

Admission Policy and Procedures

Merrick, Inc.

1.00 Purpose:

The purpose of this policy is to establish procedures that ensure continuity of care during admission or service initiation including Merrick's admission criteria and processes.

2.00 Application:

This policy applies to each client receiving services from the Merrick, Inc., (hereinafter "Company").

3.00 Policy Statement:

Services may be provided by the Company 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. The Company may provide services to persons with disabilities, including, but not limited to, intellectual or developmental disabilities, brain injury, mental illness, age-related impairments, or physical, sensory, and medical conditions when the Company is able to meet the person's needs.

Documentation from the admission/service initiation, assessments, and service planning processes related to the Company's service provision for each person served and as stated within this policy will be maintained in the person's service recipient record.

4.00 Procedures:

4.10 Admission criteria:

4.11 Certain criteria will be used by the Company to determine whether the company is able to provide 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:

4.111 Person must have been screened and authorized for services in accordance with Minnesota Statutes, section 245D.03, subdivision 1.

4.112 Persons 18 years of age or older will be considered for services regardless of race, color, creed, gender, national origin, religion, HIV/HBV status, affectional preference, public assistance status, or marital status.

4.113 Persons will not be denied services based exclusively on the basis of the type of residential services they are receiving, on the basis of the client's severity of disability, lack of communication skills, independent living skills, behavioral disorders, or past history to make progress.

4.114 Reasonable accommodations shall be made as required under the American Disabilities Act.

4.12 When a person and/or legal representative requests services from the Company, a refusal to admit the person must be based upon an evaluation of the person's assessed needs and the Company's lack of capacity to meet those needs.

- 4.13 The Company must not refuse to admit a person solely upon the type of residential services the person is receiving or solely on the person's:
 - 4.131 Severity of disability.
 - 4.132 Orthopedic or neurological handicaps.
 - 4.133 Sight or hearing impairments.
 - 4.134 Lack of communication skills.
 - 4.135 Physical disabilities.
 - 4.136 Toilet habits.
 - 4.137 Behavioral disorders.
 - 4.138 Past failures to make progress.
- 4.14 Documentation regarding the basis for the refusal will be completed 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.

4.20 Admission process and requirements:

- 4.21 In the event of an emergency service initiation, the Company must ensure that staff training on individual service recipient needs occurs 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.
- 4.22 Prior to, or upon the initiation of services, the Designated Coordinator and/or Designated Manager will develop, document, and implement the Individual Abuse Prevention Plan according to MN Statutes, section 245A.65, subdivision 2.
- 4.23 The Designated Coordinator and/or Designated Manager will ensure that during the admission process the following will occur:
 - 4.231 Each person to be served and/or legal representative is provided with the written list of the Rights of Persons Served that identifies the service recipient's rights according to MN Statutes, section 245D.04, subdivisions 2 and 3.
 - 4.2311 An explanation will be provided on the day of service initiation or within five (5) working days of service initiation and annually thereafter.
 - 4.2312 Reasonable accommodations will be made, when necessary, to provide this information in other formats or languages to facilitate understanding of the rights by the person and/or legal representative.

4.2313 Service recipients will be advised of the Company's Program Abuse Prevention Plan within 24 hours of service admission unless they would benefit more from a later explanation that will be completed within 72 hours.

4.2314 An explanation of and provision of a copy of the *Policy and Procedure on Reporting and Reviewing of Maltreatment of Vulnerable Adults* will be provided to the service recipient and/or legal representative and case manager within 24 hours of admission unless they would benefit more from a later explanation that will be completed within 72 hours.

