About True Friends**
We welcome individuals ages five and up with and without diagnosed disabilities, as well as health conditions. Programs we offer include, but are not limited to:

- Day, summer and winter camp
- Respite weekends
- National and international travel
- Therapeutic horseback riding
- Team building
- Conference & retreat opportunities

True Friends holds a 245D license from the Department of Human Services. Our facilities are licensed by the Department of Health. Our camps are accredited by the American Camp Association.

**Our Locations**
True Friends Respite serves individuals at camp locations in both Annandale and Eden Prairie, MN.
What is Respite?

True Friends Respite provides temporary relief for children and adults ages five and up with cognitive, physical, and developmental disabilities. We give families and caregivers a much needed break while offering an exciting and safe environment for the participant to enjoy.

True Friends Respite accepts participants in the following care ratios:

High Care Support 1:1
- May have frequent verbal or physical outbursts that require staff intervention
- May be unable to communicate needs
- May have trouble participating in a group setting or display inappropriate behaviors
- May need extensive support with medical care needs
- Needs “eyes-on” supervision during awake hours. The True Friends staffing model does not offer overnight awake staff. Staff assist campers with typical needs during the night.
- Uses manual wheelchair and needs staff support to propel outside buildings
- May need total support with activities of daily living

Medium Care Support 1:3
- May have occasional verbal or physical outbursts that require staff intervention
- May have trouble with large social environments, but does well in small groups
- May need some support with medical care needs
- May need verbal support with activities of daily living
- Easily accepts support from staff

Low Care Support 1:5
- Can respond well to new and unfamiliar situations
- Can enjoy group settings
- Are independent with activities of daily living
- Easily communicates wants and needs
- Easily accepts support from staff

Supporting Participants for a Successful Experience

True Friends partners with families and guardians to make each participant’s experience successful. In order for us to do this we need families and guardians to provide extensive information about each participant. True Friends also acknowledges not all participants are appropriate for the “camp-type” setting in which respite is provided. True Friends is a 245D licensed home and community based service; we are not a crisis service organization.

Therefore, True Friends reserves the right to deny services to individuals who we believe pose a safety threat to themselves, other participants, and/or our employees.
Great Staff - Great Experiences

True Friends Respite staff provide support, encouragement, guidance, and supervision to ensure respite participants have a safe and meaningful experience. Many of our staff are human service professionals or individuals studying toward earning their degree in health care, education, or social services. We work to match our participants to staff to enhance each person’s experience. The ratio of staff to participants ranges between 1:1 and 1:5, depending on each participant’s needs.

Our staff complete trainings per True Friends 245D Service License in order to uphold the health and safety standards per the Department of Human Services. They are trained to perform care only after successfully completing the curriculum developed by a registered nurse or appropriate licensed health professional.

Required Staff Training

• Our Direct Support staff complete over 30 hours of accredited online and in person training. True Friends Direct Support staff are competent as demonstrated through skills and knowledge training, experience, and education relevant to the services provided.

• In addition to the accredited online training, all Direct Support staff must complete CPR/First Aid, Medication Administration, Activities of Daily Living, Communication techniques, Safe Transfer techniques and Crisis Prevention Intervention.

• All staff and volunteers must pass a Department of Human Service federal background check to work with our participants.
**True Friends**

**Registration Process**

1. **Collect Your Documents**
   Collect all your documents needed to register prior to starting the application. Please reference catalogs for a full list.

2. **Apply Online**
   Don’t forget to register early! Apply online at truefriends.org/register-pay. Have your catalog nearby for reference.

3. **Application Received!**
   Once you submit your application, you will receive an email confirming we have received it. You will also be prompted to ensure you have completed all the necessary deposits/documents and health care questionnaires. All applications will be on hold until the required documents/payments are received.

4. **Your Are Registered for Camp!**
   You will receive a second email confirming we have reviewed your application and necessary documents. You are officially registered!

