

## **Options Inc.**

Options, Inc. has developed admission, temporary service suspension and termination policies based upon federal, state and county laws, rules and/or regulations. These policies assure that consumers receive fair and equal treatment and they apply to both the Day Training and Habilitation Program and the Supported Employment Service.

## **ADMISSION AND SERVICE INITIATION POLICY**

### **I. Policy**

The determination to proceed with admission will be based upon the ability of Options Inc. to meet the needs and preferences of each person and his or her personal goals consistent with the principles of least restrictive environment, self-determination and recognizing each consumer's history, dignity, and cultural background; affirming and protecting the consumer's rights. Options Inc. will not discriminate against any person.

### **II. Purpose**

To establish standards and guidelines that provide for and support appropriate delivery of services for each consumer according to MS 245B.06, subd. 1(b)(3), including the efficient management of program and opportunities for community integration and involvement of persons with developmental disabilities served by the program.

### **III. Procedure**

#### **A. Admission Criteria.**

1. Persons must have been screened and authorized for services in accordance with Minnesota Statutes, section 256B.092.
2. Persons must be in need of active treatment services as determined by a preliminary evaluation of need.
3. The determination to admit (or not to admit) an individual will be based upon Options Inc.'s ability to meet each consumer's needs.
4. Options Inc. will not refuse to admit a person who is eligible and whose needs Options can meet solely on the basis of the person's current type of services being received, the severity or type of disability; communication skills, ADL skills, behavioral disorders, or past failure to make progress. If a person is refused, Options will demonstrate that the decision is based on the inability of Options to meet the person's needs through the current staff ratio, staff training, or that the additional funds needed to pay for increased supports are unavailable.
5. a person who does not have a primary diagnosis of mental retardation or a related condition, but who does have a primary diagnosis of a traumatic brain injury, may be eligible for services from Options if Options, the referring county and Sherburne County agree that the placement is the best service alternative for the individual. These individuals will be counted against Options' licensed capacity, the required staff ratios for persons served and the requirements for primary space and toilet facilities. Individual program plans for these individuals will be developed in conformance with Minnesota Statutes, sections 245B.01 through 245B.07, however they are not subject to the individual program planning requirements of the Consolidated Standards nor will Risk Management plans be required. However, the case manager may identify staff training requirements for serving the unique needs of these individuals and may identify a Risk Management plan as a necessary component for the individual referred. These

persons are exempt from the admission file and initial assessment requirements referred to in this policy.

#### B. Referral Process.

1. Upon notification of interest from a county case manager, a Program Manager will request information required under MS 245B, refer to attached Admission Checklist for details
2. Upon notification from the county case manager the Program Manager will set up tours and interviews, if appropriate, for each individual referred.
3. a referral must originate from a county human services agency and shall include an individual service plan (ISP) and other materials describing the need for day training services or supported employment services. When a consumer's case manager does not provide a current individual service plan, Options will make a written request to the case manager to provide a copy of the ISP and inform the consumer or the consumer's legal representative of the right to an individual service plan and the right to appeal under section 256.045. Should the person referred be served under a waiver, which does not require an ISP, the Case Manager shall provide a statement to that effect, detailing reporting requirements including the frequency of reports and meetings, as well as, any assessments.;
4. Options will notify the referred person/legal representative within 30 days of the written request for service of the admission decision. Reasons for denial of service request will be given along with potential alternative services. Options Inc. will maintain a written record of each application/referral for a period of four years.
5. If the training capacity for a service area is at a maximum, a waiting list for that area will be established based upon the chronological receipt of referrals. Options, Inc. will determine a training capacity for each of the following areas: the Work and Living Skills Area (WLSA), the Life Enrichment Area (LEA) and the High Needs Area (HNA). Options, Inc. may also reserve slots for future Sherburne County referrals if there are known individuals who will likely be referred that program area in the coming few years. Final determination for placement in the event of a waiting list will be based on the person's numerical order on the waiting list, the person's needs, the staff training ratio needed and/or other criteria as may be deemed necessary;
6. Sherburne County must approve the referral if the county of financial responsibility is not Sherburne County (representatives of Options' management team will meet with representatives of Sherburne County Social Services to review these out of county referrals and Options' capacity to meet the person's needs); and
7. Emphasis on individual support plans with input from the individual, guardian, family and other team members are to best meet the person's needs.

#### C. Admission of a New Individual

1. Prior to service initiation, Options will request any necessary documentation related to the development and delivery of services. This may include various assessments, medical records, and reports from previous providers involved with the individual. Refer to the attached Admission Checklist for details.
2. Prior to the first day of service initiation, the Program Manager will complete a risk management assessment with the other provider involved in service provision, and develop a plan to be implemented the first day of service initiation consistent with the requirements of Minnesota Statutes, section 245B.06, subdivision 2. This may be done

via the phone, e-mail, faxing, or in person.

3. At the time of service initiation all information required under 245B will be completed and placed in the individual data file. Refer to the attached Admission Checklist for details.

Authorized by: \_\_\_\_\_                      \_\_\_\_\_  
Executive Director                                      Date