

ADMISSION POLICY COMMUNITY LIVING SUPPORTS (CLS)

PURPOSE

To establish uniform procedures for the acceptance of individuals into Community Living Supports (CLS) operated by LADD.

SCOPE

This policy applies to all individuals who receive Community Living Support services from LADD through contracts with the applicable Contract Agency.

POLICY

It is the policy of LADD that all referrals made to support services operated by LADD follow a clearly defined and uniform procedure. This procedure ensures each individual referred receives adequate information regarding our support services so she/he can make an informed choice. It also ensures the people supported, and the parents/guardians are happy with the choice, that correct and adequate authorizations are in place and that LADD has adequate information so the person will receive the appropriate services based on their individual plan of service; dreams, wishes and desires.

STANDARDS AND DEFINITIONS

Information regarding services offered by LADD is available via the Services Referrals by the Contract Agency, Brochures, Web Site and Information Packets on an on-going basis. Presentations and interviews occur as scheduled or requested.

A person supported, their family, legal guardian or any other referral source may contact LADD seeking information about support services. Those contacts, when possible are referred to the Regional Director so the Request for Service documentation in the electronic health record system (EHR) can be started.

Service Information Packet - This is a packet of documents that consists of authorizations, disclosures, assessment of need and general information provided by the person supported and their support network. This packet is obtained from the Quality Assurance Department and is specific to the type of service a person has chosen. The packet is completed by the Regional Director or DOD as part of the admission process and turned in to the Quality Assurance Department for processing upon completion.

- Personal Profile- All About Me The document is completed as part of the Service Information Packet that outlines the person's needs, medical necessity and interim treatment plan.
- Admission Checklist Document used to guide the admission process to ensure all steps are completed.

PROCEDURE

1. Placing contract agency must contact a member of management of LADD to discuss the referral.
 - a. Criteria for acceptance for all programs are developed in conjunction with the Contracting Agencies.
 - b. Order of referral and time period for need for placement are established by the Contracting Agencies.
2. Order of acceptance is based on the medical necessity and urgency of the person needing services, compatibility and availability of staffing. The person seeking services must meet the specific Admission/Discharge/Program Statement requirements for that service.

3. A referral form must be obtained from the Contract agency.
4. Management must review the information and contact the Contract agency in the time guidelines established by that agency regarding the next action needed to pursue services or information regarding the reason for ineligibility. If no timeline was established, then management must review the packet/information and contact the Contract agency within three days of the referral. (Discuss other alternatives, if available, at this time.)
5. If any concerns arise after reviewing the information they must be addressed to the Contract agency during the above contact or as soon as LADD management has knowledge of the concerns.
6. A visit with the person, and/or those who are most familiar with the person should be scheduled within a week of the referral. The purpose of the visit is to: meet the individual referred, discover what services the person is seeking, determine any special service needs and discuss the person's plan of service; hopes, dreams and desires. If the person/guardian is satisfied and would like to receive supports a LADD Information Packet must be completed with the person and/ or guardian prior to beginning services.
7. After the initial meeting, if the services are to be provided at the person's home or in the community as part of individual or group CLS then, when possible the person should be introduced to potential support staff to assist with transitioning.
8. At the time of the beginning of services, management must follow the Admissions Checklist.

The Referral for Services form and instructions as well as the Admission Checklist are located in the electronic system in I:\Office\Person Supported Benefits, Costs and Information\LADD Information Packs\Intake

