

Admission Criteria Policy

I. Purpose

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

II. Policy

It is the policy of the Sibley County DAC 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 the Sibley County DAC's knowledge, skill, and ability to meet the service and support needs of person's served by the Sibley County DAC.

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

III. Procedures

A. Pre-admission

Before admitting a person to the Sibley County DAC, the Sibley County DAC must provide the following information to the person or the person's legal representative:

1. Information on the limits to services available from the Sibley County DAC, including the knowledge and skill of the Sibley County DAC staff and the Sibley County DAC's ability to meet the person's service and support needs.

B. Service initiation

1. Service recipient rights

Upon service initiation the Sibley County DAC 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 Sibley County DAC 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.

4. At the intake meeting the following will be discussed:
 - a. Final agreement by all parties of the services to be delivered and time lines.
 - b. Development of the risk management plan/ individual abuse prevention plan.
 - c. Arrangements to assist the consumer in the transition to new services.
 - d. Appropriate "consents for release of information" signed.
- C. Refusal to admit a person
1. Refusal to admit a person to the Sibley County DAC must be based on an evaluation of the person's assessed needs and the Sibley County DAC's lack of capacity to meet the needs of the person.
 2. Sibley County DAC 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.