5. **Confirmation Packet**
   You will receive a confirmation packet in about three weeks with additional camp information including check-in/check-out times. If you don’t hear from us within 3 weeks, please call, your application may be incomplete.

6. **Reminder Email**
   About a month before camp, you will receive a reminder email that will provide final details about coming to camp.

7. **Welcome to Camp!**
   Please follow the instructions in your confirmation packet about check-in dates, times, and requirements.
   The person who brings you to check-in will receive a reminder email that they must be able to answer medical questions about you and sign documentation.

**Paper Applicants**

When applying for any True Friends program, please consider using our online system. Applying online reduces our impact on the environment and improves communication about the status of your application. Our Customer Relations team can help you apply online Monday - Friday, 8 a.m. - 4:30 p.m. by calling 952.852.0101.

Paper applications with an email address will be contacted the same way from step 3. Those without an email address will be contacted via phone or through the United States Postal Office. Paper applications can be sent to: True Friends, 10509 108th St., Annandale, MN 55302 or scanned in and emailed to registration@truefriends.org.

**Deposits, Cancellations & Property Damage**

Deposits are required to attend camp. Applications will not be confirmed or processed until a deposit has been received. Deposits will be applied toward the total cost. Deposits can be paid by credit card or check. Deposits are not required for individuals using waivered or county funds, as well as adoption assistance to pay for your session.

All advanced fees paid will be refunded in full if notice is received in the True Friends office 30 days prior to the applicant’s session. If less than 30 days’ notice is received, all but the deposit will be refunded. Waivered and county funds, as well as adoption assistance funds do not pay cancellations fees, therefore participants/guardians will be billed accordingly.

True Friends may seek compensation from participants and/or guardians for the replacement or repair of property damaged while attending camp.
Registering for Respite

Online Registration Opens November 1, 2019.
To register for a True Friends Respite stay participants and/or the guardians must complete the following tasks:

1. Identify interested respite weekends for the complete year of 2020.
2. Complete and submit the necessary application and subsequent questionnaires.
3. Submit required forms for application to be processed.
4. Look for the confirmation packet to arrive via email.

Interest List
True Friends cannot guarantee to serve the same participants during every respite session. Participants will receive a confirmation packet listing all the confirmed dates once your application has been confirmed. If we are not able to confirm you for any session in 2020, you will be notified and automatically put on our Interest List. In the event that True Friends can provide services, a staff member will reach out to individuals listed on the Interest List to offer a Respite opportunity.

How Do I Register?
Participants can register for a True Friends Respite stay via an online application.

1. Visit www.truefriends.org/respite and fill out the online application.
2. If you have any questions, please call 952.852.0101 or email registration@truefriends.org.
Payment Options & Required Paperwork
True Friends Respite can be paid through a variety of options. Please see the details below for more information.

Waivers
If you will be using any of the following federally approved waiver plans to pay for an individual to participate in True Friends Respite:

• Brain Injury (BI)
• Community Alternative Care (CAC)
• Consumer Directed Community Supports (CDCS)
• Community Access for Disability Inclusion (CADI)
• Developmental Disabilities (DD) Waiver or;
• Elderly Waiver (EW)

Then the following forms must be sent to registration@truefriends.org:

1. Coordinated Services & Supports Plan (CSSP)/Community Support Plan (CSP)
2. Service Agreement including daily rate (SA)
   The CSSP and SA are requirements of the 245D Service License through the Department of Human Services. Please work with your current case manager/social worker to have the required information emailed to registration@truefriends.org.
3. Annual Physical.
4. Medication List from a pharmacist or physician.
5. True Friends’ Medication Administration Record.

Payment Options
True Friends also accepts the following payment options:

• Adoption Assistance or;
• Private Pay.

