

## ADMISSION CRITERIA

### Purpose

The purpose of this policy is to establish procedures that ensure continuity of care during admission or service initiation, including R&M Welty, Inc.'s admission criteria and processes.

### Policy

Services may be provided by R&M Welty, Inc., as registered and licensed according to MN Statutes, chapter 245D and MN Statutes, chapter 245A. All services will be consistent with the person's service-related and protection-related rights identified in MN Statutes, section 245D.04. When they are able to meet the person's needs, R&M Welty may provide services to persons with disabilities, including, but not limited to developmental or intellectual disabilities, brain injury, mental illness, age-related impairments, or physical and medical conditions. Documentation from the admission/service initiation, assessments, and service planning processes related to R&M Welty's service provision for each person served will be maintained in the person's service recipient record.

### Procedures

#### Admission Criteria

- A. Certain criteria will be used by R&M Welty, Inc. to determine whether the program is able to develop services to meet the needs of the person, as is specified in their Coordinated Service and Support Plan. In addition to registration and licensed ability, the criteria include supporting an individual's desire and need for community living when they transition out of a hospital setting.
- B. R&M Welty, when defined as a healthcare facility according to MN Statutes, chapter 245A, will notify all residents when a registered predatory offender is admitted into the program or to a potential admission when the facility is already serving a registered predatory offender. This notification will be made according to the requirements in MN Statutes, section 243.166.
- C. When a person and/or legal representative requests services from the R&M Welty, Inc. program, a refusal to admit the person must be based upon an evaluation of the person's assessed needs and R&M Welty Inc.'s lack of capacity to meet those needs.
- D. R&M Welty, Inc. must not refuse to admit a person based solely on the type of residential services the person is receiving or solely on the person's:
  - a. Severity of disability;

- b. Orthopedic or neurological handicaps;
  - c. Sight or hearing impairments;
  - d. Lack of communication skills;
  - e. Physical disabilities;
  - f. Toilet habits;
  - g. Behavioral disorders; or
  - h. Past failures to make progress.
- E. Documentation regarding the basis for the refusal will be completed by using the *Admission Refusal Notice* and must be provided to the person and/or legal representative and case manager upon request. This documentation will be completed and maintained by the Designated Coordinator and/or Designated Manager or designee.

### Admission Process and Requirements

- A. In the event of an emergency service initiation, R&M Welty, Inc. must ensure that staff are trained in the individual's service recipient needs within 72 hours of the direct support staff first having unsupervised contact with the person served. The company must document the reason for the unplanned or emergency service initiation and maintain the documentation in the person's service recipient record.
- B. Prior to, or upon the initiation of services, the Program Director will develop, document, and implement the *Individual Abuse Prevention Plan* according to MN Statutes, section 245A.65, subdivision 2.
- C. When the person to be served is to receive foster care or supported living services in a residential site controlled by the license holder, the person and/or legal representative and the license holder must sign and date the residency agreement. The residency agreement must include service termination requirements. It must be reviewed annually, dated, and signed by the person and/or legal representative and license holder.
- D. The Program Director will ensure that during the admission process the following will occur:
  - a. Each person to be served and/or legal representative of the person is provided with the written list of the rights of person(s) served that identifies the service recipient's rights according to MN Statutes, section 245D.04, subdivisions 2 and 3.
    - i. An explanation will be provided on the day of service initiation or within five (5) working days of service initiation and annually thereafter.
    - ii. Reasonable accommodation will be provided, when necessary, to provide this information in other formats or languages to facilitate understanding of the rights by the person and/or legal representative.
  - b. Orientation to R&M Welty, Inc.'s *Program Abuse Prevention Plan* will occur within 24 hours of service admission, or for those persons who would benefit more from a later orientation, the orientation may take place within 72 hours.

