

# ADMINISTRATIVE POLICY

## 1 General Admission Requirements

- 1.1 Only persons who meet the specific requirements of a particular services area will be admitted to OPTIONS.
- 1.2 Admission and treatment of candidates will not be affected by the applicants' race, color, creed, sex, marital status, sexual orientation, age, religion, ancestry or national origin or any other characteristic protected by law.

## 2 General Admission Criteria

- 2.1 All candidates must be able to benefit from services provided by OPTIONS and be compatible with other persons served in a particular service area.
- 2.2 Funding for services must be identified prior to final acceptance.
- 2.3 Candidates for all programs must be available for pre-admission visits prior to final acceptance.
- 2.4 A complete service specific referral packet containing the following information, if applicable, must be submitted for candidates for all programs:
  - 2.4.1 Identified and approved funding sources
  - 2.4.2 Current Individual Program Plan (IPP), Individual Service Plan (ISP) or Individual Education Plan (IEP) (if applicable)
  - 2.4.3 Medical/Neuropsychological and/or Psychological Evaluation detailing disability
  - 2.4.4 Legal status (conservatorship/probation/legal issues, etc.)
  - 2.4.5 CDER (if applicable)
  - 2.4.6 Ambulatory status
  - 2.4.7 Notification of Known Dangerous Propensities (if applicable)
  - 2.4.8 Any Other Pertinent Information
- 2.5 The appropriateness of a candidate's placement as well as compatibility with others will be considered in the selection process. The first 30 days of placement with OPTIONS are considered probationary and must confirm satisfaction of the entrance criteria.

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### 3 Application Procedure

- 3.1 If the initial referral contact is by telephone, general information will be gathered for the purpose of determining whether the referral is appropriate for any service provided by OPTIONS.
- 3.2 The preferred method of submitting a referral packet is to use "The Box" which is a secure electronic data information sharing system. For those who do not have access to this system, the referring agency may send a referral packet in the mail, by password protected e-mail or by fax (marked confidential) to the OPTIONS Central Office. No further action can be taken until the referral packet is received.
- 3.3 When the referral packet is received from the referral source, OPTIONS will review the information and open a file on the referral.
- 3.4 A referral committee comprised of the Chief Executive Officer, Chief Operating Officer, Program Director(s) and/or other relevant personnel will convene as needed to discuss the status of each person currently on referral to OPTIONS. A referral log will be maintained in a referral file.
- 3.5 After the referral committee has reviewed a new referral, the referring source will be contacted either by phone, mail or e-mail to convey the committee's decision regarding the referral and to arrange for one of the following actions:
  - 3.5.1 If the referral is deemed potentially appropriate for an OPTIONS service, additional information may be requested if needed and a pre-admission visit will be scheduled.
  - 3.5.2 If the referral is appropriate for an OPTIONS service but there are no current openings, additional information will be requested if needed and a pre-admission visit will be scheduled so that all necessary documentation will be on hand when an opening becomes available.
  - 3.5.3 If the referral is not appropriate, the referral source will be contacted and the reasons for denial will be reviewed. Alternative placement resources will be discussed when applicable.

### 4 Pre-admission Screening Evaluation

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- 4.1 Admission decisions will be based on a preliminary evaluation of the candidate and will be conducted or updated by members of the referral committee.
- 4.2 The preliminary evaluation will include, but not be limited to:
  - 4.2.1 Background information.
  - 4.2.2 Current comprehensive functional assessment of developmental, behavioral, social, health and nutritional status.
  - 4.2.3 Identification of specific individual needs, and the services required to meet those needs.
  - 4.2.4 Identification and discussion of dangerous propensities as indicated on the completed Notification of Known Dangerous Propensities form.
  - 4.2.5 OPTIONS will screen all candidates for admission to ensure that appropriate services can be provided by the organization.
  - 4.2.6 The CEO, Chief Operating Officer or Program Director will conduct pre-admission interviews with the applicant, the candidate's referring and/or funding source case manager, family member(s), and/or advocate, as appropriate.
  - 4.2.7 At the conclusion of the pre-admission interview, OPTIONS will discuss the outcome with the candidate in person or send a letter or e-mail of the referral status to the applicant and referral source when a decision is made.
- 4.3 If an applicant meets all general and program specific admission criteria and is deemed appropriate for admission, but no current openings exist, then he or she may be placed on a waiting list until an opening becomes available in the program or service for which he or she applied. When an opening does become available, the following information will be used to establish priority for admission:
  - 4.3.1 Priority may be provided to persons already receiving services through OPTIONS. Who desire a transfer between departments.

