



CentroArgos

Rehabilitation centre
for children and adolescents

WELCOME CHART

We take care
of the smallest
with the greatest
needs.





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WELCOME CHART

Welcome to **Centro Argos!**

In this *Welcome Chart* you will find useful information and advice on how to participate with awareness to the life in the centre in order to take the best advantage of the activities for your children and youngsters proposed by the centre.

Management and Professional Staff
Centro Argos



Centro Argos

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Centro Argos



WHO WE ARE

SOMETHING ABOUT US

Why Centro Argos?

Centro Argos is very special in that it was born out of gratitude and was conceived by lawyer Placido Puliatti, who tragically lost his sight during a childhood game when he was 10 years old.

Strong willpower, the support of his family and the help of Sister Anna Evelina Lombardo, a teacher in school and lessons in life, enabled him to obtain a degree from the University of Bologna and become a lawyer together with his constant interest in the assistance for disabled people.

His desire to demonstrate his gratitude in a substantial form resulted in the creation of **Centro Argos**, providing for the care and assistance to children and young people, as well as support to their families.

He wished to be an example to others of how one's abilities can be developed notwithstanding a severe life changing disability.

It is his example of courage and willpower that made **Centro Argos** such a special place.



Fondazione Placido Puliatti

Since 2006 the **Fondazione Placido Puliatti *onlus*** through **Centro Argos** has been offering support to families whose children suffer serious sight disability as well as those with sensorial, neuromotorial and cognitive problems and are in need of specialized assistance.

The Foundation strongly believes in the right of such children to have the **opportunity to reach the highest possible degree of independence, self-confidence and serenity**, for themselves and for their families sake.

The Foundation also interests itself in support to the parents and whoever provides for the daily care of the child/young person, so as to ensure their inclusion in the rehabilitation programme, experiencing its nature and progress.

Ways to support the work of **Fondazione Placido Puliatti *onlus***:

- **annual Subscription** of 50€ to become **Friend of the Foundation**;
- **a voluntary offering on a periodical, or occasional, or one-time basis by bank transfer** to

Fondazione Placido Puliatti *onlus*:

Allianz Bank,

IBAN: **IT80 Q035 8903 2003 0157 0300 000**

or **by Postal Order** to

Fondazione Placido Puliatti *onlus*

on c/c **7212651**;

- **by the 5 per 1000 facility** on your annual income tax return, indicating code: **974 070 805 85**;
- **by donations, inheritance, or sponsoring.**

Private individuals or companies who make contributions benefit by the provisions of proposed laws 460/97, which were converted by d. l 35/2005 into Legge n. 80 in 2006.

A rehabilitation centre for children and adolescents

Centro Argos provides rehabilitation services for children and adolescents specifically and operates in affiliation with the Regional Health Service (Servizio Sanitario Nazionale) as well as privately. It offers specialized treatments for youngsters with varied difficulties: neuromotor, sensorial, cognitive, development.

Centro Argos also provides family support helping them **understand the limits and possibilities of their children, augmenting parental capabilities** with emotive, psychological and pedagogic support.

Therapy is undertaken by a team of multi-disciplinary experts directed by a infantile neuropsychiatrist and coordinated by a psychologist.

The team selects the appropriate treatment, following the guideline of the Regional Health Service (Servizio Sanitario Nazionale), including individual rehabilitation programmes designed to achieve concrete results and ensure a well-balanced development of the patient.

The team's work includes all the necessary specialists selected methodically for maximum results.

Briefly **Centro Argos** attends to the daily care, treatment and support of your children and youngsters following these principles:

We help the little ones to become adult.

We help the adults who are raising the young.

