

3.

Promotion of Persons Served Health and Safety

G. Admission Criteria Policy

1. Policy:

It is the policy of this Department of Human Services licensed provider Meridian Services, Incorporated 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 person's served by this program.

2. Procedures:

- a. Applications for service initiation are considered without regard to race, creed, color, or natural origin, religion, physical handicap, sexual orientation, public assistance status or marital status. Reasonable accommodations shall be made as required under the American Disability Act.
- b. The following service admission criteria must be met upon initial application.
 1. County Case Management referral
 2. Waivered service funding, county funding or private pay
 3. Host county concurrence (if applicable).
- c. The Case Manager shall complete and submit the application for service to the Program Administrator or Program Director. The application shall include the risk management plan/IAPP assessment.
- d. The Program Administrator or Program Director shall set up a referral meeting with the Persons served, legal representative, involved family, and case manager.

- e. At the referral meeting, the following will be discussed:
 - 1. What the Persons served wants and needs form the services.
 - 2. What the Case Manager expects from the services (CSSP) and needs indicated on the risk management/IAPP assessment.
 - 3. What the program can provide in response to (A. and B.)
 - 4. Discussion of whether the Persons served, legal representative and case Manager desires to continue to pursue the initiation of services and any concerns to be addressed by the program.
 - 5. Discussion of the program's initial position in regards to concerns and additional steps that may be required for the program to make a final decision.

- f. The decision to accept individuals for service initiation will be based on each of the following criteria for all service types.
 - 1. The agency has the ability to meet the needs of the Persons served.
 - 2. The agency has the ability to meet the expectation to the Interdisciplinary team.
 - 3. The information provided is adequate to develop a service plan.
 - 4. Fee for Service programs do not have a waiting list or limited capacity.

- g. The decision to accept individuals for service initiation for residential services will include the following additional criteria. Criteria will be considered in the following order:
 - 1. Funding is adequate to ensure the staffing pattern to meet the Individual's needs.
 - 2. The current persons served living in the home indicate a preference for a housemate.
 - 3. The individual possesses interest and needs which are complimentary with the other persons served in the home.

4. If all other criteria are met
- h. The Program Administrator will make the decision to initiate services and communicate this decision to the team. If a decision is made to provide services, an intake meeting will be scheduled.
- i. Pre-admission: Before admitting a person to the program, the program must provide the following information to the person or the person's legal representative:
 1. Identifies the criteria to be applied in determining whether the program can develop services to meet the needs specified in the person's coordinated service and support plan. Information on the limits to services available from the program, including the knowledge and skill of the program staff and the program's ability to meet the person's service and support needs.
 2. A copy of the fact sheet the program received from a law enforcement authority or corrections agent for a person who is a registered predatory offender currently being served by the program when the fact sheet includes a risk level classification for the offender. The fact sheet received by the program should not be altered when it being provided and should contain the following information: (1) name and physical description of the offender; (2) the offender's conviction history, including the dates of conviction; (3) the risk level classification assigned to the offender under section 244.052, if any; and (4) the profile of likely victims. If a person is being admitted to the program who is a registered predatory offender and the program has received a fact sheet, a copy of the fact sheet must be provided to all persons currently served by the program, or their legal representative.
- j. Service Initiation: At the Intake meeting the following will be discussed:
 1. Final Agreement by all parties of the services to be delivered and time lines.
 2. Development of the Risk Management Plan and the Individual Abuse Prevention Plan
 3. Arrangements to assist the Persons served in the transition to new services.
 4. Service recipient rights: Upon service initiation the program 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. The program will maintain documentation of the person's or the person's legal representative's receipt of a copy and an explanation of the rights.

5. Availability of program policies and procedures: The program 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:
 - a. Grievance policy and procedure.
 - b. Service suspension and termination policy and procedure.
 - c. Emergency use of manual restraints policy and procedure.
 - d. Data privacy.
6. Copies of all other policies and procedures must be available to Persons served of the persons served's legal representatives, case managers, the county where services are located and the commission upon request.
7. Appropriate "consents for release of information" signed.
8. The availability of services and charges, regardless of the payment source.
9. The payment source for services and any changes to the Persons served or other private parties.
10. Handling property and funds: The program will obtain written authorization from the person or the person's legal representative and the case manager whenever the program will assist 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, the program 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. The program will document the preference. The program will document changes to these preferences when they are requested.

11. Review the Program Abuse Prevention Plan, which includes the persons served's right to accessible housing and to make reasonable modifications.
 12. Review Internal Reporting of Maltreatment.
 13. The Program Administrator or Program Director will ensure documentation is obtained that all the orientation is completed. The Program Administrator or Program Director will ensure that the persons served' rights are exercised and protected within he services provided by Meridian Services, Incorporated and as authorized in the Persons served 's Coordinated Service Support Plan (CSSP).
- k. Refusal to admit a person:
1. Refusal to admit a person to the program must be based on an evaluation of the person's assessed needs and Meridian Services lack of capacity to meet the needs of the person.
 2. Meridian Services, Incorporated 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.
 3. When the individual is found ineligible, the Program Administrator will inform the person, their legal representative and the case manager as to the reason to for the decision. Alternative services will be recommended.
 4. Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.