- c. An explanation and provision of copies of the following policies and procedures will be provided to the person and/or legal representative within 5 working days after service initiation:
  - i. *Policy and Procedure on Grievances*
  - ii. *Policy and Procedure on Temporary Service Suspension*
  - iii. *Policy and Procedure on Service Termination*
  - iv. *Policy and Procedure on Data Privacy*
  - v. *Policy and Procedure on Emergency Use of Manual Restraint*
  - vi. *Policy and Procedure on Reporting and Reviewing of Maltreatment of Vulnerable Adults*
  - vii. *Policy and Procedure on Reporting and Reviewing of Maltreatment of Minors*
- d. Written authorization is to be obtained (and annually thereafter) by the person and/or legal representative for the following:
  - i. *Authorization for Medication and Treatment Administration*
  - ii. *Agreement and Authorization for Injectable Medication*
  - iii. *Authorization to Act in an Emergency*
  - iv. *Standard Release of Information*
  - v. *Specific Release of Information*
  - vi. *Financial Authorization* – this authorization may be obtained within 5 working days of the service initiation meeting and annually thereafter.
  - vii. *The Admission Form and Data Sheet* is to be signed by the person and/or legal representative and includes the date of admission or readmission, identifying information, and contact information for members of the support team or expanded support team and others as identified by the person or case manager.
- E. Also during the admission meeting, the support team or expanded support team will discuss:
  - a. R&M Welty, Inc.'s responsibilities regarding health service needs and the procedures related to meeting those needs assigned in the *Coordinated Service and Support Plan and/or Coordinated Service and Support Plan Addendum*.
  - b. The desired frequency of progress reports and progress review meetings (at a minimum of annually).
  - c. The initial financial authorization and the Designated Coordinator and/or Designated Manager will survey, document, and implement the preferences of the person served and/or legal representative and case manager for the frequency of receiving statements that itemize receipts and disbursements of funds or other property. Changes will be documented and implemented when requested.
- F. If a person's licensed health care professional or mental health professional has determined that a manual restraint would be medically or psychologically contraindicated, R&M Welty, Inc. will not use a manual restraint to eliminate the immediate risk of harm and effectively achieve

safety. This statement of whether or not a manual restraint would be medically or psychologically contraindicated will be completed as part of service initiation planning.

#### Admission Process Follow Up and Timelines

- A. The Program Director or designee will ensure that the person's other providers, medical and mental health care professionals, and vendors are notified of the changes in address and phone number.
- B. The Program Director or designee will ensure that the person's service recipient record is assembled according to company standards.
- C. Within 15 calendar days of service initiation, the Program Director or designee will complete a preliminary *Coordinated Service and Support Plan Addendum* that is based upon the *Coordinated Service and Support Plan*. At this time, the person's name and date of admission will be added to the Admission and Discharge Register maintained by the Program Director or designee.
- D. When a person served requires a *Positive Support Transition Plan* for the emergency use or planned use of restrictive interventions prohibited under MN Statutes, chapter 245D, and is admitted after January 1<sup>st</sup>, 2014:
  - a. The *Positive Support Transition Plan* must be developed and implemented within 30 calendar days of service initiation.
  - b. No later than 11 months after the implementation date, the plan must be phased out.
- E. Before the 45-Day meeting, the Program Director or designee will complete the *Self-Management Assessment* regarding the person's ability to self-manage in health and medical needs, personal safety, and symptoms or behaviors. This assessment will be based on the person's status within the last 12 months at the time-of-service initiation.
- F. 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, the *Coordinated Service and Support Plan*, and the person-centered planning:
  - a. The scope of services to be provided to support the person's daily needs and activities.
  - b. Outcomes and necessary support to accomplish the outcomes.
  - c. The person's references for how service and support are provided including how the program will support the person to have control of the person's schedule.
  - d. Whether the current service setting is the most integrated setting available and appropriate for the person.
  - e. 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.
- G. Also at the 45-day meeting, a discussion of how technology might be used to meet the person's desired outcomes will be included. The *Coordinated Service and Support Plan and/or*



*Coordinated Service and Support Plan Addendum* will include a summary of this discussion. The

summary will include a statement regarding any decision that is made regarding the use of technology and a description of any further research that needs to be completed before a decision regarding the use of technology can be made.

- H. Within 10 working days of the 45-day meeting, the Program Director or designee will develop a service plan that documents outcomes and supports the person based upon the assessment completed at the 45-day meeting.
- I. Within 20 working days of the 45-day meeting, the Program Director or designee 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*. If, within 10 working days of this submission, the legal representative or case manager has not signed and returned the assessments or has not proposed written modifications, the submission is deemed approved, and the documents become effective and remain in effect until the legal representative or case manager submits a written request to revise the documents.

#### Bedroom Sharing

- A. Each person receiving services that will share a bedroom in a foster care or supported living services in a residential site controlled by the license holder, must have a choice of roommate. Both persons must mutually consent, in writing, to sharing a bedroom with one another. Persons served also retain the right to request a change in roommate and may notify the Program Director or designee in these instances.
- B. The Program Director or designee will ensure that the *Bedroom Sharing Consent* form has been completed prior to sharing of the bedroom. The consent will be reviewed, signed, and dated by the person and/or legal representative. A copy of the consent will be maintained in each person's file.
- C. No more than two people receiving services may share one bedroom.