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- 4.3.2 Compatibility of the applicant with the persons currently served in the program or service for which the applicant has applied.
- 4.3.3 Length of time on waiting list. Generally, OPTIONS will admit the applicant who has been on the waiting list longest although this is program specific and does not apply to all programs.
- 4.3.4 Current place of residency for candidates seeking admission to one of OPTIONS residential programs. OPTIONS generally assigns priority status to applicants already residing in the local Regional Center Catchment area.
- 4.3.5 Current needs or changes that may affect placement.

### 5 Admission Procedure

- 5.1 When it is agreed upon that OPTIONS will provide services to an individual, the following documents must be available, if applicable, either prior to or at the time of admission:
  - 5.1.1 All financial arrangements will be in place
  - 5.1.2 OPTIONS Admission Agreement signed by all relevant parties
  - 5.1.3 Individual Service Plan (ISP), Individual Program Plan (IPP), or Individual Education Plan (IEP) (if applicable)
  - 5.1.4 Consent forms (if applicable)
  - 5.1.5 Personal Rights forms
  - 5.1.6 Medical Reports (if applicable)
  - 5.1.7 Psychological Reports (if applicable)
  - 5.1.8 Relevant Physical, Occupational, or Speech Therapy reports (If applicable)
  - 5.1.9 Current CDER (if applicable)
  - 5.1.10 Arrangements for medical treatment
  - 5.1.11 Notification of Known Dangerous Propensities (if applicable)

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- 5.2 The need for the following services will be reviewed prior to or at the time of placement. In some instances, when services are not already provided, OPTIONS may work with the referring agency to obtain a local provider as medically indicated.
  - 5.2.1 Dietary Services
  - 5.2.2 Medication
  - 5.2.3 PRN Medication Orders
  - 5.2.4 Physical Therapy
  - 5.2.5 Occupational Therapy
  - 5.2.6 Speech Therapy
  - 5.2.7 Psychological Services
- 5.3 Every newly admitted person will be given a orientation and an OPTIONS “Handbook for Persons Receiving Services, Parents and Significant others” with an Orientation form and Receipt of Handbook completed and placed in the person’s record.
- 5.4 If the person is taking any medication, then:
  - 5.4.1 Any medication brought with the person for personal use will be reviewed by OPTIONS RN (when appropriate).
  - 5.4.2 OPTIONS will make arrangements with its contracted pharmacy to have the medication packaged in bubble packs (when appropriate) so that the dispensation of medication can be properly documented. If this is not possible, new medication orders will be arranged.
- 5.5 The person will have the opportunity to identify and take an inventory of any valuable possessions.
- 5.6 Any other personal needs will be identified.
- 5.7 The Interdisciplinary (ID) Team will meet to identify the treatment requirements of the new supported person. Arrangements will be made for the following:
  - 5.7.1 Assessment within 30 days
  - 5.7.2 Referral to a work or day program
  - 5.7.3 Development of an Individual Service Plan (ISP) within 30 days
- 5.8 The OPTIONS Registered Nurse Consultant will perform a nursing evaluation, when appropriate, within 24 hours of the new admission.

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POLICY DATE: February 1996  
REVISED: January 29, 2002  
REVISED: September 16, 2002  
REVISED: May 2004  
REVISED: August 2007  
REVISED: January 2011  
REVISED: May 2012  
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