*We enhance the fact of being different,
both in the young and the adults.*

Centro Argos - Activities

The services offered by **Centro Argos**, both in affiliation with the Regional Medical System and privately, are:

- **Infantile Neuropsychiatry**
- **Speech therapy**
- **Physiotherapy**
- **Neuro and psychomotricity**
- **Psychomotor practice in the water**
- **Occupational therapy**
- **Neurovisual and orthoptic rehabilitation**
- **Neuropsychological rehabilitation**
- **Psychological therapy**
- **Parent training**
- **Music therapy**
- **Art therapy**
- **Food and dietary education**
- **Paediatric osteopathy**
- **Educational assistance at home**

These day hospital activities are integrated with counselling and parents training, also for day carers, teachers and external teaching staff.

Centro Argos - Spaces



Centro Argos building and surrounding areas offer the children/youngsters and their families ample spaces without architectural barriers for all therapeutic and educational activities.

We firmly believe that in addition to the basic necessities of hygiene and cleanliness, the provision of harmonious, pleasant surroundings and well-kept green areas around the main building are highly beneficial to the quality of the services we are offering.

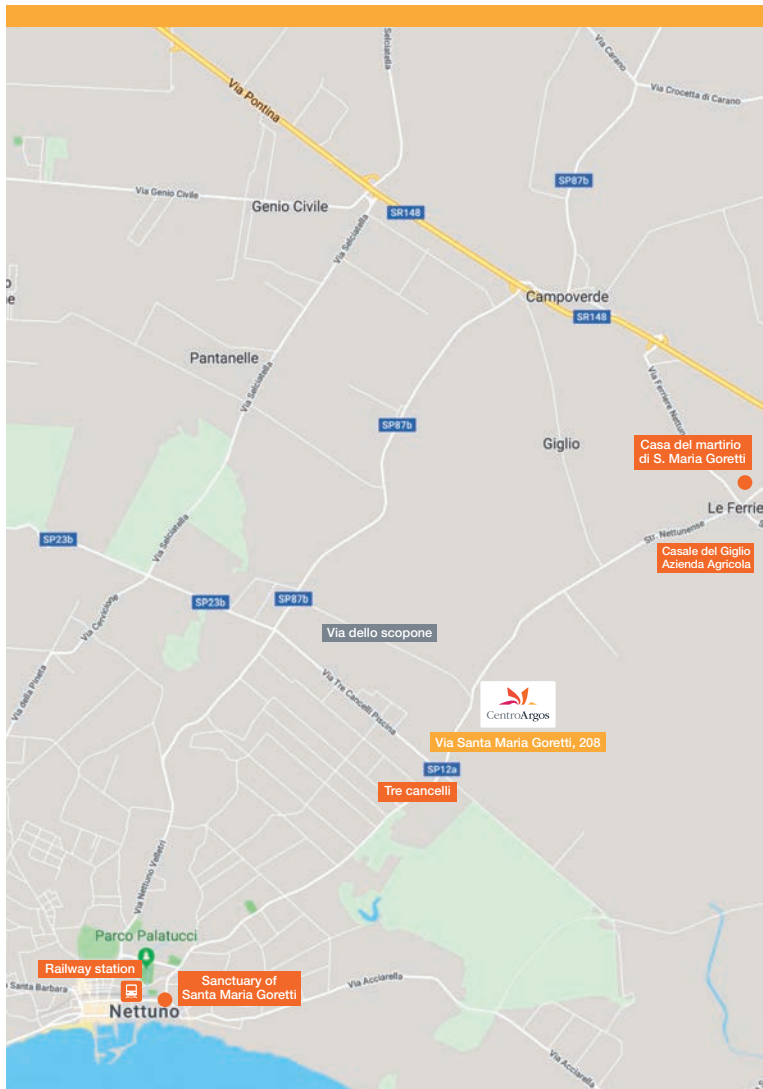
To this end we place at your disposal:

- rooms equipped for functional therapy;
- a large waiting area providing both relax area as well as work tables;
- refreshment area with automatic dispensers;
- outdoor facilities near the main entrance;
- indoor heated swimming-pool;
- conference hall for up to 300 people;
- ample private parking area near the main entrance.

