



Policy Title: Admission / Service Initiation Criteria	Effective Date	1-1-14
	Revision Date	
	Page No.	Page 1 of 2
	Approval	TH
	File	Policies

I. Purpose

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. To ensure PAI has the knowledge, skill, ability and resources to meet the service and support needs of persons served by this program.

II. Revision History

Date	Rev. No.	Change	Reference Section(s)

III. Persons Affected

Persons requesting admittance

IV. Persons Responsible

Intake Services Coordinator & PAI Direct Support Staff

V. Definitions

EST – Expanded Support Team

Admission Committee- an assembly of reviewers comprised of PAI senior management and site representatives.

VI. Policy

A. Admission

4. Admission to PAI is determined upon receipt and review of the completed application and requisite referral information.
5. Persons applying for service must meet the following established criteria (compliance with the criteria will not guarantee admission):
 - a. An adult who is eighteen years of age or older.
 - b. Submit all referral information, documentation and authorizations as requested.
 - c. Authorize the release and exchange of information necessary to facilitate the referral process.
- 3 PAI will not refuse to admit a person based solely on the type of residential services the person is receiving, or solely on the person's severity of disability, orthopedic or neurological handicaps, sight or hearing impairments, lack of communication skills, physical disabilities, toilet habits, behavioral disorders, or past failure to make progress
 - a. PAI serves many individuals with significant physical disabilities many of whom have no ability to protect themselves from Individuals exhibiting behaviors that could cause bodily harm.

- b. Applicants will be considered for admission based on their assessed needs and PAI's capacity to meet their needs as well as assure the safety of persons currently being served.
 - c. Due to the vulnerability of the persons who are in attendance, PAI will request complete histories and will not serve persons identified as having the potential for engaging in predatory sexual behavior.
 - 6. PAI's Admission Committee determines the service area and service site that is the best match for meeting the individual's identified service outcomes.
 - 7. Prior to the authorization of services the person and/or the legal representative will be informed of the following:
 - a. limits to the services available from PAI
 - b. PAI'S knowledge, skill, and ability to meet the service and support needs of the person
 - c. The conditions and terms governing the provision of services, including the PAI's admission criteria the policies and procedures related to temporary service suspension and service termination.
 - d. That PAI will provide a coordinated transfer to ensure continuity of care when there will be a change in the provider
 - e. The charges for PAI's services, regardless of who will be paying for the services, and be notified of changes in those charges
 - 8. All individuals receiving services at PAI will be free from bias and harassment regarding race, gender, age, disability, spirituality and sexual orientation
- B. Application and Referral Process
 - 4. PAI's development specialist is the initial contact for information regarding the services available.
 - a. If the applicant is interested in services at PAI, the development specialist will arrange a tour for the person and/or team members.
 - 5. Translation services, if necessary, are arranged by the case manager, school, family or legal representative.
 - 6. If the person or their EST is interested in pursuing placement:
 - a. A release of information form will be completed by the legal representative.
 - b. The case manager will submit PAI's application for services including all of the information required.
 - i. All information/reports listed on the application must be submitted in order for the referral to be considered
 - 7. Upon receipt, the application information is reviewed by the applicable site director and sent to the Admission Committee members.
 - 8. A home/school/work visit is scheduled in order to gather additional information and complete an intake assessment.
 - 9. When all of the requested data has been received, PAI's Admission Committee will convene and determine if PAI has the capacity and resources to meet their assessed needs.
 - 10. The individual and/or the referring team members will receive verbal and written notification of Admission Committee's determination.
 - 11. When an individual elects to pursue enrollment, an intake meeting is arranged with the EST prior to service initiation in order to:
 - a. Plan the initial service delivery; and
 - b. Disseminate and review all related policy and PAI service information prescribe in MN statute and rule.