

## Admission Criteria Policy

### I. Policy

It is the policy of Ability Building Center to promote continuity of care by ensuring that admission and service initiation is consistent with a person's service recipient rights under section [245D.04](#) and this licensed program's knowledge, skill, and ability to meet the service and support needs of persons served by this program.

### II. Procedures

#### A. Pre-admission

Certain criteria will be used by Ability Building Center to determine whether Ability Building Center is able to develop services to meet the needs of the person as specified in their Coordinated Service and Support Plan. In addition to registration and licensed ability, the criteria includes:

1. Ability Building Center referral form
2. Current Coordinated Service and Support Plan
3. Copy of guardianship order
4. Recent psychological report/psychological evaluation (can be from IEP)
5. Medical record identifying diagnosed disability
6. Any legal documentation pertaining to criminal activity or conviction

#### B. Service initiation

##### 1. Service recipient rights

Upon service initiation Ability Building Center will provide each person or each person's legal representative with a written notice that identifies the service recipient rights under 245D.04, and an explanation of those rights within five working days of service initiation and annually thereafter. Reasonable accommodations will be made to provide this information in other formats or languages as needed to facilitate understanding of the rights by the person and the person's legal representative, if any. Ability Building Center will maintain documentation of the person's or the person's legal representative's receipt of a copy and an explanation of the rights.

##### 2. Availability of program policies and procedures

Ability Building Center must inform the person, or the person's legal representative, and case manager of the policies and procedures affecting a person's rights under section 245D.04, and provide copies of the following policies and procedures, within five working days of service initiation:

- Grievance policy and procedure.
- Service suspension and termination policy and procedure.
- Emergency use of manual restraints policy and procedure.
- Data privacy.

##### 3. Handling property and funds

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Ability Building Center will obtain written authorization from the person or the person's legal representative and the case manager whenever assisting a person with the safekeeping of funds or other property. Authorization must be obtained within five working days of service initiation and renewed annually thereafter. At the time initial authorization is obtained, Ability Building Center will ask the person or the person's legal representative and the case manager how often they want to receive a statement that itemizes receipts and disbursements of funds or other property. Ability Building Center will document the preference and document changes to these preferences when they are requested.

- C. Refusal to admit a person
  - 1. Refusal to admit a person to Ability Building Center must be based on an evaluation of the person's assessed needs and the licensed provider's lack of capacity to meet the needs of the person.
  - 2. This licensed program must not refuse to admit a person based solely on:
    - a. the type of residential services the person is receiving
    - b. person's severity of disability;
    - c. orthopedic or neurological handicaps;
    - d. sight or hearing impairments;
    - e. lack of communication skills;
    - f. physical disabilities;
    - g. toilet habits;
    - h. behavioral disorders; or
    - i. past failure to make progress.
- D. Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request. This documentation will be completed and maintained by the Designated Coordinator and/or Designated Manager.

### **III. Admission process follow up and timelines**

- A. The Designated Coordinator will ensure that the person's service recipient record is assembled according to company standards.

Within 15 calendar days of service initiation, the Designated Coordinator will complete a preliminary Coordinated Service and Support Plan Addendum that is based upon Coordinated Service and Support Plan.

- B. Before the 45-day meeting, the Designated Coordinator will complete the Self-Management Assessment regarding the person's ability to self-manage in health and medical needs, personal safety, and symptoms or behavior. This assessment will be based on the person's status within the last 12 months at the time of service initiation.
- C. Within 45 calendar days of service initiation, the support team or expanded support team must meet to assess and determine the following based on information obtained from the assessment, Coordinated Service and Support Plan Addendum, and person centered planning:
  - 1. The scope of services to be provided to support the person's daily needs and activities.
  - 2. Outcomes and necessary supports to accomplish the outcomes.
  - 3. The person's preference for how services and supports are provided.
  - 4. Whether the current service setting is the most integrated setting available and appropriate for

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- the person.
5. How services for this person will be coordinated across 245D licensed providers and members of the support team or expanded support team to ensure continuity of care and coordination of services for the person.
- D. Within 10 working days of the 45-day meeting, the Designated Coordinator will develop a service plan that documents outcomes and supports for the person based upon the assessments completed at the 45-day meeting.
- E. Within 20 working days of 45-day meeting, the Designated Coordinator will submit to and obtain dated signatures from the person and/or legal representative and case manager to document completion and approval of the assessment and Coordinated Service and Support Plan Addendum.

Policy reviewed and authorized by: Steven Hill \_\_\_\_\_

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