



Admission Criteria Policy

I. POLICY

It is the policy of this DHS licensed provider (program) 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. PROCEDURE

A. 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. Certain criteria will be used by this company to determine whether the company 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 that the person:
 - Has no unmanageable wandering or elopement risk
 - Is able to be redirected
 - Is physically, mentally, and medically safe
 - Is not using illegal drugs or controlled substances which have not been prescribed by a physician
 - Illegal drugs or controlled substances which have not been prescribed by a physician are not allowed on SMB Disability Solutions property. If suspected illegal drugs or controlled substances not prescribed by a physician are discovered, law enforcement will be called to remove the substance from the premises
 - Is not actively abusing alcohol
 - Does not cause harm to self or others
 - Discloses any known communicable diseases
 - Does not require awake overnight staff
 - Transfers with one-staff assistance, with two-staff assistance (if consistently available), or has a medical device available upon admission
 - Must have all medical equipment available upon admission to safely care for the individual
 - Does not require high medical care
 - Tracheostomy, percutaneous endoscopic gastrostomy, colostomy bags: individual must be able to manage independently
 - Injectable medications: individual must be able to provide their own injectable medications or have nursing services set up to provide services to the individual prior to admission
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.

B. Service initiation

1. 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.

2. 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:

- 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

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.

C. 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 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.
3. Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.

Policy reviewed and authorized by:

Steve Buehler- Owner/CEO

Print name & title

Signature

Date of last policy review: 06/22/2017 Date of last policy revision: 2/22/2017

Legal Authority: MS §§ [245D.11](#), subd. 4; [245D.04](#), subd.2,(4) to (7), and 3, (8)