How to find us

Centro Argos is in the town of Nettuno, province of Rome and comes under the Distretto sanitario DH6 - ASL RM6, via Santa Maria Goretti 208, località Tre Cancelli (Tre Cancelli Area). It can be reached by car or bus.

Coming from Nettuno there is a shuttle bus service that starts from the railway station of Nettuno and stops in front of **Centro Argos**. The BusCotral operates services **from other towns in the province**.



Openings times and contacts

Centro Argos is open from Monday to Friday from 9:30 am to 7:30 pm, Saturday from 9:30 am to 1:30 pm.

For information and registering, the **Administrative Office** is open from **Monday to Friday from 10:00 am to 4:00 pm**.

Telephone numbers: **06 98 59 484 / 06 98 58 780 / 349 562 0125**

E-mail: **michela@centroargos.it**.

Management staff are available by appointment as follows:

Administrator Dott.ssa Agatina Puliatti a.puliatti@centroargos.it	Monday and Wednesday 12:00 am to 6:00 pm
Medical director Dott.ssa Licia Facci l.facci@centroargos.it	Monday and Wednesday 12:00 am to 6:00 pm
Infantile neuropsichiatrist Dott.ssa Francesca Fiorello f.fiorello@centrosrgos.it	Tuesday and Thursday 2:00 to 6:00 pm
Psychologist and coordinator Dott.ssa Mariangela D'Aietti mariangela@centroargos.it	Wednesday 2:00 to 6:00 pm and Saturday 9:00 am to 1:00 pm
Social worker Dott.ssa Daniela Di Trapano daniela@centroargos.it	Tuesday and Friday 2:00 pm to 6:00 pm
Technical office Ing. Beatrice Renzi beatrice@centroargos.it	Tuesday and Thursday 10:00 am to 6:00 pm

Centro Argos



SERVICES

IMPORTANT INFORMATION

Services offered by Centro Argos

Centro Argos offers:



day hospital services affiliated with the Regional Medical System. In order to use, it is necessary to enrol and become included in the waiting list;



day hospital - home services. Information and price list available in the office;



the project **Home Care Premium**, promoted by INPS for integrated social assistance for children of staff or pensioners of the public services;



the project **Passo dopo Passo (Step by step)**, **In assenza di gravità (In absence of Gravity)** and **Musica e Arte: espressioni del Sè (Music and Art: expressions of the Self)** of the **Fondazione Placido Puliatti onlus**, supporting low-income families with disabled children.

How to apply

In making application to access the services of Centro Argos, through the Administrative Office you will be requested to:

- complete a **request form (Mod. 08.02)** specifying the type of service required, signed by both parents or their legal representatives;
- read and sign the **document concerning information and consent to use personal data**, observing current privacy legislation form (Mod. 08.01);
- sign an **auto-certification** for the assumption of responsibility in the event of the inability of one of the parents (Mod. 08.20);
- provide copies of **identity cards, fiscal code** (state tax identi-

fication number) or **national health card** of the child/youngster and both parents or legal representatives;

- for access to the use of the affiliated Regional Health Service, provide the **medical specialists report on the specified disability** (child neuropsychiatric) with the request of the registered general practitioner or ones chosen paediatrician, indicating the problem concerned. (DPCA n. 319/2015). A receipt will be provided by the Administrative Office.

For access to services in affiliation with the Regional Health System, the Administrative Office will make an appointment with the Social Worker who will gather the necessary information and enter the request in the **waiting list** (criteria concerning evaluation point system can be found on www.centroargos.it).

The Social Worker will also gather the necessary information for the *Home Care Premium* Project and for the projects of the Fondazione **Placido Puliatti onlus**.

Initial Evaluation

Initial evaluation is coordinated by a child neuropsychiatric who on the basis of submitted medical reports, establishes subsequent meetings with the therapists for further evaluation.

Prior to this first visit the Administrative Office will ask you for:

- copy of previous **medical and rehabilitation documentation**;
- your signature on an **auto-certification** that the child/youngster is not currently participating in any other rehabilitation programme administrated by or affiliated to a public structure, in order to be able to participate in those projects affiliated with the Regional Health System, and those with the Foundation's Onlus.