Cancellations Policy
Cancellations are rare at True Friends Respite. However, in the event True Friends Respite or you must cancel a session the following will occur:

If True Friends Cancels
True Friends reserves the right to cancel a respite session due to circumstances beyond our control, including severe weather, or a lack of staff and/or participants. If this occurs staff will notify you within a timely manner. Participants will be rescheduled for another respite weekend or could be refunded entirely.
If Participant/Group Cancels

True Friends understands that occasionally conflicts arise. In the event a participant needs to cancel their respite stay the following may occur:

- All fees paid will be refunded in full if notice is received at True Friends 14 days or more prior to the participant’s session.
- If notice is received at True Friends 13 days or less to the participant’s session, participants will be charged a $50 processing fee.

If you need to cancel your session, please call 952.852.0101 or email registration@truefriends.org to complete the necessary steps.

To Do:

Registration Checklist

Please ensure you have completed all the steps below:

- Inform Case manager of interest in Respite services (Guardian).
- Complete online application at truefriends.org/respite (Guardian/Participant).
- Complete and submit Service Authorization (Case Manager).
- Email copy of Coordinated Service and Support Plan/Community Support Plan if you will be paying with the following waivers: BI, CAC, CADI, CDCS, DD, or EW (Guardian/Case Manager).
- Annual physical.
- Medication List completed by a pharmacist or physician
- True Friends Medication Administration Form

Health care questionnaires can be found at www.truefriends.org/forms. All information can be sent to registration@truefriends.org.
### Camp Friendship, Annandale

<table>
<thead>
<tr>
<th>Date</th>
<th>Session #</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10-12</td>
<td>401.20</td>
</tr>
<tr>
<td>January 24-26</td>
<td>402.20</td>
</tr>
<tr>
<td>February 7-9</td>
<td>403.20</td>
</tr>
<tr>
<td>February 21-23</td>
<td>404.20</td>
</tr>
<tr>
<td>March 20-22</td>
<td>405.20</td>
</tr>
<tr>
<td>April 3-5</td>
<td>406.20</td>
</tr>
<tr>
<td>April 17-19</td>
<td>407.20</td>
</tr>
<tr>
<td>May 15-17</td>
<td>408.20</td>
</tr>
<tr>
<td>June 5-7</td>
<td>409.20</td>
</tr>
<tr>
<td>June 19-21</td>
<td>410.20</td>
</tr>
<tr>
<td>July 10-12</td>
<td>411.20</td>
</tr>
<tr>
<td>July 24-26</td>
<td>412.20</td>
</tr>
<tr>
<td>August 7-9</td>
<td>413.20</td>
</tr>
<tr>
<td>August 21-23</td>
<td>414.20</td>
</tr>
<tr>
<td>September 11-13</td>
<td>415.20</td>
</tr>
<tr>
<td>September 25-27</td>
<td>416.20</td>
</tr>
<tr>
<td>October 9-11</td>
<td>417.20</td>
</tr>
<tr>
<td>October 23-25</td>
<td>418.20</td>
</tr>
<tr>
<td>November 6-8</td>
<td>419.20</td>
</tr>
<tr>
<td>November 20-22</td>
<td>420.20</td>
</tr>
</tbody>
</table>

### Camp Eden Wood, Eden Prairie

<table>
<thead>
<tr>
<th>Date</th>
<th>Session #</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17-19</td>
<td>601.20</td>
</tr>
<tr>
<td>January 31 - February 2</td>
<td>602.20</td>
</tr>
<tr>
<td>February 14-16</td>
<td>603.20</td>
</tr>
<tr>
<td>February 28 - March 1</td>
<td>604.20</td>
</tr>
<tr>
<td>March 13-15</td>
<td>605.20</td>
</tr>
<tr>
<td>March 27-29</td>
<td>606.20</td>
</tr>
<tr>
<td>April 24-26</td>
<td>607.20</td>
</tr>
<tr>
<td>May 8-10</td>
<td>608.20</td>
</tr>
<tr>
<td>May 29-31</td>
<td>609.20</td>
</tr>
<tr>
<td>June 12-14</td>
<td>610.20</td>
</tr>
<tr>
<td>June 26-28</td>
<td>611.20</td>
</tr>
<tr>
<td>July 17-19</td>
<td>612.20</td>
</tr>
<tr>
<td>July 31 - August 2</td>
<td>613.20</td>
</tr>
<tr>
<td>September 18-20</td>
<td>614.20</td>
</tr>
<tr>
<td>October 2-4</td>
<td>615.20</td>
</tr>
<tr>
<td>October 16-18</td>
<td>616.20</td>
</tr>
<tr>
<td>October 30 - November 1</td>
<td>617.20</td>
</tr>
<tr>
<td>November 13-15</td>
<td>618.20</td>
</tr>
<tr>
<td>December 4-6</td>
<td>619.20</td>
</tr>
<tr>
<td>December 11-13</td>
<td>620.20</td>
</tr>
</tbody>
</table>