4.233 An explanation and provision of copies (may be provided within five [5] working days of service initiation) of the following policies and procedures to the person and/or legal representative and case manager:

4.2331 *Policy and Procedure on Grievances*

4.2332 *Policy and Procedure on Temporary Service Suspension*

4.2333 *Policy and Procedure on Data Privacy*

4.2334 *Policy and Procedure on Emergency Use of Manual Restraint*

4.2335 *Policy and Procedure on Service Termination*

4.2336 *Policy and Procedure on Reporting and Reviewing of Maltreatment of Minors*

4.234 Within five (5) business days of service initiation, and annually thereafter, the Company will obtain written authorization from the service recipient and/or legal representative for the following:

4.2341 *Authorization for Medication and Treatment Administration*

4.2342 *Agreement and Authorization for Injectable Medications*

4.2343 *Authorization to Act in an Emergency*

4.2344 *Standard Release of Information*

4.2345 *Specific Release of Information*

4.2346 *Safekeeping of Funds and Personal Property*

4.2347 *The Admission Form and Data Sheet* (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 and others as identified by the person and/or legal representative).

4.24 During the admission meeting, the support team and other people as identified by the person and/or legal representative team will discuss:

- 4.241 The Company's responsibilities regarding health service needs and the procedures related to meeting those needs as assigned in the Coordinated Service and Support Plan and/or Coordinated Service and Support Plan Addendum.
 - 4.242 Desired frequency of progress reports and progress review meetings (minimum annually).
 - 4.243 Initial *funds and personal property 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 itemizes receipt and disbursements of funds or other property. Changes will be documented and implemented when requested.
 - 4.244 If a person's licensed health care professional or mental health professional has determined that a manual restraint would be medically or psychologically contraindicated, the Company 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.
- 4.30 Admission process follow up and timelines:
- 4.31 The Designated Coordinator and/or Designated Manager or designee will ensure that the person's other providers, medical and mental health care professionals, and vendors are notified of the change in address and phone number.
 - 4.32 The Designated Coordinator and/or Designated Manager or designee will ensure that the person's service recipient record is assembled according to company standards.
 - 4.33 Within 15 calendar days of service initiation, the Designated Coordinator and/or Designated Manager will complete a preliminary Coordinated Service and Support Plan Addendum that is based upon 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 Designated Coordinator and/or Designated Manager.
 - 4.34 The following will be completed for persons admitted after January 1, 2014 requiring a Positive Support Transition Plan for the emergency use or planned use of restrictive interventions prohibited under MN Statutes, chapter 245D:
 - 4.341 The Positive Support Transition Plan must be developed and implemented within 30 calendar days of service initiation.
 - 4.342 No later than 11 months after the implementation date, the plan must be phased out.
 - 4.35 Before the 45-day meeting, the Designated Coordinator and/or Designated Manager 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.
 - 4.36 Within 45 calendar days of service provision, or 60 calendar days of service initiation, whichever is shorter, the support team and other people as identified by the person and/or legal representative must meet and use the Coordinated Service and Support Plan, relevant assessments, and any person centered planning documents to complete the following:

- 4.361 The scope of services to be provided to support the person's daily needs and activities.
- 4.362 Outcomes and necessary supports to accomplish the outcomes.
- 4.362 The person's preference for how services and supports are provided including how the Company will support the person to have make choices about their program schedule.
- 4.364 Whether the current service setting is the most integrated setting available and appropriate for the person.
- 4.365 Opportunities to develop and maintain essential and life-enriching skills, abilities, strengths, interests, and preferences.
- 4.366 Opportunities for access, participation, and inclusion in preferred community activities.
- 4.367 Opportunities to develop and strengthen personal relationships with others of the person's choice in the community.
- 4.368 Opportunities to work at competitively paying jobs in the community.
- 4.369 How services for this person will be coordinated across 245D licensed providers and members of the support team to ensure continuity of care and coordination of services for the person.
- 4.37 Within 10 working days of the 45-day meeting, the Designated Coordinator and/or Designated Manager will develop a service plan that documents outcomes and supports for the person based upon the assessments completed at the 45-day meeting.
- 4.38 Within 20 working days of 45-day meeting, the Designated Coordinator and/or Designated Manager 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.
- 4.39 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.
- 4.40 At the 45-day meeting, and annually thereafter, the person and/or legal representative, case manager, and other people as identified by the person are to discuss how technology might be used to meet the person's desired outcomes and summarize in the *Coordinated Service and Support Plan* and/or *Coordinated Service and Support Plan Addendum*. 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 is finalized.

Policy reviewed and authorized by:



John Wayne Barker, Executive Director