At the end of the first visit you will be requested to state **your requirements** from the Centre's activities (Mod.08.31). Future appointments for therapists' evaluations will be agreed upon.

Individual Rehabilitation Project (IRP)

The IRP is **designed by the rehabilitation team** following evaluation meetings and defines the rehabilitation and educational objectives by type and intensity of the treatment needed.

The child neuropsychiatric will share findings with you giving the necessary explanations. You will be asked to submit it for acceptance together with the Consensus Form (Mod. 08.03).

The Administrative Office will inform you of the dates and times weekly appointments and it's at your disposal for any further need including the issuance of an attendance certification for school and for the person who will accompany the child to the Centre.

Absences, possibilities of re-programming and payments

If you are unable to maintain an appointment in the established timetable, you are requested to give 24 hours notice if possible, except in unexpected circumstances.

For activities in affiliation with the Regional Health System:

- on the basis of Regional regulations, participants in day-hospital treatment who are absent for consecutive days will be suspended from the Programme (PRI) unless the absence is validated by certified medical reasons. **Therefore, medical certification is required for absences in excess of 7 days;**
- in the case of hospitalization the child's parents are required to present a copy of the registration document;
- treatments not carried out as programmed by **Centro Argos** will be provided in other notice times agreed with the families;
- the above rules for absences and substitutions also apply to projects of the **Placido Puliatti Foundation *onlus***.

For private activities:

- the costs are stipulated in the *Price List* displayed in the Administrative Office;
- the monthly quota, calculated on the number of programmed treatments, is paid in advance by the 10th day of every month;
- in the case of absence of the therapist, or the centre being unable to maintain the programme, such treatments will be recouped on dates and at times suitable to the families and the overall programming, or reimbursed by subtracting the sum from the following months quota;
- absences of the child/youngster (for whatever reason) preventing the Centre from maintaining the established programme cannot be recouped;
- the above rules for absences and recouping for private services also apply to the project *Home Care Premium*.

Resignation

Upon completion of the objectives foreseen in the IRP, or when decided by the Medical Management following consultation with the rehabilitation team, or upon the family's request, or in any event following a final multi-disciplinary consultation judging the treatments followed to be satisfactory, the programme is considered concluded.

The infantile neuropsychiatrist discusses the team's findings with you, the family, giving advice and suggesting possible further treatment and you will be asked to sign as having read the Medical Record at the project's conclusion.

Requests for Medical documentation

This is possible during the progress of the IRP, in regard to ini-

tial evaluation, certification of the course of treatment being followed, together with therapists' reports.

At the close of the IRP one can obtain the medical record together with therapists' progress reports.

Requests for medical documentation can be made to the administrative Office using form (Mod. 08.19).

Provision of the documentation is guaranteed with 30 days from the date of request.

Suggestions and complaints

Centro Argos practice is to welcome suggestions, observations and complaints concerning poor service or unfulfilled obligations.

Form Mod. 08.12 is available in the Administrative Office and can be used for the notification of suggestions, observations and complaints. A written reply will be given within 30 days.

Centro Argos



RULES

REASON FOR RESPECTING

Satisfactory functioning



While on the premises of Centro Argos, you are invited to:

- **maintain a responsible attitude** being respectful and understanding towards others;
- **collaborate with the medical staff, therapists, office staff and the management** who are all at your disposal as needed;
- **pay attention to the therapists' directions and follow their advice;** they are intended to help you;
- take care whilst at **Centro Argos** to help us **maintain its tidiness and cleanliness;**
- **take care in using material which is intended for the use of everyone,** including books and papers in the waiting room: these must not leave the premises;
- **do not disturb others,** do not speak loudly, particularly when using the telephone or other electronic devices;
- **do not remove the protection from electric points** in the waiting area, they are there to protect the children and youngsters in the centre;
- **do not to use cigarette lighters or naked flames and do not**

smoke inside the Centre's building, not even electronic cigarettes and if possible, limit smoking in the external areas;

- **do not bring animals into the building.** Dogs may come into the grounds only with a muzzle and under strict control of the owner;
- **do not enter unauthorized areas**, including stairways and lifts, and strictly control the children or youngsters until the arrival of therapy personnel.

