



**Fondazione
Don Carlo Gnocchi
Onlus**

***Guide to services for users
of the Day Centre for Developmental Disabilities
Rehabilitation***

**Location: "E. Bignamini" Centre
Via Matteotti, 56
60015 Falconara (AN)
Tel.: 071 9160971
Fax: 071 0979099**

Email: segreteria medica.an.falconara@dongnocchi.it



Dear Patient and Family,

Welcome to the Bignamini Rehabilitation Centre of the Don Gnocchi Foundation. Herein, we would like to provide you with some information that might help you familiarise yourselves with our facility.

- ***Day Centre for Developmental Disabilities Rehabilitation***

The high-quality rehabilitation day centre for the developmental years (children and adolescents) is located on the first floor of the Centre. It undertakes activities for minors with highly complex neurological, psychosensory, and neuropsychiatric disabilities.

A referral from the attending physician is required to access the service.

Patients from other regions need authorization from their local health authority (AST).

Access is limited based on the number of available places authorized by the Marche Region and is subject to fulfilment of the clinical requirements defined by the Centre.

Applications for access are assessed by the team physician who will examine the patient and, if deemed suitable, may submit the patient to the team's attention.

If the necessary requirements are met, the patient is placed on a waiting list managed by the Service's Social Worker. Priority criteria include the clinical/socio-environmental situation and the date of application. Further information can be requested from the Service's Social Worker. If the project includes school attendance at the rehabilitation day centre, parents can enrol their children at the Falconara Centre Comprehensive Institute.

The Centre provides a **cultural mediation** service, which can be activated by requesting the Service Coordinator or the Social Work.

- ***Waiting List***

Inclusion on the waiting list is subject to verification of suitability requirements.

The list is kept by the Therapist Coordinator.

Eligible patients may request the Coordinator to place them on the waiting list.

Waiting time data is published quarterly on the Foundation's website.

- ***Hours and organisation***

The service is open from 8:30 a.m. to 7:00 p.m. and is divided into two sub-units, one for school-age children (nursery and primary school) and the other for patients up to 18 years of age, whether they have exited school or are attending secondary school.

The Centre hosts the necessary equipment and staff capable of performing the following activities:

- ❖ Kinesitherapy
- ❖ Speech therapy
- ❖ Occupational therapy
- ❖ Neuropsychomotor rehabilitation
- ❖ Respiratory kinesitherapy
- ❖ Neuropsychological rehabilitation with or without computerised aid
- ❖ A counselling and support area with a psychologist
- ❖ Educational activities
- ❖ Personal assistance

Activities are conducted in dedicated environments, with staff specifically trained to care for users and based on the individual rehabilitation plan drawn up by the medical rehabilitation team.

The Centre has entered into an agreement with the Regional School Office (USR) and the Falconara Centre Comprehensive Institute, allowing school-age children to attend the rehabilitation day centre, backed by a support teacher assigned by the USR. The day centre boasts educators, social health workers, nurses, and therapists who will intervene depending program and needs.

The Service's opening schedule includes pre-established closures, communicated by staff as soon as possible and independent of school closures, which will be notified by the Falconara Centre Comprehensive Institute.

- ***Best practices***

- ❖ In the event of prolonged absences, it will be necessary to communicate a possible return date as soon as possible. With a sudden absence, you are requested to give notice by phone the same day, to allow us to better organize therapy services, canteen meals, etc.
- ❖ You must inform us if your child has suffered an accident, even a minor one, or feels unwell (e.g., toothache, stomach ache, etc.) while at home. The Centre does not substitute for your general practitioner/paediatrician, who will still look after your child's health. The Centre's doctor ensures specialist intervention within the team and medical assistance in emergencies.
- ❖ It is necessary to provide the Social Work Service, the Team, and the School representatives, with all the telephone numbers where you can be reached. Parents/guardians must always be available during the child's school hours so they can be reached in the event of need or emergency.
- ❖ Clothing must be appropriate for the season and the location. We recommend "layering" to manage body temperature in an optimal fashion. We recommend comfortable clothing for the child/adolescent and for management by the operators.
- ❖ Need to take care of the patient's personal hygiene. We also recommend always sending a complete change of both underwear and clothing should the user get dirty.
- ❖ If the patient is taking medications, any such drug must be supplied in a sealed container with the information leaflet included. When the package is running low, the staff will notify us in time to provide us with a new supply. Every year, a form must be filled out detailing all the medications the patient is taking. It is essential that any changes to the therapy be communicated promptly in writing using said form.

