

# MSS

## ADMISSION POLICY

**Administrative Manual I**

Revised: October 2023

Please contact Chris Salter for questions or concerns regarding this policy.  
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## Admission Policy

Reviewed: October 2023

### POLICY

The determination to proceed with admission in any of MSS programs will be based upon the ability of the program to meet the needs and preferences of each person and his/her personal goals, consistent with the principles of person-centered planning with the least restrictive environment and self-determination. MSS will make every effort to offer flexible service hours if an individual is seeking community employment or needs to access other resources in the community. The agency will not discriminate against anyone.

***The admission criteria and process will differ depending on the services that a person is seeking.***

### **Admission Criteria for Licensed Programs (Day Support Services (DSS)/Day Training and Habilitation (DT&H), Waiver-funded Employment Services (Employment Exploration, Employment Development, and Employment Support), and Individualized Home Supports:**

Certain criteria will be used to determine whether MSS is able to develop services to meet the needs of the person as specified in their Coordinated Service and Support Plan. The criteria include that the person:

- Has a desire to attend and participate in the program,
- Has a documented disability,
- Is at least 18 years of age,
- Has an eligible funding source,
- Is free of behaviors or medical conditions that would pose a serious threat to the safety of self or others,
- If seeking in-person services at one of our locations, resides within the transportation service area in a location accessible to our vehicles or be able to arrange alternate transportation to and from the program site,
- Is screened and authorized for services in accordance with Minnesota Statutes, section 256B.092 (Services for Persons with Developmental Disabilities),
- MSS has received confirmation of sufficient funding for the service for which the person is seeking.\*

### **Referral Procedure for all programs:**

If a person is interested in receiving services from MSS, they or their representative should contact the Director of the program in which they seek admittance or submit a referral online at <https://www.mssmn.org/referral-for-services>. A list of contacts can be found at <https://www.mssmn.org/team> or by calling 651-778-1000.

For all programs, the Program Director/Manager will need information about the person. For DSS and Waivered Employment Services, the information is listed in the checklist below this section. For

Employment Services funded by the Department of Employment and Economic Development (DEED)/Vocational Rehabilitation Services (VRS), the person should contact the Employment Services Director at 651-454-0633 or [psunder@mssmn.org](mailto:psunder@mssmn.org) and request an application for services.

If the person is seeking in-person Day Support Services/DT&H, the Director will also schedule a tour of MSS for the person and any appropriate support team members. Additional visits may be scheduled at MSS or another location (e.g., school, home) if more information about the person is needed.

The Program Director/Manager will review the information about the person with the MSS Intake Committee. The Program Director/Manager will make a decision for or against admission after reviewing the person's record, discussing the expectations of the person and his/her support team, considering the input from the Intake Committee, and verifying that the person has sufficient funding to support the cost of the desired MSS service. The admission decision will be made as soon as possible and no later than 30 days after the request for admission. If the person is accepted, the person seeking services will be assigned to the caseload of an MSS staff member, and an intake meeting will be scheduled with the person and their support team. A service initiation date, and any transition services if appropriate, will be determined at this meeting. *If admission is declined, a letter stating the reasons why with suggested alternative service providers will be sent to the referral source and applicant/legal representative and other team members as requested. If applicable, this will include appeal procedures available to them under Minnesota law should they wish to contest the decision.*

Many of these services can currently be provided in-person or via remote technology (Zoom, etc.). If you are solely receiving services remotely and you request to change to partly or completely in-person, we may not be able to accommodate the exact schedule you are used to. In addition, if the location you are interested in does not have the capacity to support additional people, you may be placed on a waitlist for in-person services.

### **Referral Information Checklist for Licensed Programs**

The following information is requested for individuals seeking admission to an MSS program. Failure to provide this information may cause a delay in the admission process, or a denial of admission:

- Complete MSS Information Form (contacts, demographic and background information)
- Summary of involvement in other rehabilitation or habilitation programs
- Conservator/Guardianship documents
- Relevant medical and psychological reports with documented diagnosis
- Most recent Coordinated Services and Support Plan (CSSP) or Individual Education Plan (IEP)
- Most recent Individual Abuse Prevention Plan/ Self-Management Assessment (IAPP/SMA)
- Vocational testing/evaluation reports (if applicable)
- Criminal history (if applicable)
- Employment and educational history
- Occupational, Speech, and Physical therapy reports (if applicable)
- Any additional pertinent information helpful to the development and delivery of services
- \*Confirmation of sufficient funding for services**

- Prior to accepting an individual into MSS, the Program Director/Manager will provide the individual's county case manager with information that will be used to generate a Rate Management System (RMS) rate. We need to have written verification of the approved rate and the number of days authorized prior to the start of services. This can be demonstrated through an RMS screen shot of approved final rate, Service Agreement or a copy of an Individualized budget showing amounts approved for MSS Services for those on CDCS funding.
- ***Individuals without sufficient funding for the MSS service for which they are seeking may not be accepted into an MSS program.***
- In unique situations, exceptions may be made to this process. These exceptions must be approved by the Intake Committee and the Vice President of Administration.

#### **Refusal to Admit a Person to Licensed Programs**

- Refusal to admit a person to a licensed program must be based on an evaluation of the person's assessed needs and the licensed provider's lack of capacity to meet the needs of the person. This licensed program 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 barriers;
  - d. sight or hearing impairments;
  - e. lack of communication skills;
  - f. physical disabilities;
  - g. restroom habits;
  - h. behavioral disorders; or
  - i. past failure to make progress.
- Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.

#### **Admission Criteria for Employment Services funded by the Department of Employment and Economic Development (DEED) /Vocational Rehabilitation Services (VRS)**

To be eligible for Vocational Rehabilitation Services, persons must meet the following criteria:

- Have a strong desire to work in the competitive labor market (a job of your own) and be willing to work with MSS to develop and implement a plan to get there;
- Live, and desire work, in a county served by MSS
- Be of an age to legally work according to Minnesota labor laws:
- Have a documented disability resulting in barriers to obtaining/retaining employment in the competitive labor market;
- Provide for own self-care, e.g., personal hygiene, eating, mobility, medication management, or have alternative arrangements to provide for these supports;
- Safely ride public transportation, arrange for Metro-Mobility, or provide own transportation to and from a job site;
- Be free of behaviors that would pose a threat to the health or safety of self or others;

- Have sufficient funding for services; and
- If ongoing employment supports are desired, agree to:
  - a. work with MSS to develop a plan for support services;
  - b. meet with an employment specialist at least twice per month (on or off the job site); and
  - c. supply MSS with copies of pay stubs so MSS can be reimbursed for services by the MN Extended Employment Program.

**Refusal to Admit a Person to these Employment Services**

- Refusal must be based on:
  - a. the availability of resources necessary to mitigate or eliminate the person’s functional limitations to employment, and
  - b. an assessment of the feasibility of meeting the person’s employment goals.

**Waiting List**

In the event that a program has reached enrollment capacity, a waiting list will be established. As openings occur, admittance to the program will be offered to each person on the waiting list based on a number of factors, including the length of time they have been on the list, the availability of a spot on an MSS bus route if transportation services are needed, and the current staffing pattern and needs of the program. *We will make an effort to prioritize those on the waitlist who were receiving in-person services before the pandemic but were not able to come back to traditional services quickly based on health concerns.* If a person on a waiting list is not able to accept the offer of acceptance within a reasonable time, the offer will be withdrawn and extended to the next person on the list. The person unable to start would remain on the waiting list.

  
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Julie Johnson, President/CEO

10/3/23  
\_\_\_\_\_  
Date

**Related Forms:**

- N/A