In addition it is necessary that parents and those responsible for them accompany the children/youngsters:

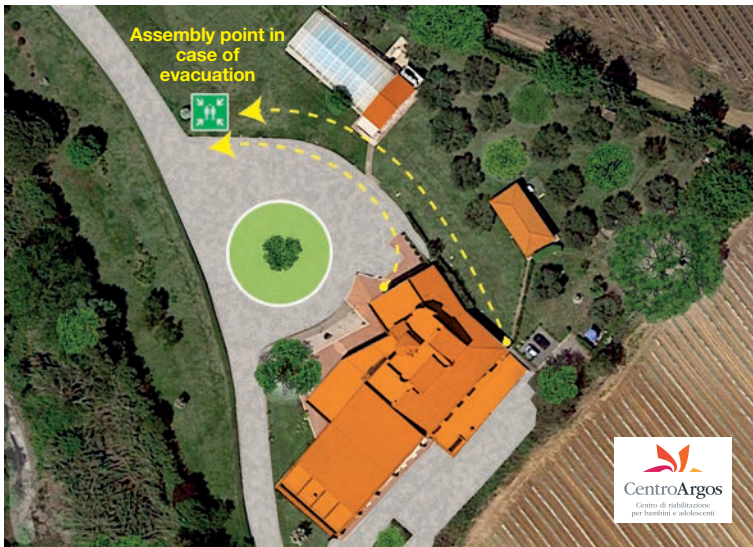
- **arrive punctually** to the fixed appointments. Starting late is counterproductive to the quality of the therapy and to the results;
- **do not leave the Centre during therapy sessions** as it may be necessary at any moment for the therapy personnel to request your help;
- **await the end of the session in the waiting area** so that the therapy personnel can immediately return the child to your care and can let you have news of the session's progress;
- **annotate the number of hours of activity undertaken**, as indicated by the therapy personnel.

Carers who accompany children or youngster **must have a signed authorization** given by one of the parents (Mod.08.33).

Security

If the fire alarm sounds or staff give orders to leave the building, you must leave by the nearest **emergency exit** and go to the **assembly point** indicated on the notice. Do not run and wait for staff out the assembly point.

Assembly point in case of evacuation



You are reminded that:

- **Centro Argos** is equipped with smoke sensors and fire alarms;
- there are extinguishers on each floor and personnel to explain their use;
- emergency exits are indicated;
- in case of an alarm, **never use the lift**.

In case of feeling unwell, alert the staff who will call for help or give instructions to evacuate.

The emergency number for Lazio is 112.



CentroArgos

Rehabilitation centre
for children and adolescents

00048 Nettuno (Roma)
via Santa Maria Goretti, 208

Telephone:

06 98 58 780 - 06 98 59 484
349 562 0125

E-mail: info@centroargos.it

www.centroargos.it

Opening times:

Monday to Friday,
from 9.30 am to 7.30 pm;

Saturday,
from 9.30 am to 1.30 pm.

Argos srl

Head Office

00196 Roma - via E. Gianturco, 4 – telephone and fax: 06 32 19 838

Legal Representatives

Avv. Placido Puliatti, dott.ssa Agatina Puliatti

Medical Director

Dott.ssa Licia Facci - l.facci@centroargos.it

Administrator

Dott.ssa Agatina Puliatti - a.puliatti@centroargos.it

Team Coordinator

Dott.ssa Mariangela D'Aietti - mariangela@centroargos.it

Insurance Policy R.C.

ITAS Mutua n. 64/M11515780

Data Manager Holder: a.puliatti@centroargos.it

Data Protection Manager: dpo@centroargos.it