- ***Dietary Guidelines and Meal Service***

For patient safety, no food or beverages may be brought in from outside without authorization. As regards nutrition, our menu is designed to adhere to the principles of a healthy and balanced diet. Each day, guests are given a choice between different dishes from the menu. Whenever possible, the child will choose his own food. In other cases, there is a single staff member tasked with this duty, who selects based on the individual's taste and on dietary variability. In the event of specific health-based dietary needs, the doctor will determine menu changes or restrictions. If you have specific needs arising from your religious beliefs, please contact the Service Manager.

- ***Educational-Rehabilitation Program***

An individual rehabilitation plan is drawn up for all students by the team (doctor, psychologist, therapist, educator, nurse) based on an assessment of the operational profile.

For students enrolled in school who benefit from the assignment of a support teacher, an Individualised Educational Plan (IEP) will be formulated, jointly with the team, to supplement the rehabilitation program. The rehabilitation program and the Individualized Educational Plan will be presented to families, who will be able to approve and sign them in ad hoc meetings. Meetings are scheduled throughout the year between the medical-rehabilitation team, parents, and school representatives.

Meetings are also scheduled between the team, the teaching staff, and the school principal (or his/her representative). General planning guidelines are defined at this meeting (e.g., therapy hours, external placements, need for educational material, etc.).

- ***How to receive information***

Individual meetings are scheduled by the team throughout the year, dictated by emergencies or requested by parents. During these meetings, whether scheduled or dictated by contingent emergencies, you will be informed about your child's health, the Rehabilitation Plan, and the treatment goals. You will be provided this information by team members based on their specific skills.

For information regarding school activities, please contact the School Trustee.

- ***Request for Clinical Documentation***

Copies of medical records may be requested after discharge by submitting a request to the Medical Administration, open Monday to Friday from 8:00 a.m. to 12:30 and from 2:30 p.m. to 4:00 p.m., and on Saturdays from 8:00 a.m. to 12:00. Copies of such medical records will be issued within 7 days, and clinical reports within 15 days.

If you need to deliver or request any certifications or reports, please contact our Social Work Service or the doctor or psychologist directly concerned by the request at 071/9693825.

- ***How to reach us***

By train: Falconara station, then bus (right circular road) or taxi

By car: Ancona Nord highway exit, then motorway to Falconara

By plane: Falconara Raffaello Sanzio Airport, then bus to Falconara station, and then right circular road or taxi.

- ***Complaints and Suggestions***

For any complaints, positive or negative reports, or suggestions, you can fill in the relevant form at the Public Relations Office, where the Social Worker will be available to provide further clarifications.

Lastly, you are kindly requested to fill in the satisfaction questionnaire that will be provided in paper form by our staff.

Kind regards

The Management

Area Manager: Dr Fabio Carlotti

Facility Manager: Dr Fabiana Beccaceci 071/9160972 (administrative office)

Health Management: Dr Roberto Staffolani 071/9160971 (administrative office)

Public Relations Office:

Social Worker Giulia Sollitto

Email: urp.falconara@dongnocchi.it

Tuesday Tel. 071 9160971 – extension 7 Falconara via Matteotti 56

Thursday Tel. 071 2867546 Ancona via Brecce Bianche 74

Hours: Tuesday and Thursday 9:30 a.m. – 11:30 a.m.

You can access the Public Relations Office directly or by phone

REHABILITATION DAY CENTRE

Staff working at the unit

Area Manager:

Dr Laura Traini

Tel.: 071/9693825 mail: ltraini@dongnocchi.it

Facility Manager:

Dr Anna Maria Monsù

Tel.: 071/9693825 mail: amonsu@dongnocchi.it

Dr Rosalba Poli

Tel.: 071/9693825 mail rpoli@dongnocchi.it

Nursing Coordinator:

Federica Fabietti

Tel.: 0710979022 mail: ffabietti@dongnocchi.it

Therapist Coordinator:

Gabriele Toppi

Tel.: 071/0979117 mail: gtoppi@dongnocchi.it

Psychologist:

Dr Simone Beghella Bartoli

Tel.: 071/9693825 mail: sbeghella@dongnocchi.it

Social Worker:

Agnese Sani

Tel. 071/0979117 E-mail: asani@dongnocchi.it

Other useful telephone numbers: Nurse: 071/0979029

E-mail: diurno.falconara@dongnocchi.it

This guide supplements the Service Charter published on the Foundation's website and specifically details the activity carried out at the high-level semi-residential unit.