Please note, all respite activities are subject to change based on attendance, interest, and location. Choices are always offered to participants.
What to Expect During a Respite Stay

True Friends Respite understands it takes time to prepare for a weekend away. The following are a few pieces of valuable information to help prepare for the weekend, as well as an idea of what to expect and what is available during the respite stay.

Preparing For Your Stay

In preparation for each participant’s weekend respite stay, there are a handful of tasks True Friends recommends individuals complete.

1. **Packing List.** True Friends Respite provides a suggested packing list for all participants. The list helps individuals and their caregivers plan for their stay. Do not pack medications, treatments, or money in the suitcase. Participants will need these items readily available during the check-in process. The packing list is sent out in the confirmation packet and can also be downloaded from the website at [www.truefriends.org/forms](http://www.truefriends.org/forms). Also, it is important to NOT bring items of high monetary or emotional value in the event they are misplaced during your stay. True Friends is not responsible for misplaced or damaged items.

2. **Unplugged at Camp.** During your stay, please leave electronics at home. We understand for some participants it may be important to have a special activity. Please talk with staff prior to arrival to make arrangements and discuss boundaries.

3. **Creating a Safe Space.** True Friends prohibits smoking by participants who are under age 18. No one is permitted to use or be in possession of alcohol, illegal drugs, or weapons. Participants should not bring knives including: fillet, pocket, or Swiss Army. Participants who are legally permitted to use tobacco products will be directed to a designated area.

4. **Water Safety.** All participants and staff wear life jackets while boating. Life jackets are available for the participant to use during swimming activities. During check-in staff will confirm each individual’s swimming ability and use of life jackets/ear plugs while swimming. Access to the waterfront and pool is controlled by staff. Camp Eden Wood uses a public beach or pool. Lifeguards are on duty for all swimming and waterfront activities.

5. **Living Quarters/Night Supervision.** Staff sleep in the same cabin as participants. The staff bedroom is located near the participant beds. Staff are not expected to be awake at night, but will assist campers as needed with personal cares. If an individual does not sleep well at night, it is important to talk to staff prior to check-in.
6. **Meals.** Participants will receive four meals during their weekend getaway. Meals and beverages will be enjoyed in dining rooms as follows; breakfast, lunch, and dinner on Saturday followed by breakfast on Sunday.

Snacks and beverages will be provided throughout the day as needed. Qualified food service professionals can prepare meals and work to match special diet needs, as able. Please make note of any special diet needs on the application and with check-in staff if needed.

Participants are encouraged to bring their preferred snack and/or meal to enjoy.

7. **Volunteers at True Friends.** Individuals utilizing True Friends programs may engage with True Friends volunteers throughout their stay. Volunteers are a valued team member at True Friends and help support the activities we provide. True Friends volunteers are screened and supervised while providing support to individuals receiving services at True Friends. If you have any questions regarding the interactions of volunteers with participants, please call 952.697.2295.

**Health Care**

**Pre-Set Medications.** To enhance the safety and well-being of participants, as well as ease the check-in process, True Friends Respite requires participants use pre-set medications for their respite stay.

To learn about pre-set medication options visit the website at www.truefriends.org/forms and scroll down to respite forms. Information regarding pre-set medications is also provided once the respite stay has been confirmed via confirmation packet.

**Medication Administration.** Medications will be administered at meal times and bedtime, which are generally around 8 a.m. (AM), 12:30 p.m. (AFT), 5:30 p.m. (PM), and 8:30 p.m. (HS). If a participant’s medication distribution time differs, please ask your doctor if they may be adjusted to fit the above schedule. Use AM, AFT, PM, and HS to identify the time of day the medication should be passed for your pre-set medications.

**Off-Site Health Care Support.** In the rare event a camper needs off-site medical support our health care staff will contact you using the phone number(s) provided at check-in. The decision to consult you when your participant is seen in the health center is determined on a case-by-case basis.
What to Expect During a Respite Stay

Over the Counter Medications. Health care staff are authorized to administer certain over-the-counter medications for minor ailments as specified in the Physician’s Standing Orders, which are reviewed and approved annually by the True Friends Medical Advisory Board. These nonprescription medications are only used on an as needed basis. Standing Orders must be approved at check-in for health care staff to administer. A copy of True Friends Standing Orders can be found on our website at www.truefriends.org/forms.

Medical Cannabis. Medical Cannabis or Synthetic THC is not allowed on True Friends property.

Arrival – Check-In
Time: Friday at 6:30 p.m.

Staff are ready to greet caregivers and their loved ones as they arrive for the weekend. Caregivers will check-in with True Friends staff to review all required paperwork to ensure accuracy and review any concerns. Once this process is complete caregivers will check-in with our health care staff to review all medications and medical concerns. During the health care review family members can say goodbye and True Friends staff will escort participants to their assigned cabins or assigned activity for the night.

Departure – Check-Out
Time: Sunday 12:00 p.m. - 12:30 p.m.

Caregivers should arrive at approximately 12:00 p.m. to pick up their participant. Caregivers will have an opportunity to meet with True Friends staff at check-out to review the weekend. Please use this time to ensure all items that arrived with the participant are present and accounted for. Make sure all medications that were checked-in are also accounted for and checked-out.

Please communicate with the Manager of Respite Services for customized single day check-in and check-out options.
True Friends Programs & Services

Camping
True Friends is most known for our summer camping experiences. Individuals have the opportunity to build their confidence and enhance their self-esteem in a safe, accessible, inclusive environment. Campers enjoy a variety of activities including fishing, kayaking, zip-lining, arts and crafts, campfires, and so much more. To learn more visit truefriends.org/camp or call 952.852.0113.

Horse Therapy
Through True Strides, individuals of all ages have the opportunity to experience life-changing Equine Assisted Therapies/Hippotherapy and horse camps at Camp Courage in Maple Lake, MN. To learn more visit truefriends.org/true-strides or call 952.852.0126.

Respite
True Friends Respite provides temporary relief for children and adults ages five and up with cognitive, physical, and developmental disabilities. We offer a safe and exciting environment for participants to enjoy while giving families and caregivers a much needed break. To learn more visit truefriends.org/respite or call 952.852.0117.

Retreat Centers
True Friends offers conference and rental space for groups large and small at four Minnesota locations in Annandale, Maple Lake, Eden Prairie, and Lake George. Each year, Conference and Retreat hosts over 300 groups from schools and universities to large corporations. To learn more visit conferenceandretreat.org or call 952.852.0104.

Team Building
Team Quest provides large and small groups a unique way to build confidence and enhance teamwork skills. Team Quest is ideal for schools, corporations, organizations, and church groups. To learn more visit team-quest.org or call 952.852.0104.

Travel
Individuals of all abilities can experience the world with support from Ventures Travel. Our travel program provides the extra guidance and support to fulfill each traveler's vacation dreams. Travelers can choose from a variety of trips including Minnesota Twins and Vikings games, Wrestlemania, Disney, and trips across the country and world. To learn more visit venturestravel.org or call 866.692.7400.
Career Opportunities

Interested in working with wonderful participants and a great team? Learn more about our respite openings, other opportunities, and more at www.truefriends.org/jobs.